



l by Students:



N. Textbooks and Materials to be Purchased

Textbooks could include:

Secondary Electronic Media Skills

The student will:

- c) analyse end-user information needs
- e) learn documentation planning
- f) learn html and programming language
- g) learn how to use programming tools
- h) learn file management, conversion, transferring, handling graphics and text

Types of Electronic Media

I) CD-Rom/DVD

The student will:

- h) learn how to use hypertext for CD-Rom/DVD
- c) learn content development/acquisition
- d) examine delivery methods and their consequences

Understand the steps of CD-Rom/DVD production:

Communication

II) Online Communication

The student will:

The student will:

define online documentation

a) define online documentation

examine the differences between manual and online documentation

h) examine the differences between manual and online documentation

learn to design and use a help documentation system

- e) write for online use
- f) learn content development/acquisition

III) Internet Communication

The student will:

Internet uses

a) examine internet uses

make a good/bad web site

b) learn what makes a good/bad web site

examine the uses of hypertext/linking

learn content development/acquisition

learn web architecture

design formatting graphic-use

g) design formatting graphic-use

internet (e.g., as a search engine)

h) use the internet (e.g., as a search engine)

write web pages

h) write web pages

(V) Intranet Communication

The student will:

- a) examine each purpose for intranet use
- b) analyse intranet content
- c) develop content for use
- d) study design elements
 - e) write for intranet use
 - f) learn to maintain documents, feedback, and statistics

Q. METHOD OF INSTRUCTION

This course will utilize a combination of lecture, seminar, and laboratory classes and field-related activities.

R. COURSE EVALUATION

Creation of an online document	20%
Creation of a Web page	20%
Intranet design and development plan	20%
Research and analysis of an	