INTI International University & Colleges™
YOUR FUTURE BUILT TODAY

Professional Development Programme

ONLINE COLLABORATION

The Online Collaboration programme covers the fundamental concepts and skills required for online collaboration using web-based tools and services.

This programme is suitable for a wide range of students in all job roles. Online collaboration is not only beneficial for those who work across geographical boundaries but also benefits those who work in the same location through collaboration tools and services to increase productivity.

Students will receive an ICDL Certification upon passing the assessment.

Programme Outline
- Collaboration concepts
- Preparation for online collaboration
- Online collaborative tools
- Mobile collaboration

Objectives
- Understand the fundamental concepts of online and mobile collaboration
- Recognise good practises in cloud computing and their role in promoting collaboration
- Identify various tools that support online collaboration, such as productivity applications, social media, calendars, meetings, and e-learning platforms
- Learn how to create, configure, and manage user accounts for collaborative tools
- Understand how mobile devices like tablets and smartphones facilitate collaboration

Learning Mode, Duration and Fee

LEARNING MODE	Online Learning	Face-to-Face (on-campus)	Self-Learning
DURATION	2 days		Within 12 months
FEE	RM 1,600	RM 1,600	RM 300

Level
■ Workforce

Assessment Mode
Test (upon completion of training)

Offered at
INTI International College Penang
INTI International College Subang

Intakes
MAY, SEPT, DEC

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