Use of Smart Mobile Devices @ Workplace

Course Code: ASKSM9

Course Synopsis: Nowadays e-business is the trend in the industry. The companies are implementing Smart Mobile Devices at workplace to save cost and streamline processes. This workshop is designed to equip workers with the right mindset and skills to welcome technological changes at the workplace.

Course Objective: By the end of the course, participants would be able to:

- to understand the cyber risk of online & mobile applications.
- to use mobile device to work on images & videos in enhancing report illustration;
- to understand & apply the use of mobile device in supporting online payment for your company;
- to understand the process of the online merchandise & delivery system.

Course Outline:

- **Getting Started with Mobile Device**
  - Hands-on with Operating Mobile Devices
  - Introducing Mobile Device Apps @ Work
  - Understanding the security risk & Protect Device Data

- **Working with Images & Videos @ Workplace**
  - Knowing your camera's specifications
  - Techniques in Taking a Good Shot
  - Post production for photo editing

- **Setting Up Cashless Payment for Client @ Workplace**
  - Type of Cashless Payment (Credit Card, PayNow, Paylah, Alipay, Nets)
  - Setup ibanking Account for Company (Process)
  - Setup Paynow/Paylah and QR code for Company
  - Payment with Paylah! with QR code to Company
  - Payment with PayNow with mobile device to Company

- **Online Merchandise & Delivery System**
  - Relationship between Merchandise & Logistics Company
  - Process from Ordering to Delivery of product to your doorstep
  - Working with "Taobao" or "Lazada" platform
  - Working with "Grabfood" or "FoodPanda" platform

Course Duration: 1 days (7 hours), 9:00am - 5:00pm

Course Fee: $ 267.50 (Inc. GST) per participant

Course Dates: Refer to http://asktraining.com.sg/calendar