



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: SNR7015
Course Name: E-mailing for Beginners
Course Length: 6 hours

Last Revised On: 6/30/08

Description:

Learn how to create a Yahoo or Hotmail account, send email messages, attach documents, download graphics and photos, and manage your contact list. This class is designed for the beginner and will not cover email specifics of a particular software.

Objectives:

- Learn how to receive and send messages
- Receive, send and manage attachments
- Manage Sent and Deleted Folders
- Create and Maintain an Address Book
- Control Spam

Content:

1. Identify and learn commands for several E-mail software programs
2. Compose and send a message
3. Receive, read and reply to a message
4. Receive, read and open attachments
5. Manage Inbox, Sent and Deleted Folders
6. Create and Maintain an Address Book
7. Control Spam

Prerequisites:

- Introduction to Windows and Internet experience

Method of Instruction:

- Lecture, demonstration and hands-on use



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Evaluation:

- Exam: NO
- Class participation: YES
- Demonstration of Skills: YES