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| **Minor Award Name** | **Digital Media** |
| **Minor Award Code** | **3N0552** |
| **Level** | **3** |

**Suggested resources to support delivery:**

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| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Full Digital Media 3N0552 course | Website | Full Digital Media 3N0552 course available from NALA through [www.writeon.ie](http://www.writeon.ie). A good accompaniment to other class notes and material allowing a blending learning approach. | NALA | <http://www.writeon.ie>  |
| What is Digital Media? | Website | Overview and examples of digital media. | Centre for Digital Media | <https://thecdm.ca/program/digital-media> |
| Types of digital media | Website | Examples of different types of digital media. | Wisegeek.org | <http://www.wisegeek.org/what-are-the-different-types-of-digital-media.htm> |
| Digital media in daily life | Website and Video | How digital media is changing our lives.A set of videos and discussions around how digital media is changing various aspects of our lives, including sharing, decision making, privacy, learning, health, interactions etc. | World Economic Forum | <https://www.weforum.org/agenda/2016/01/how-digital-media-use-is-changing-our-lives/> |
| Trademarks and Copyrights | Website | Simple explanation and comparison of trademarks and copyrights.  | Legalzoom.com | <https://www.legalzoom.com/trademarks-patents-copyrights/summary-compare-trademark-copyright.html> |
| HSE Social and Digital Media Policy | PDF | Good example of Workplace Policy on Social and Digital Media Usage. | HSE | <http://www.hse.ie/eng/staff/Resources/socialmedia/SocialandDigitalMediaPolicy%20and%20Guidance%20for%20HSE%20Employees.pdf> |
| Security considerations for digital media and the internet | Website and Video | Excellent set of tutorials and videos covering safe use of digital media and the internet, including passwords, security, spam, phishing, shopping, viruses, updates and privacy. | GCFLearnFree.org | <https://www.gcflearnfree.org/internetsafety/> |
| Online social networking | Website and Video | Excellent set of tutorials and videos covering various social media and social networking platforms, including Facebook, Twitter, Skype, Snapchat, WhatsApp, YouTube and more. | GCFLearnFree.org | <https://www.gcflearnfree.org/topics/socialmedia/> |
| Advantages and disadvantages of Social Networking and Social Media | Website | Excellent, easy to understand discussion on the pros and cons of social networking and social media | Lifewire.comBy Elise Moreau | <https://www.lifewire.com/advantages-and-disadvantages-of-social-networking-3486020> |
| Internet and Email  | Website | Excellent source of handouts and exercises on a variety of internet and email related topics. | Age Action Ireland/ Getting Started Computer Training Programme  | <https://www.ageaction.ie/how-we-can-help/getting-started-computer-training/getting-started-tutor-and-learner-resources/tutor> |
| Internet Basics | Website & Video | Excellent set of tutorials and videos covering internet basics, browsers and search engines. | GCF Learnfree.org | <https://www.gcflearnfree.org/internetbasics/> |
| Opening the Internet  | Website & Video | Using a web browser to open the Internet and browse the web. | GCF Learnfree.org | <https://www.gcflearnfree.org/internetbasics/using-a-web-browser/1/> |
| Opening websites and browsing the Internet | Website & Video | Browsing the internet using the Google Chrome web browser. Covering the address bar, opening websites, navigating, link, tabs, windows and browsing history.  | GCF Learnfree.org | <https://www.gcflearnfree.org/chrome/browsing-in-chrome/1/> |
| How to download an app, file, or program from the Internet | Website | How do I download an app, file, or program from the Internet | Computerhope.com | <https://www.computerhope.com/issues/ch000505.htm> |
| How to download files from the Internet | Website | How to download several types of files , documents, pictures, videos, apps, extensions from the internet | Microsoft | <https://support.microsoft.com/en-ie/help/17436/windows-internet-explorer-download-files-from-web> |
| Using a Smartphone | PDF | PDF handout of an Introduction to using Smartphones. | AgeAction | <https://www.ageaction.ie/sites/default/files/attachments/android_smartphone_handout.pdf> |
| Operate a iPhone | Website and Video | Excellent set of tutorials on using an Apple iPhone, including keyboard, apps, contacts, browsing, setting, notifications, camera, calendar and more.  | GCFLearnFree.org | <https://www.gcflearnfree.org/iphonebasics/> |
| Operate an Android Phone | Website and Video | Wiki and video on how to use and Android Phone, including configuring, Wi-Fi, calls, texts, customising, installing and removing Apps | Wikihow.tech | <http://www.wikihow.tech/Use-an-Android-Phone> |
| Record photographic images using a digital camera and download to a computer | Website and Video | Excellent set of tutorials on digital photography, including types and parts of cameras, photography concepts, taking pictures, lighting and more. | GCFLearnFree.org | <https://www.gcflearnfree.org/digitalphotography/> |
| Windows Media Player to copy, synchronise and play music | Website and Video | Set of tutorials and videos for windows media player, including, setup, playback, ripping CDs, playlists, syncing and sharing. | Top-windows-tutorials.com | <http://www.top-windows-tutorials.com/windows-media-player/> |
| Creating playlists in Windows Media Player | Video | Simple video showing how to create a playlist in Windows Media Player | How To Support | <https://www.youtube.com/watch?v=-0fzkRcTR1k> |
| Apple Support | Website | Apple support website with support resources for iPhone, iPad, or iPod media devices | Apple | <https://support.apple.com/en-ie/itunes> |
| Syncing your iPhone, iPad, or iPod with iTunes | Website | How to Sync your iPhone, iPad, or iPod with iTunes on your computer using USB | Apple | <https://support.apple.com/en-ie/HT201253> |
| Creating playlists in iTunes | Video | Simple video showing how to create a playlist in iTunes | NOandROfilms - Everything Apple | <https://www.youtube.com/watch?v=113sjIKGadA> |
| Record video on a camcorder or camera | Website | Camcorders vs. Cameras: Both Take Video, Which Do You Need? | Lifewire.comby Greg Scoblete | <https://www.lifewire.com/camcorders-vs-cameras-487981> |
| Record video using and iPad or iPhone | Website | Good tutorial on how to record video with various different setting on iPad or iPhone. | Imore.comBy Rene Ritchie, Rene Ritchie, Mike Tanasychuk, Allyson Kazmucha | <https://www.imore.com/how-to-record-video-iphone-ipad> |
| Import photos and videos from phone to PC | Website | Quick tutorial on import photos and videos from phone or camera to PC. | Microsoft | <https://support.microsoft.com/en-ie/instantanswers/942ddea8-e901-125c-b08e-a9e10315538c/import-photos-and-videos-from-phone-to-pc> |
| How to get started on Facebook | Website and Video | An introduction for Facebook and how to create a Facebook account. | GCFLearnFree.org | <https://www.gcflearnfree.org/facebook101/getting-started-with-facebook/1/> |
| Understanding Facebook Privacy | Website and Video | Excellent tutorial and video on understanding Facebook privacy. Very important topics for new users. | GCFLearnFree.org | <https://www.gcflearnfree.org/facebook101/understanding-facebook-privacy/1/> |
| Setting up Facebook Privacy settings | Website and Video | Excellent tutorial and video on setting up you Facebook privacy settings. Very important topics for new users. | GCFLearnFree.org | <https://www.gcflearnfree.org/facebook101/adjusting-your-privacy-settings/1/> |
| Sharing on Facebook | Website | Tutorial on sharing content on Facebook, including status, comments, links, picture and video. | GCFLearnFree.org | <https://www.gcflearnfree.org/facebook101/sharing-on-facebook/1/> |
| How to create an event on Facebook | Video | Simple video on how to create an event on Facebook | HowtoCreator | <https://www.youtube.com/watch?v=pwHWyT-xX9o> |
| How to create a Facebook group page | Video | Video on how to create a Facebook group page | Technologyguru | <https://www.youtube.com/watch?v=8KO3tK8YBJc> |
| Twitter | Website and Video | Tutorials and videos on creating and maintain a twitter account in this popular social media network. | GCFLearnFree.org | <https://www.gcflearnfree.org/twitter/> |
| Twitter Tutorial | Video | Twitter Tutorial video for beginners. | David A. Cox | <https://www.youtube.com/watch?v=SBDYYGER5iM> |
| Skype  | Video | Skype website, showing how to download and use Skype for video calls. Includes the various other feature of Skype including phonecall, instant messaging and screen sharing.  | Skype | <https://www.skype.com/en/> |
| How to setup and use Skype to make video calls | Website and Video | Tutorials and videos on how to setup and use Skype to make video calls. | GCFLearnFree.org | <https://www.gcflearnfree.org/skype-2016/>  |
| Instagram | Website and Video | Tutorials and videos on how to create and maintain an Instagram account. | GCFLearnFree.org | <https://www.gcflearnfree.org/instagram/> |
| Instagram Tutorial | Video | Instagram Tutorial video for beginners. | The Sanctuary | <https://www.youtube.com/watch?v=SZmGnrhdHnY> |
| Google Photos | Website | How to use Google Photos to store, manage, edit and share you photos. | Androidcentral.com | <https://www.androidcentral.com/google-photos> |
| Google Photos Tutorial | Video | How to get set up with Google Photos so you can easily store, backup, and sync all of your digital photos and videos. | Technology for Teachers and Students | <https://www.youtube.com/watch?v=IEJH0n6xuJk> |

**Useful Organisations:**

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| **Name** | **Contact Information** |
| NALA –National Adult Literacy Association  | [www.writeon.ie](http://www.writeon.ie)  |
| Goodwill Community Foundation – GCF LearnFree.org | [www.gcflearnfree.org](http://www.gcflearnfree.org) |

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| **MOOCs (Massive Online Open Courses)** |
| Free access to online coursesSearch regularly for new courses and new start datesOnline courses delivered mainly by Universities and Colleges worldwide.Useful to search regularly for new courses and new start dates. Most courses are free. Charge often applies if assessment and certification is required.Provide excellent CPD for individuals or resources that can support teaching and learning. | What is a MOOC?<https://www.youtube.com/watch?v=eW3gMGqcZQc> |
| Providers of MOOCse.g. <https://www.mooc-list.com/> |
| <http://www.writeon.ie> |
| <https://www.coursera.org/> |
| <https://alison.com/> |
| <http://www.lynda.com/> |
| <http://www.open.edu/openlearn/free-courses>  |

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| **Recommended Books** |
| Cambridge Technicals Level 3 Digital Media (Cambridge Technicals 2016) Paperback – 5 Sep 2016By Victoria Allen, Karl Davis, Richard Howe, Ian Marshall, Kevin Wells | [https://www.amazon.co.uk/Cambridge-Technicals-Level-Digital-Media/dp/1471874737/ref=sr\_1\_8?s=books&ie=UTF8&qid=1499784074&sr=1-8&keywords=digital+media](https://www.amazon.co.uk/Cambridge-Technicals-Level-Digital-Media/dp/1471874737/ref%3Dsr_1_8?s=books&ie=UTF8&qid=1499784074&sr=1-8&keywords=digital+media)  |
| Android Phones for Seniors in easy steps Paperback – 31 May 2017By Names Nick Vandome | [https://www.amazon.co.uk/Android-Phones-Seniors-easy-steps/dp/1840787759/ref=la\_B001KE4O02\_1\_8?s=books&ie=UTF8&qid=1499784993&sr=1-8](https://www.amazon.co.uk/Android-Phones-Seniors-easy-steps/dp/1840787759/ref%3Dla_B001KE4O02_1_8?s=books&ie=UTF8&qid=1499784993&sr=1-8) |
| Android Tablets for Seniors in easy steps, 3rd Edition - covers Android 7.0 NougatBy Nick Vandome | [https://www.amazon.co.uk/Android-Tablets-Seniors-Easy-Steps/dp/184078766X/ref=la\_B001KE4O02\_1\_9?s=books&ie=UTF8&qid=1499784993&sr=1-9](https://www.amazon.co.uk/Android-Tablets-Seniors-Easy-Steps/dp/184078766X/ref%3Dla_B001KE4O02_1_9?s=books&ie=UTF8&qid=1499784993&sr=1-9) |
| iPad for Seniors in easy steps, 6th Edition - covers iOS 10 Paperback – 14 Oct 2016By Nick Vandome | [https://www.amazon.co.uk/d/cka/iPad-Seniors-easy-steps-6th-covers-iOS/1840787422/ref=la\_B001KE4O02\_1\_1?s=books&ie=UTF8&qid=1499784993&sr=1-1](https://www.amazon.co.uk/d/cka/iPad-Seniors-easy-steps-6th-covers-iOS/1840787422/ref%3Dla_B001KE4O02_1_1?s=books&ie=UTF8&qid=1499784993&sr=1-1)  |
| iPhone for Seniors in easy steps, 3rd edition - covers iOS 10 Paperback – 30 Nov 2016By Nick Vandome | [https://www.amazon.co.uk/iPhone-Seniors-easy-steps-3rd/dp/1840787430/ref=la\_B001KE4O02\_1\_3?s=books&ie=UTF8&qid=1499784993&sr=1-3](https://www.amazon.co.uk/iPhone-Seniors-easy-steps-3rd/dp/1840787430/ref%3Dla_B001KE4O02_1_3?s=books&ie=UTF8&qid=1499784993&sr=1-3)  |