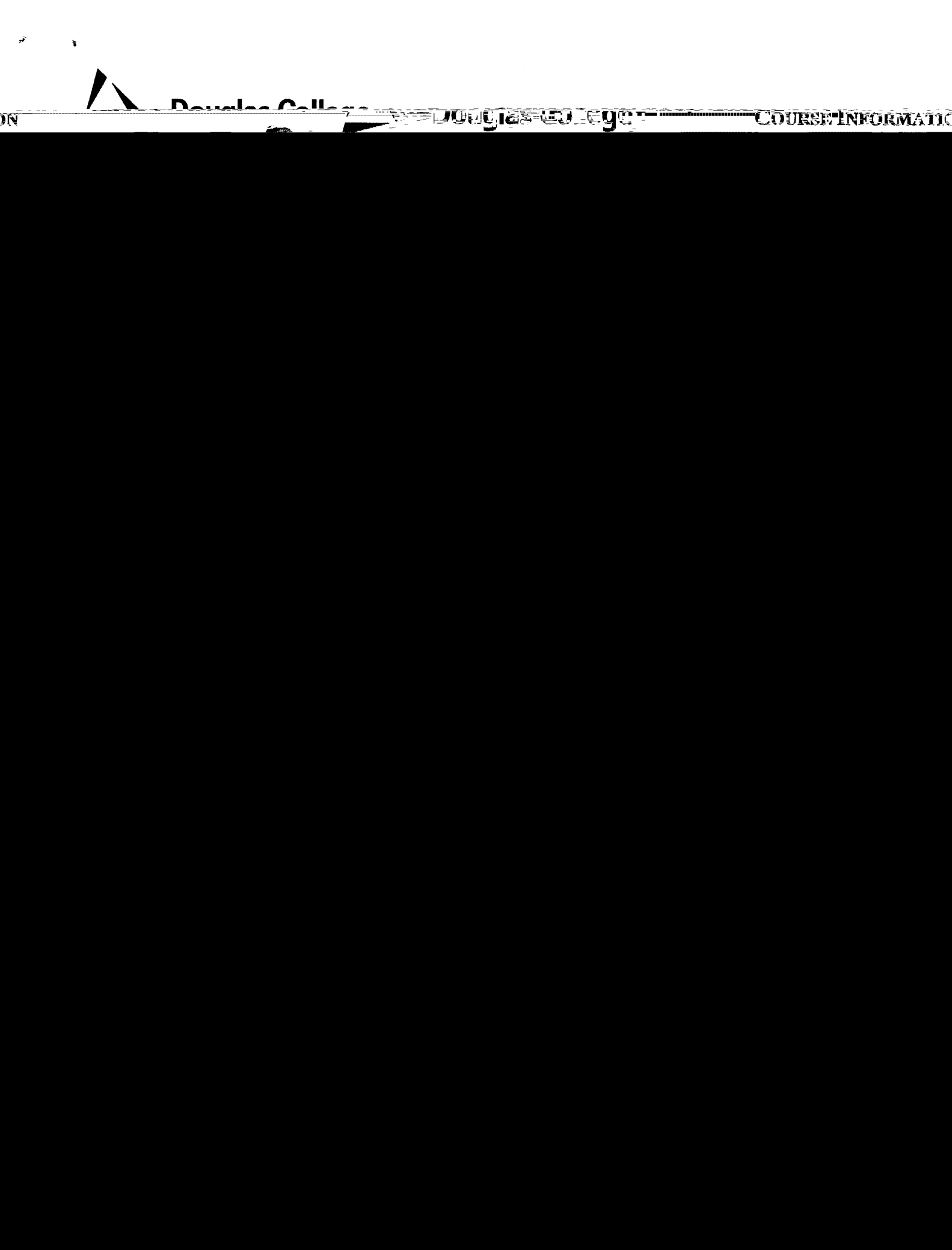




Douglas College

Douglas College

COURSE INFORMATION

l by Students:



N. Textbooks and Materials to be Purchased

Textbooks could include:

Secondary Electronic Media Skills

The student will:

- a) study printing/stamp heading for
- b) learn how to construct an audience analysis and learn essential media
- c) analyse end-user information needs
- d) learn development 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 C

The student will:

The student will:

- a) define online documentation
- b) examine the differences between manual and online help
- c) learn to design and use a help system
- d) learn to design and use a help system
- e) write for online use
- f) learn content development/acquisition

III) Internet Communication

The student will:

- a) examine internet uses
- b) learn what makes a good/bad web site
- c) examine the uses of hyper text/linking
- d) learn content development/acquisition
- e) learn web architecture
- f) design formatting graphic use
- g) use the internet (e.g., as a search engine)
- 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%
Field research and analysis of an	