

IC3 - Electronic Mail

Programme Title:	Internet and Computing Core Certification (IC3)
Module Title:	Electronic Mail
Content Provider:	Computer Press

Overview

Identify how electronic mail works. Identify how to use an electronic mail application. Identify the appropriate use of e-mail and e-mail related "etiquette".

Content Outline

How Email Works

- Email on a network
- Email on the Internet
- Components of an email message
- Components of an email address
- Email options
- Attachments

Using Email

- Create an email
- Complete an email
- Attach a file
- Delete an attachment
- Send mail
- View mail
- Search for mail
- Sort mail
- Move and copy mail to different folders
- Select mail
- Save mail
- Delete mail
- Reply to a mail message
- Reply to all
- Forward a mail message
- Use an address book
- Select mail options

Appropriate use of Email

- Professional email elements
 - Replying to a message
 - Unsolicited email
 - Use of informal elements
 - Problems with email
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Certification/Qualifications

This IC3 module prepares students to sit the IC3 - Living Online external assessment. See <http://www.ic3.co.nz/> for more information.

Suggested Learning Hours

Estimated time for completion of the four (4) modules that make up the IC3 - Living Online external assessment is ten (10) hours.