**Learning Targets for Module 3, Chapter 26:**

I can…

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| StandardModule 3 | Description/Skills Set | Level of Knowledge1 – got it2 – getting it3 – no clue | Checkpoint throughout the Chapter |
| I can… |  | **Beginning of Chapter**  | **What I know Now (Evidence that I understand the target)** |
| Objective 2.3 – Identify the appropriate use of different types of communication/collaboration tools and the “rules of the road” regarding online communication (netiquette).  |
| 3-2.3.1 | Identify appropriate used for different communication methods (e.ge e-mail, instant messaging, teleconference, syndication). |  |  |
| 3-2.3.2 | Identify the advantages of electronic communications. |  |  |
| 3-2.3.3 | Identify common problems associated with electronic communication (e.ge delivery failure, junk mail, fraud, hoaxes, viruses, etc.) |  |  |
| 3-2.3.4 | Identify the elements of professional and effective electronic communications (timely responses, correct spelling and grammar, appropriate level). |  |  |
| 3-2.3.5 | Identify appropriate use of e-mail attachments. |  |  |
| 3-2.3.6 | Identify issues regarding unsolicited e-mail (spam) and how to minimize or control unwanted mail. |  |  |
| 3-2.3.7 | Identify effective procedures for ensuring the safe and effective use of electronic communications including netiquette, acceptable use policy and general guidelines. |  |  |

**What I still need help to understand:**