
ICDL STANDARD – Online Collaboration – SM3

Description

This course 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.

Niveau

Intermédiaire

Course Content

Collaboration Concepts Module 1: Key Concepts

- Recognise that ICT (Information and Communication Technology) can support and promote online collaboration
- Identify the main types of services supporting online collaboration like cloud computing, mobile technology. Identify the main types of tools supporting online collaboration like: common productivity applications, social media, online calendars, online meetings, online learning environments
- Identify key characteristics of online collaborative tools like multiple users, real time, global reach, concurrent access
- Outline the benefits of using online collaborative tools like: shared files and calendars, reduced travel expense, ease of communication, enhanced teamwork, global access
- Be aware of the risks associated with using online collaborative tools like: unauthorized access to shared files, insufficient management of version control, malware threats, identity/data theft, service interruptions
- Recognize the importance of intellectual property rights and the appropriate use of content when using online collaborative tools

Module 2: Cloud Computing

- Understand ways in which cloud computing facilitates online and mobile collaboration like: storage of shared documents and files, access to a range of online applications and tools
- Outline the benefits of cloud computing for users like reduced costs, enhanced mobility, scalability, automatic updates
- Outline the risks of cloud computing like: dependence on provider, data protection and control, potential loss of privacy

Preparation for Online Collaboration Module 1: Common Setup Features

- Understand that additional applications, plug-ins may need to be installed to use certain online collaborative tools
- Identify common equipment used to support online collaboration like webcam, microphone, speakers
- Recognize that firewall restrictions may cause access issues for users of a collaborative tool

Module 2: Setup

- Download software to support online collaborative tools like: VOIP, IM, document sharing
- Register and/or set up a user account for a collaborative tool. Deactivate, delete/close a user account

Using Online Collaborative Tools Module 1: Online Storage and Productivity Applications

- Understand the concept of online storage solutions and identify common examples

- Identify the limitations of online storage like size limit, time limit, sharing restrictions
- Upload, download, delete online files, folders
- Understand that common productivity applications can be accessed via the web. Identify common examples of web-based productivity applications like: word processing, spreadsheets, presentations
- Identify features of web-based productivity applications: allows files to be updated by multiple users in real-time, allows files to be shared
- Create, edit and save files online
- Share, unshare a file, folder to allow other users to view, edit, own a file, folder
- View, restore previous versions of a file

Module 2: Online Calendars

- Share a calendar. Grant permission to view, edit a shared calendar
- Show, hide shared calendars
- Use a shared calendar to create an event, recurring event
- Set a reminder for an event
- Invite, uninvite people, resources to an event. Accept, decline an invitation
- Edit, cancel an existing event

Module 3: Social Media

- Identify social media tools that support online collaboration like: social networks, wikis, forums and groups, blogs, micro blogs, content communities
- Set up, modify available permissions/privacy options like: read access, write access, user invites
- Find, connect to social media users, groups. Remove connections
- Use a social media tool to post a comment, link
- Use a social media tool to reply to, forward a comment
- Use a social media tool to upload content like images, videos, documents
- Remove posts from social media. Be aware that permanently deleting posts and photos may be difficult
- Use a wiki to add to or update a specific topic

Module 4: Online meetings

- Open, close online meeting application. Create a meeting: time, date, topic. Cancel the meeting
- Invite, uninvite participants, set access rights
- Start, end a meeting
- Share, unshare desktop, files in an online meeting
- Use available chat features in an online meeting
- Use video, audio features in an online meeting

Module 5: Online Learning Environments

- Understand the concept of an online learning environment. Identify online learning environments like: Virtual Learning Environments (VLEs) and Learning Management Systems (LMS)
- Understand the features, functions available within an online learning environment like: calendar, noticeboard, chat, assessment records
- Access a course in an online learning environment
- Upload, download a file in an online learning environment
- Use a course activity like quiz, forum

Mobile Collaboration Module 1: Key Concepts

- Identify types of mobile devices like smartphone, tablet
- Understand that mobile devices use an operating system. Identify common operating systems for mobile devices
- Understand the term Bluetooth and its use

- Understand internet connection options available for mobile devices: wireless (WLAN), mobile internet (3G, 4G). Understand associated features of these options like speed, cost, availability
- Understand key security considerations for mobile devices like: use a PIN, backup content, turn wireless/Bluetooth on/off

Module 2: Using Mobile Devices

- Connect to the Internet securely using wireless, mobile technology
- Search the web
- Send, receive e-mail
- Add, edit, remove a calendar event
- Share pictures, videos using options like: e-mail, messaging, social media, Bluetooth

Module 3: Applications

- Identify common applications like news, social media, productivity, maps, games, eBooks
- Understand that applications are obtained from application stores. Identify common application stores for mobile devices
- Search for a mobile device application in an application store. Recognize that there may be purchase, usage costs associated with an application
- Install, uninstall an application on a mobile device
- Update applications on a mobile device
- Use an application on a mobile device like: voice or video communication, social media, map

Module 4: Synchronization

- Understand the purpose of synchronizing content
- Set up synchronization settings
- Synchronize mobile devices with mail, calendar, other devices

Lab / Exercises

- Practice exercises will be offered during and at the end of each module

Documentation

- Digital courseware included

Exam

- This course prepares to the exam ICDL Standard - Online Collaboration (SM3). If you wish to take this exam, please contact our secretariat who will let you know the cost of the exam and will take care of all the necessary administrative procedures for you

Participant profiles

- Anyone willing to use online collaboration tools and wishing to obtain ICDL certification

Prerequisites

- Basic knowledge on concepts and skills relating to the setup and use of online collaborative tools

Objectives

- 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

Classroom Registration Price (CHF)

1300

Virtual Classroom Registration Price (CHF)

1200

Duration (in Days)

2

Reference

ECDL2-SM3