Course Title: Afternoon: E-mail Basics

Course Description:
Types of email applications, set-up, netiquette, avoiding phishing and spam.

Course Prerequisite(s):
Familiarity with MS Windows

Course Objectives:
Demonstrate skills per course description

Certification Notes:

Next Class Possibilities:
Microsoft Office System

Instructor Notes:

Textbook(s):

Lesson Plan – by week or session
Session 1:
Session 2: