Course Information

Organization: Eastern Arizona College
Division: Business
Course Number: OFT 239A
Title: Multimedia/Electronic Task Management
Credits: 1
Developed by: Dana Barnett
Lecture/Lab Ratio: .5 lecture, 1 lab
Transfer Status: Not transferable
Extended Registration Class: No
CIP Code: 52.0408
Assessment Mode: Prepost Test, 30 questions, 30 points
Semester Taught: Offered Every Fall & Spring Semester
Gen. Ed. Area: None
Separate Lab: No
Awareness Course: No
Intensive Writing Course: No
Prerequisites: 1. None
2. None

Educational Value: This course is designed for those students interested in using a Desktop Information Management (DIM) 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 Desktop Information Management (DIM) program, students will learn how to manage E-mail, 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.

Shelly Cashman Woods. Outlook 2000 Essential Concepts and
Supplies: Supply of Disks
## Competencies and Performance Standards

### 1. Use electronic mail program.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Conditions</th>
<th>Learning Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>mature to use electronic mail.</td>
<td>Competence will be demonstrated:</td>
<td>a. Describe electronic mail.</td>
</tr>
<tr>
<td>learner describes electronic mail.</td>
<td>• in the completion of assigned activities.</td>
<td>b. Read and reply to messages.</td>
</tr>
<tr>
<td>learner reads and reply to messages.</td>
<td>• in the completion post test.</td>
<td>c. Create and send new messages.</td>
</tr>
<tr>
<td>learner creates and sends new messages.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Domain**: Cognitive
- **Level**: Knowledge
- **Importance**: Essential
- **Difficulty**: Medium

### 2. Manage the scheduling of appointments.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Conditions</th>
<th>Learning Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>mature to manage the scheduling of appointments.</td>
<td>Competence will be demonstrated:</td>
<td>a. Describe the components of the Calendar-Outlook window.</td>
</tr>
<tr>
<td>learner describes the components of the Calendar-Outlook window.</td>
<td>• in the completion of assigned activities.</td>
<td>b. Enter appointments.</td>
</tr>
<tr>
<td>learner enters appointments.</td>
<td>• in the completion post test.</td>
<td>c. Use the Date Navigator.</td>
</tr>
<tr>
<td>learner uses the Date Navigator.</td>
<td></td>
<td>d. Edit appointments.</td>
</tr>
<tr>
<td>learner edits appointments.</td>
<td></td>
<td>e. Display calendaring for daily, weekly, or monthly events.</td>
</tr>
<tr>
<td>learner displays calendaring for daily, weekly, or monthly events.</td>
<td></td>
<td>f. Create a task list.</td>
</tr>
<tr>
<td>learner creates a task list.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Domain**: Affective
- **Level**: Organizing
- **Importance**: Essential
- **Difficulty**: High

### 3. Utilize a contact list.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Conditions</th>
<th>Learning Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>mature to utilize a contact list.</td>
<td>Competence will be demonstrated:</td>
<td>a. Create a contact list.</td>
</tr>
<tr>
<td>learner creates a contact list.</td>
<td>• in the completion of assigned activities.</td>
<td>b. Apply the find contact feature.</td>
</tr>
<tr>
<td>learner applies the find contact feature.</td>
<td>• in the completion post test.</td>
<td>c. Create a category of contacts.</td>
</tr>
<tr>
<td>learner creates a category of contacts.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Domain**: Affective
- **Level**: Organizing
- **Importance**: Essential
- **Difficulty**: Medium

### Types of Instruction

Classroom Presentation  
Simulated Work Experience
## Grading Policy

**Evaluation Methods:**
- Assignments = 50%
- Tests = 40%
- Posttest = 10%

**Grading Scale:**

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

Learning Plan 1-- Learning E-mail with Outlook 2000

Overview: In this learning plan students will complete simulation practices that mimic the experiences of using Outlook 2000 in real world applications.

Competency: 1. Use electronic mail program.

Learning Activities:

_____1. COMPLETE pretest.

_____2. READ assigned material.

_____3. COMPLETE step by step practices in Microsoft Outlook 2000, Illustrated Series.

Performance Assessment Activities:


_____2. COMPLETE posttest.

Learning Plan 2-- Task Management with Outlook 2000

Overview: In this learning plan students will use Outlook 2000 to create, view and organize E-mail, calendar, contacts and task management.

Competency: 2. Manage the scheduling of appointments.

Competency: 3. Utilize a contact list.

Learning Activities:

_____1. COMPLETE pretest.

_____2. READ assigned information.


_____4. COMPLETE the In the Lab problems.

_____5. COMPLETE instructor assigned Cases and Places activities.

Performance Assessment Activities:

_____1. SUBMIT completed projects.

_____2. SUBMIT completed Lab problems.

_____3. SUBMIT completed Cases and Places activities.

_____4. COMPLETE Posttest.