

EASTERN ARIZONA COLLEGE

Multimedia/Electronic Task Management

Course Design
2018-2019

Course Information

Division Business
Course Number AIS 239A
Title Multimedia/Electronic Task Management
Credits 1
Developed by Dana Barnett/Revised by Tammy Campbell
Lecture/Lab Ratio .5 Lecture/1 Lab

Transfer Status

ASU	NAU	UA
Non Transferable	Elective Credit	Non Transferable

Activity Course No
CIP Code 52.0400
Assessment Mode Final Exam (35 Questions/35 Points)
Semester Taught Spring
GE Category None
Separate Lab No
Awareness Course No
Intensive Writing Course No
Diversity and Inclusion Course No

Prerequisites

None

Educational Value

This course is designed for those students interested in using a Personal Information Manager (PIM) program to manage E-mail, organize schedules, maintain contact lists and to-do- lists, and keep a log of computer tasks.

Description

One of three multimedia modules designed to give students a higher level of office technology skills. Using a Personal Information Manager (PIM) program, students will learn how to manage email, organize schedules, maintain contact lists and to-do lists, and keep a log of computer tasks. This module also includes integrating data to and from other applications. Identical to CMP 239A.

Supplies

None

Competencies and Performance Standards

1. Use electronic mail program.

Learning objectives

What you will learn as you master the competency:

- a. Describe electronic mail.
- b. Read and reply to messages.
- c. Create and send new messages.

Performance Standards

Competence will be demonstrated:

- o in the completion of assigned activities
- o in the completion post test

Criteria - Performance will be satisfactory when:

- o learner describes electronic mail
- o learner reads and replies to messages
- o learner creates and sends new messages

2. Manage the scheduling of appointments.

Learning objectives

What you will learn as you master the competency:

- a. Describe the components of the Calendar-Outlook window.
- b. Enter appointments.
- c. Use the Date Navigator.
- d. Edit appointments.
- e. Display calendaring for daily, weekly, or monthly events.
- f. Create a task list.

Performance Standards

Competence will be demonstrated:

- o in the completion of assigned activities
- o in the completion final exam

Criteria - Performance will be satisfactory when:

- o learner describes the components of the Calendar-Outlook window
- o learner enters appointments
- o learner uses the Date Navigator
- o learner edits appointments
- o learner displays calendaring for daily, weekly, or monthly events
- o learner creates a task list

3. Utilize a contact list.

Learning objectives

What you will learn as you master the competency:

- a. Create a contact list.

- b. Apply the find contact feature.
- c. Create a category of contacts.

Performance Standards

Competence will be demonstrated:

- o in the completion of assigned activities
- o in the completion final exam

Criteria - Performance will be satisfactory when:

- o learner creates a contact list
- o learner applies the find contact feature
- o learner creates a category of contacts

Types of Instruction

Classroom Presentation

Simulated Work Experience

Grading Information

Grading Rationale

Projects/Assignments	70%
Quizzes/Exams	20%
Final Exam	10%

Grading Scale

A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	Below 60%