



Douglas College

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COURSE INFORMATION

l by Students:

**N. Textbooks and Materials to be Purchased**

Textbooks could include:

## Secondary Electronic Media Skills

The student will:

identify components involved in specific types of media

learn how to construct an audience analysis for each type of electronic media

- c) analyse end-user information needs
- d) develop and acquisition management
- 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:

a) write for CD-Rom and Digital Versatile Disk (DVD)

b) 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:

define online documentation

examine the differences between manuals and online documentation

examine the nature of online documentation

d) learn to design software help systems

e) learn to design online help systems

f) learn to design online help systems

g) learn to design online help systems

h) learn to design online help systems

i) learn to design online help systems

j) learn to design online help systems

k) learn to design online help systems

l) learn to design online help systems

m) learn to design online help systems

n) learn to design online help systems

o) learn to design online help systems

p) learn to design online help systems

q) learn to design online help systems

r) learn to design online help systems

s) learn to design online help systems

t) learn to design online help systems

u) learn to design online help systems

v) learn to design online help systems

w) learn to design online help systems

x) learn to design online help systems

y) learn to design online help systems

z) learn to design online help systems

### III) Internet Communication

The student will:

a) examine internet uses

b) make a good/bad web site

c) learn what makes a good/bad web site

d) examine the uses of hypertext/linking

e) learn what makes a good/bad web site

f) learn what makes a good/bad web site

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

h) write web pages

i) learn web architecture

j) learn web architecture

k) learn web architecture

l) learn web architecture

m) learn web architecture

n) learn web architecture

o) learn web architecture

p) learn web architecture

q) learn web architecture

r) learn web architecture

s) learn web architecture

t) learn web architecture

u) learn web architecture

v) learn web architecture

w) learn web architecture

x) learn web architecture

y) learn web architecture

z) learn web architecture

**(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%