Course Information

Division: Business
Course Number: CMP 239A
Title: Multimedia/Electronic Task Management
Credits: 1
Developed by: Dana Barnett/Revised by Tammy Campbell
Lecture/Lab Ratio: 0.5 Lecture/1 Lab
Transfer Status: ASU: Elective Credit, NAU: Elective Credit, UA: Non Transferable
Activity Course: No
CIP Code: 11.0100
Assessment Mode: Pre/Post Test (35 Questions/35 Points)
Semester Taught: Spring
GE Category: None
Separate Lab: No
Awareness Course: No
Intensive Writing 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 AIS 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 post test.
   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:*
- in the completion of assigned activities.
- in the completion post test.

*Criteria - Performance will be satisfactory when:*
- learner creates a contact list.
- learner applies the find contact feature.
- learner creates a category of contacts.

**Types of Instruction**
Classroom Presentation
Simulated Work Experience

**Grading Information**

**Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90%-100%</td>
</tr>
<tr>
<td>B</td>
<td>80%-89%</td>
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<tr>
<td>C</td>
<td>70%-79%</td>
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<tr>
<td>D</td>
<td>60%-69%</td>
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<tr>
<td>F</td>
<td>Below 60%</td>
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