

Course Fact Sheet only for MERSETA SMME
Project 2009 from 1st Jan 2009 to
31st March 2010 - Damelin Saldanha.

Fact Sheet



Programme Name: Using Electronic Mail – 4 credits – US116935 & US116945.

Part Time: ½-1 Day.

Using Electronic Mail.

Description

Do you want to become more proficient in managing your e-mails? This course will improve your capabilities and your electronic communication skills.

This programme will enhance a learner's electronic communication skills in the work place as well as in private applications.

Course Outcomes

- Demonstrate knowledge of electronic mail.
- Demonstrate electronic mail application skills.

**Use electronic mail to send and receive messages.
(2 credits-Unit Standard 116935)**

- Understand the concepts and terms of electronic messaging.
- Create and send an e-mail message.
- Receive and respond to e-mails.
- Print and e-mail messages.
- Work with multiple e-mail messages.
- Adjust settings to customize the view and preferences of the presentation application.

**Enhance, edit and organize electronic messages using e-mail
(2 credits-Unit Standard 116945).**

- Explain legal, ethical and organizational issues in relation to the use of e-mail.
- Manage e-mail messages.
- Use the address book facilities of electronic mail application.

Assessment

The learner will be required to complete an assessment.

