

03 Days Perform Online Collaboration (24 hrs) (ICDL Certification)

Course Duration	24 Hours	Course Fee Full Fee: \$460	Subsidy & Nett Fees Please refer to page 2	Mode of Training Classroom
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Certification Successful trainees will receive the internationally recognized ICDL Certificate upon completion of the course. This certificate is administered by ICDL Singapore. This is a joint certification between WDA and ICDL Singapore. Student must take a 60 minute online assessment at the end of the course.

Entry Requirement Primary education without PSLE/PSPE Certificate or their equivalent

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

Successful candidates 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.

Course Outline

Section 1 – Collaboration Concepts

Key Concepts – Types of Online Collaboration:

- Cloud Computing
- Mobile Technology

Tools:

- Common Productivity Applications
- Social Media
- Online Calendars
- Online Meetings
- Online Learning Environments

Key Characteristics:

- Multiple Users
- Real Time
- Global Reach
- Concurrent Access

Benefits:

- Shared Files
- Calendars
- Global Access

Risks and Importance of Property Rights

Section 2 – Cloud Computing

Benefits

Risks

Section 3 – Preparation for Online Collaboration

Identify Common Equipment:

- Webcam
- Firewall Restrictions

Setup:

- Software
- Register
- User Account
- Activate and Deactivate

Effective from 01/01/2022



Section 4 – Online Collaborative Tools

Learn How to Use:

- Online Storage
- Productivity Applications
- Online Calendars
- Social Media
- Online Meetings
- Online Learning Environments

Section 5 – Mobile Collaboration

Learn How to Use:

- Mobile Devices
- Share Documents
- Share Documents
- Share Pictures
- Bluetooth
- Calendar Event
- Install and Uninstall Application
- Synchronising the Content
- Setup

Subsidy

03 Days Perform Online Collaboration (24 Hrs) TGS-2014500574		
	Mid-Career Enhanced Subsidy 40 years old & above	Singaporean 21 to 39 & PR
Course Fee	\$460.00	\$460.00
SkillsFuture Funding	\$322.00	\$230.00
Total Gross Fee	\$138.00	\$230.00
GST 7%	\$32.20	\$32.20
SkillsFuture Credit Deduction/Cash	\$170.20	\$262.20

Participant need to pass the test to get subsidy

Eligible for Claim Period: 15 July 2014 - 20 Oct 2023

SSG Advice:

All Singaporean aged 25 and above can use their \$500 SkillsFuture Credit to pay for a wide range of approved skills-related courses.

Visit the SkillsFuture Credit website (www.skillsfuture.sg/credit) to choose for the courses available on the SkillsFuture Credit course directory.

