

# EASTERN ARIZONA COLLEGE

## Multimedia/Electronic Task Management

Course Design  
2018-2019

### 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** .5 Lecture/1 Lab

### Transfer Status

ASU	NAU	UA
Non Transferable	Elective Credit	Non Transferable

**Activity Course** No  
**CIP Code** 11.0100  
**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 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 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%