



New Fellow Education Transfer Plan Abstract

Title of ETP	Hands On Technology: Time Management as an Administrative Assistant
Name of IISME Fellow	Lyn Edlin
Fellow's year-round email	Lyn_Edlin@hotmail.com
Sponsor Company	Lockheed Martin Integrated Systems & Solutions
Name of Mentor	Marlene Cole
CA State Teaching Credential	Adult Education - Technology

I, the IISME Fellow named above, affirm that the ETP I am submitting is my own work, that I acknowledged sources where appropriate, and that I avoided including any proprietary information of the Sponsor Company. By my submission I am assign to IISME my entire copyright in the ETP. Understand IISME is simultaneously granting me a license to use the ETP for pedagogical purposes.

Signature

Date

Category:	<p>Curriculum</p> <p>Subjects: Computer Basics, Office Skills, Vocational Education, Business Education</p> <p>Level: Adult Students</p>
Objectives:	<ul style="list-style-type: none"> • Students will learn time management tasks as Administrative Assistants. • Students will use problem solving and critical thinking skills. • Students will learn to evaluate the importance of tasks. • Students will decide what needs to be done to complete each task. • Students will place the tasks in the order they need to be done. • Students will use an electronic calendar to keep track of the appointments. • Students will complete a table by explaining why each decision was made.
Abstract:	<ul style="list-style-type: none"> • This ETP includes hands-on lessons for adult students to discover time management • Small groups will discuss a group of tasks to decide which should be done first, second, etc. • Individual students will create a electronic calendar schedule and a table from the group work

<p>Describe how your ETP aligns with CA State Standards stated in your proposal</p>	<ul style="list-style-type: none"> • This ETP is designed under the CA State Standard A4 1 Know how to acquire, use and manage both internal and external resources needed when supporting various organizational systems. • Students are involved in managing both internal and external resources as they support organizational systems to manage their time as well as the time of others. • D1.1 Develop information technology-based strategies and project plans to solve specific problems. • Students will be using an electronic calendar and table to solve specific time related problems.
<p>Describe the connection between your ETP and the Summer Fellowship.</p>	<p>Through discussions with the different Administrative Assistants I found out that the time management strategies that need to be utilized in industry are essential to being on time with the projects and all the pressures involved in bringing the information in by the deadline.</p> <p>During my time at Lockheed Martin I found that there is a system whereby everyone's time is directed toward projects and their completion is the number one priority.</p>
<p>Growth-Measurement Devices</p>	<ul style="list-style-type: none"> • Teacher observation of the small group work will determine how well the students communicate in their problem solving group interactions. • A rubric will be used to assess each student's individual work on the table and calendar.

Resources Needed	<ul style="list-style-type: none"> • One PC computer per student • Internet Connection • Computer Projector and screen • Printer • MS Word or a word processor • MS Outlook or an electronic calendar • Student assignment sheets on a shared drive
Evaluation/Assessment Measures Used	<ul style="list-style-type: none"> • Teacher observation • Assessment of the table using a rubric • Student Evaluation of the project by discussion
Formatting specifications	PC Software used; MS Word with a table created and MS Outlook electronic calendar printout
Submitted Copy	Soft and hard copy due to peer coach by the end of the summer fellowship. Also a copy of the cover sheet signed by a school site administrator submitted to IISME Oct. 3, 2005

I, the Mentor named above (please select one of the following), have read the attached ETP, and my comments, if any, appear below. I have read the attached ETP, and, as outlined in the IISME-Company Fellowship Agreement, have reviewed it on behalf of the Sponsor Company, and have determined that the ETP does not contain any Sponsor-proprietary information. My additional comments, if any, appear below.

Comments:

Signature

Date

Administrator's comments:

Signature

Date

MS Outlook Calendar

Objective:

Students work individually to learn to use MS Outlook calendar in preparation for the Time Management Lesson on Prioritizing Tasks

Assignment:

People with busy schedules need to find a method to keep all their appointments and schedule their time. MS Outlook has provided an electronic calendar where activities, meetings, appointments and dates can be recorded. Using this calendar helps to avoid schedule conflicts.

We will put a list of events on the calendar to learn how to use it correctly.

Open MS Outlook on the Projector – Students open Outlook at their computers.
Click on Calendar – Students follow directions

Demonstrate:

Click on 1 Day (on shortcut toolbar)

Click on 12:30 pm

Type Class, Location, End Time, You can put your assignments in the large message area.

Click 7 Week

Double click each day and fill in the appointments below

Have this list of events for students to enter into their calendars:

1. You have other classes. Put them on the calendar
2. Schedule a birthday party for 5pm-7pm on Thursday (Herman)
3. You need to pick up a child from school on Thursday at 2pm (Herman)
4. You have a teacher's meeting Tuesday at 4pm (Jennifer)
5. A soccer game is on Saturday at 3pm (Billy)
6. Your dentist appointment is on Friday at 9am
7. Type your other events for this week on the calendar
8. Click File → Print Preview to see how it looks
9. Print a hard copy of your week's calendar!
10. Give your teacher a copy.

Assignment:

Prioritizing Tasks

Group Work :

Today is Monday, November 14, 2005. Carl Smithers is a Vice-President and you are responsible for many varied duties in relation to your job as his Administrative Assistant. Select each task and place it in the order in which it needs to be done. (20 minutes)

Individual Work:

Fill in the attached table to explain your thinking as to why you placed each item in the particular order you selected, and what you need to do to make things run smoothly. (1 hour)

1. Travel to Paris, France to attend an important conference that begins on Monday, December 5, 2005 at 9am and ends on December 7, 2005 at 10pm. Airline reservations (first class), hotel reservations (near the conference site), transfer arrangements to and from airports, travel itinerary for 2(Carl and yourself).
2. Special Executive Conference Room reservations for a XYZ meeting on Wednesday, food service (Italian), 11:30-3:00.
3. Arrange for drinks for the meeting at 9:30 this morning.
4. Phone job candidates and set up interview times for Thursday after 3pm. (30 minutes each)
5. Prepare copies of Agenda and documents needed for Wednesday meeting.
6. Arrange for an escort to meet Stanley Martin who is arriving here at 11:00am this morning.
7. PERSONAL -- Dentist appointment today at 1pm—dentist one mile south, probably 1 hour
8. Place all dates on Carl Smithers electronic calendar
9. Send emails asking the XYZ team members to email work they have done by noon on Tuesday to be copied for the Wednesday meeting
10. Make 7 copies of each XYZ team member's work for Wednesday's meeting
11. Meet with Carl Smithers at 3:30 today
12. Make hotel reservations for Stanley Martin for 3 nights at the Hotel Billmore on El Camino and Bowers. Sept. 12-14.
13. Make dinner reservations for tonight at Magiannis on Santana Row, 8pm, 6 people. Email the XYZ group to RSVP.
14. Conference September 13, 2005, 9am Conference Center in Santa Clara – all day.
15. Doris Smithers' Birthday September 15 – Dinner reservations for 7pm at Fairmont Hotel in San Francisco.

November 2005

(Can be used for Carl Smither's Calendar in case and electronic calendar isn't available)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Because you are so well organized you have organized a list of numbers and email address to help you with your job.

Contact Numbers:

Name	Phone	Email
Food Service	X55231	
Escort Service	X55662	
Conference Rooms	X21354	
Hotel Billmore	555-4567	
Fairmont Hotel, S.F.	415-555-4433	
Magiannis	555-1155	
El Torida	555-8979	
Overseas Travel Co.	555-5631	
Domestic Trips	555-3321	
XYZ Team		
Frank Meadows	555-7877	Fmeadows@lexon.com
Gene Sims	555-9987	Gsims@lexon.com
Stan Phillip	555-7744	Sphillp@lexon.com
George Box	555-6644	Gbox@lexon.com
Job Candidates		
Sally Black	555-9922	
Karl Sims	555-4545	
Matthew Rios	555-2355	

Administrative Assistant's Time Management

Individual Work

Name

Order	Task #	Est. Time needed	Steps Taken to Accomplish the Task:	Explain:
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Work Skills : Time Management as an Administrative Assistant

Teacher Name: **Lyn Edlin**

Student Name: _____

CATEGORY	4	3	2	1
Quality of Work	Provides work of the highest quality.	Provides high quality work.	Provides work that occasionally needs to be checked/redone.	Provides work that usually needs to be checked/redone.
Contributions	Always provides useful ideas.	Usually provides useful ideas.	Sometimes provides useful ideas.	Rarely provides useful ideas.
Problem-solving	Actively looks for and suggests solutions to problems.	Refines solutions suggested by others.	Does not refine solutions, copies others	Does not try to solve problems.
Focus on the task	Consistently stays focused on the task and what needs to be done. Very self-directed.	Focuses on the task and what needs to be done most of the time.	Focuses on the task and what needs to be done some of the time.	Rarely focuses on the task and what needs to be done.
Preparedness	Brings needed materials to class and is always ready to work.	Almost always brings needed materials to class and is ready to work.	Almost always brings needed materials but sometimes needs to settle down and get to work	Often forgets needed materials or is rarely ready to get to work.
Overall quality of Table	Complete and without errors	Few errors, needs little correction.	Spelling and grammar errors - few areas are incomplete.	Difficult to read or understand - incomplete.