

Online Collaboration Course Outline



Course Objectives

This Online Collaboration courses 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. It's suitable for complete beginners.

Upon completion of this course you 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.

Estimated Course duration is 2 - 3 hours. Each lesson takes on average 3-5 minutes to complete.

Topics covered

Collaboration Concepts

- The role of ICT (Information & Communication Technology)
- Services/Tools supporting online collaboration
- Characteristics & benefits of online collaborative tools
- Risks & proper use of online collaborative tools
- Using cloud computing

Preparation for Online Collaboration

- Common setup features
- Collaboration tools setup

Online Storage & Productivity Applications

- Understanding online storage solutions
- Managing online files & folders
- Understanding productivity applications
- Creating, editing and saving files online
- Sharing online files
- Viewing and restoring online files

Social Media

- Social media tools that support online collaboration
- Managing permission & privacy options
- Social media connections
- Posting social media comments
- Social media posts
- Using a wiki to add to or update topics

Online Calendars

- Sharing online calendars
- Showing/Hiding shared calendars
- Calendar events

Online Meetings

- Online meetings
- Sharing meeting files
- Online meeting chat features
- Online meeting video & audio features

Online Learning Environments

- Understanding online learning environments
- Using online learning environments

Mobile Collaboration

- Understanding mobile devices
- Mobile connection options
- Key security considerations for mobile devices
- Searching the web
- Sending & receiving emails
- Using calendars
- Sharing pictures & videos
- Using applications
- Application management
- Synchronising mobile devices