

## 24hrs - ICDL Online Collaboration

### Course Synopsis:

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 Meeting, Learning Environments and Mobile Technology.

### Course 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.

### Course Outline:

#### Collaboration Concepts

- Key Concepts of Online Collaboration
- Cloud Computing
- Benefits & Risk

#### Preparation for Online Collaboration

- Understand Common Setup Features
- Set Up Software to Support Online Collaboration

#### Using Online Collaborative Tools

- Understand and Use Online Storage
- Limitations (Size Limit, Time Limit, Connectivity, Share Restrictions & Security)
- Use Common Productivity Applications
- Use Online Calendars
- Identify and Use Social Media Tools
- Use Online Meeting Tools
- Understand and Access Online Learning Environments (Course Notes, Resources, Calendar, Activities, Email)

#### Mobile Collaboration

- Identify Types of Mobile Devices and Operating Systems
- Understand Bluetooth and Its Use
- Understand Internet Connection Options and Key Security Considerations
- Use Mobile Devices
- Manage Apps
- Synchronise Content

## Course Fees & Schedule

**Full Course Fee: \$520 + \$36.40 (gst) = \$556.40 (Inclusive of gst)**

### Company Sponsored

- Absentee Payroll applicable for both SMEs & Non-SMEs
  - For course commencement between 1 Jan 2021 to 31 Dec 2021, absentee payroll funding is at 80% of hourly basic salary, capped at \$7.50 per hour.
- WSS scheme trainees (Singaporean aged above 35 and earn less than \$2300)
  - Employers will be eligible for Absentee Payroll support at 95% of hourly basic salary (subject to WSS eligible criteria)

### Self-Sponsored

- Skillsfuture Credit eligible for Singapore Citizens aged 25 and above.
- Singaporean aged 17 to 30 may use PSEA (Post-Secondary Education Account) for fee payment.
- You may use U-tap to defray 50% of the unfunded course fee, capped at \$250/year.
- Training Commitment Award (TCA) of \$100 for completing 2 WSQ courses.

Company Sponsored			Self-Sponsored	
SME	Non-SME		All Singapore Citizens and PRs aged ≥ 21 Years	Singapore Citizens Aged ≥ 40 Years (capped at \$25/hr or 90% of the course fee)
Singaporean & PR (90% of course fees, capped at \$25 per hour)	Singaporean & PR (80% of course fees, capped at \$17 per hour)	Singaporean aged ≥ 40 (capped at \$25/hr or 90% of the course fee)		
\$88.40	\$148.40	\$88.40	\$148.40	\$88.40

**Trainees are entitled to the training grant when they meet 75% of the training attendance and pass the requisite assessment.**