

Module 2: Communication and Collaboration

Main objective:

The module provides information about social media and how to work with it. Basic information about online citizenship and social media security will also be included/ introduced..

Topics:	Learning Outcomes:
<p>1. Introduction to social media</p>	<p>1.1 What is email Creating an email account in Gmail Email interface Sending an email</p> <p>1.2 Introduction to Facebook Creating a Facebook account Facebook profile Friending on Facebook Sending a message on Facebook Video calling Creating post Creating pages and groups Events</p> <p>1.3 Introduction to Skype Creating an account Skype interface Update your profile Adding contacts on Skype Sending messages on Skype Making voice and video calls</p> <p>1.4 Introduction to Viber Creating an account Adding contact to Viber Sending messages on Viber Message screen components Making voice and video calls on Viber</p>
<p>2. Online citizenship</p>	<p>2.1 Basic terminology – introduction to online citizenship</p> <p>2.2 Inappropriate online behavior and how to deal with it How to deal with inappropriate online behavior</p> <p>2.3 Sharing information – what not to post online</p> <p>2.4 Social media security</p>