

Using Collaborative Technologies Level 1

Module Goals

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. 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.

Module Chapters

1. Collaboration Concepts
2. Preparation for Online Collaboration
3. Using Online Collaborative Tools
4. Mobile Collaboration

Additional Course Information

Estimated learning time: 20 hours

Versions available: 2010, 2013

Examinations: 45mins, mock test available

Course style: Online module with offline assignments

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Progression Options

Flexible Certificate in IT User Skills Level 1

Word Processing Level 1

Spreadsheets Level 1

Presentations Level 1

Improving Productivity Using IT Level 1



Rewards Training

Belgrave House, Station Way, Crawley, RH10 1HU

www.rewardstraining.co.uk

sales@rewardstraining.co.uk

01293 562651