Online Collaboration

This module sets out concepts and skills relating to the setup and use of online collaborative tools, such as storage, productivity applications, calendars, social media, web meetings, learning environments, and mobile technology.

Syllabus

The Syllabus sets out the specific knowledge and skills that make up this module, as informed by input from subject matter experts from a wide range of computer societies and organisations.

Download the Online Collaboration Module Syllabus (PDF)

Download Online Collaboration Module Datasheet (PDF)

On completion of this module the candidate will be able to:

- Understand the key concepts relating to online collaboration and cloud computing
- Set up accounts to prepare for online collaboration
- Use online storage and web-based productivity applications to collaborate
- Use online and mobile calendars to manage and plan activities
- Collaborate and interact using social networks, blogs, and wikis
- Schedule and host online meetings and use online learning environments
- Understand key mobile technology concepts and use features such as e-mail, applications, and synchronisation

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What are the benefits of this module?

- Covers the key skills needed to understand the main concepts relating to online collaboration and cloud computing
- Certifies best practice in effective use of online collaboration tools and mobile technology

- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content

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Syllabus Overview:

CATEGORY	SKILLSET
Collaboration Concepts	Key Concepts Cloud Computing
Preparation for Online Collaboration	Common Setup Features Setup
Using Online Collaborative Tools	Online Storage and Productivity Applications Online Calendars Social Media Online Meetings Online Learning Environments
Mobile Collaboration	Key Concepts Using Mobile Devices Applications Synchronisation

COURSE SCHEDULE

ICDL Online Collaboration

Length Days: 4 | Length Hours: 16

Start Date	Time	Location	Enroll
Aug 7, 2016	8:30 AM - 12:30 PM 1:30 PM - 5:30 PM	Dubai, U.A.E.	Enroll

Start Date	Time	Location	Enroll
Aug 27, 2016	8:30 AM - 12:30 PM 1:30 AM - 5:30 PM	Dubai, U.A.E.	Enroll