

INTRODUCTION AND TERMS OF SERVICE

OUTLOOK FOR BEGINNERS

SAQA UNIT STANDARD ID:	116945
SAQA US TITLE:	Use electronic mail software to send and receive messages
NQF Level:	02
Credits:	2

Welcome to your E-mail training course. We trust that you will enjoy your time spent with us. This training material will introduce you to Outlook. You will learn how to communicate using electronic-mail.

Learning Assumed To Be In Place and Recognition of Prior Learning

- ◇ Read, write, communicate and comprehend at least at GET level.
- ◇ Operate a personal computer system. (Windows Level 1)

Course objectives:

The objectives of this course are to enable you to do the following:

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

If you or your company should require any of the following documents from Aspirations Training, please contact me to have them emailed:

- ◇ Company registration documents
- ◇ Tax Clearance Certificate
- ◇ BEE documents
- ◇ SETA accreditation document
- ◇ Registration with CSD

TERMS OF SERVICE

Thank you so much for deciding to join Aspirations Training for the Outlook for Beginners course. In order for you to get maximum benefit from this course, it is important we share an understanding about how we will work together.

We will work together with a commitment of the below:

Video Tutorials:

The video tutorials are demonstrations for you to view. Once you have viewed the video demo, you will then follow the instructions on the PDF exercise worksheets to practice the skills you are learning. Do not follow the steps on the videos as they are just demonstrations for your information, and not the full steps you need to take. The PDF documents have step-by-step instructions for you to follow. It will assist you to print the PDF documents out so that you can follow the exercises. That said, you can watch the videos over and over again, as many times as you like.

PDF Document:

The PDF downloadable documents are for your reference, and include notes and instructions for you to follow in order to create spreadsheets during the course. They will guide you through the steps to practice the functions that you are learning. You can print these and keep them as a reference for future use.

Access to the course:

You will have access to the course for a period of 2 months in order to complete the course you have purchased. This course will take approximately 1 day to complete. Within the 2-month period, you must submit by email, your assessment in order to receive your certificate. Once you have received your certificate, your access to the course will be complete, so please print the notes if you require them as a reference point.

If your assessment is not submitted within the 2-month period, no certificate will be issued.

Assessment Criteria

The assessment is to be completed, saved, and emailed along with the rest of the completed documents. Once these documents have been submitted, the Assessor, will assess the documents within 7 working days of submission and provide you with feedback.

Please email all completed exercises, along with the assessment to:
clare@aspirationstraining.co.za

Upon successful completion of assessment and feedback, your accredited certificate will be emailed to you within 7 working days.

Please submit the following:

- ◇ Complete the questions in the assessment document, save, and send back as an attachment. Included in the assessment, are emails which will be sent to the tutor at clare@aspirationstraining.co.za.

Contact:

- Should you have any questions at any point throughout the course, please feel free to email me on clare@aspirationstraining.co.za

Payment

Payment will be made in full prior to the start of the course. Please request an invoice for payment to be made into our bank account. Please visit our website on www.aspirationstraining.co.za for further information.

The payments are non-refundable under any circumstances.

Certification

Aspirations training is a registered and accredited training provider accredited with MICT SETA and ETDP SETA. Course are aligned to SAQA Unit standards on the NQF Framework. Certificates issued will be official SETA recognized certificates.