

COURSE SYLLABUS

Basic E-Mail Using Windows Mail

Winter/Spring 2010

INSTRUCTOR: Mary O'Neill

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**PREREQUISITE(S): Successfully Demonstrated Knowledge and/or Successful Completion of the Following Course(s):
Introduction to Computing
Window Basics**

CLASS LOCATION: Coronado Center, Room 5

A. COURSE DESCRIPTION

This class is for the new or less experienced e-mail user. You will learn the basics of composing, sending, receiving, replying, forwarding, adding and reading attachments, and setting up the address book.

B. METHOD OF INSTRUCTION

Lecture, discussion, question and answer, demonstration, hands-on computer use related to the course, and student demonstration of course related tasks.

C. COURSE OBJECTIVES

- Objective 1: Students will successfully demonstrate the basics of composing, sending and receiving email.
- Objective 2: Students will successfully demonstrate the ability to reply to and forward.
- Objective 3: Students will successfully demonstrate the ability to add and view attachments.
- Objective 4: Students will successfully update contacts (address book).