

# Social Media & Your Job

## Course Outline – All Employees

Module	Learning Objectives	# of Configurable Pages
<b>Introduction</b>	<ul style="list-style-type: none"><li>• Identify the topics covered in this course.</li><li>• Navigate the course.</li></ul>	2
<b>How Social Media Can Affect Your Job</b>	<ul style="list-style-type: none"><li>• Identify common uses of social media.</li><li>• Identify misconceptions about social media use and employment.</li><li>• Examine when and where employer policies regarding online behavior apply.</li></ul>	2
<b>Responsible Social Media Use</b>	<ul style="list-style-type: none"><li>• Identify ways to use social media without harming the learner's organization.</li></ul>	1

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<b>Avoiding &amp; Responding to Illegal Social Media Use</b>	<ul style="list-style-type: none"><li>• Examine the various ways social media content can create legal liability and be used as evidence.</li><li>• Utilize problem-solving skills to respond to cases where something goes wrong with posted social media content.</li><li>• Identify general helpful guidelines for social media use.</li></ul>	1
<b>Conclusion</b>	<ul style="list-style-type: none"><li>• Receive a summary of the course content.</li></ul>	8