

## **Basic Telecommunication Skills and Knowledge Checklist**

- I can access the Internet.
- I can describe the functions and features of major types of electronic communications (listservs, e-mail, newsgroups, world wide web, chat and bulletin boards).
- I can list components required to access the Internet at home and work.
- I can send, receive, forward and print e-mail messages.
- I can upload and download files from the Internet.
- I can use the basic features of web browsers.
- I can find search engines on the Internet.
- I can use search engines on the Internet to find personal and professional Web site information, including advanced search strategies (e.g., boolean searches).
- I can evaluate and cite information on the Internet.