



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 C

The student will:

The student

define online documentation

a)

examine the differences between manual and online help

h)

learn to design and use a help structure system

development/acquisition

- e) write for online use
- f) learn content devel

III) Internet Communication

The student will:

Internet uses  
makes a good/bad web site  
for the web

- a) examine inter
- b) learn what m

design formatting graphic-use  
internet (e.g., as a search engine)

- g) use the in

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	