Design taken on structure, content and methodology to develop three courses:
Daina: please insert your comments till 30 of april, 2012

1) "Information Literacy for SMEs" responsible P2, (1 module IT academy http://distance.ktu.lt/cdk/courses/455 IT in management and administration of small and medium enterprises)

1) Basic things about ICT (computer possibilities, ICT skills on excel, spread sheets, presentations, word processing, web pages, introduction on cloud based computing and etc.)
2) Software solutions (ICT for beginners)
3) Introduction on office equipment
4) Data security, protection, copy right
   Duration: 20-40 h. with one meeting face to face.
   Design: P2 partner will develop the content and will present it to all partners to improve the content list in google docs, deadline: 15th of April, 2012, (feedback from partners till 30 of April)

2) "Technologies in Management and Business Administration of SMEs" P2 (IT Academy http://distance.ktu.lt/cdk/courses/179 Computer based project management)

1) e-business administration
2) project management software (administration, accountancy, tasks management)
3) use of templates and tools for communication and collaboration
4) documents management systems
   Duration: 20-40 h. with one meeting face to face.
   Design: P2 partner will develop the content and will present it to all partners to improve the content list in google docs, deadline: 15th of April, 2012, (feedback from partners till 30 of April)

3)"Computer Based Marketing and Communication P1 (IT Academy http://distance.ktu.lt/cdk/courses/614, Self marketing through IT)

1) e-marketing + research tools
2) video presentations, video possibilities
2) open tools for business management (web.2.0 tools)
3) e-facilities, e-commerce,
   Duration: 20-40 h. with one meeting face to face.
   Design: P1 partner will develop the content and will present it to all partners to improve the content list in google docs, deadline: 15th of April, 2012, (feedback from partners till 30 of April)

All the tools MUST be friendly and easy to use.
KTU will provide the template to use for courses development.