Renton Technical College
Commercial Building and Industrial Engineering
Computer Fundamentals (Fall 2010)

Email Assignment #2: Using the RTC web site AND using the attachment function of email

Due: Tuesday, Oct. 4 at noon

Directions:

1. Open your Internet browser and navigate to our class Quia web page. Then click on the link to the **Assignments and Handouts** page.
2. Download a copy of the document: "Email Assignment 2, form"
3. On that form, fill in your name (first and last) and the date.
4. Rename your document using the "Save As" function.
    - Rename it as: Email Assignment 2, your last name, your first initial
    - Example for David Dickson would be: **Email Assignment 2, Dickson, D**
5. If you want a printed copy of the questions to work with, print the document.
    - If you print the document, you can hand-write the answers. Later, you must type your answers into the form so that you can email it to the instructor.
    - If you can handle two open windows, you can simply type your answers into the document as you switch between Word and your Internet browser.
6. Open your web browser and go to www.RTC.edu
7. Click on the **Online Services** link. It's on the left side of the RTC home page.
8. Find the answers to the questions listed on "Email Assignment 2, form". All of the answers can be found in the Student Online Services portion of the RTC web site.
9. Type the answers in the space following each question on the assignment form.
    - Just click and type where it says: "Click here to enter text"
10. Be sure to save your file again so that all your work is saved.
    - Be sure you know how to do this correctly. If not, ASK.
11. Email your answers—as an attachment—to: David.RTC@gmail
    - Assignments will be accepted at this email address only.
    - Be sure the subject line says: Email Assignment #2 (AM or PM)
    - The assignment (with the correct file name) must be attached to the email message. Do NOT paste the assignment into the email message.
    - Include a brief message stating that the assignment is attached.
    - Include a formal salutation and closing.

Grading:

This assignment is worth **20 points total**.

- 10 points for the answers to the questions (1 point per question)
- 10 points for the proper formatting of the email message, using the formal business style discussed in class. (For details, see the scoring rubric in the instructions for Email Assignment #1.)
- If the attachment is missing, zero points will be earned. If the attachment is not named correctly, 2 points will be deducted from the score.