21 August, 2001

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 26 of 2001
E/70/129/01/01

From: Secretary for Public Service Affairs
To: Supervising Officers i/c Ministries/Departments

Training in Web Development

Following a request from the Task Force on E-Government, the National Computer Board had approached the University of Mauritius, for mounting short training courses for officers involved in the design, development and publishing of web pages so that they may update the web site of your Ministry/Department.

2. The University of Mauritius has responded positively and proposed the following two courses:-

(i) A Beginner/Intermediate Level 3-day full-time Course - Rs 4,000 per participant; and

(ii) a 2-day full-time course at the Advanced Level - Rs 3,500 per participant.

Particulars of the courses are given in the Appendix.

3. It would be appreciated if you would nominate officers for these courses. The names of the officers should be submitted to this Ministry by Tuesday 28 August 2001.
Please note that the training costs will have to be borne by your Ministry/Department.

(D.P. Ruhee)
Secretary for Public Service Affairs

Copy to: Secretary to Cabinet & Head of Civil Service
Permanent Secretary, M/Information Technology & Telecommunications
Appendix to Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 26 of 21 August 2001

Design, Development and Publishing of Web Pages

Beginner/Intermediate Level Course

Course Content

Day 1  Module 1  Planning the Web site
Understanding the World Wide Web
Managing a Web Site Using FrontPage
Creating a Web Site using a Wizard
Creating a Home Page and Adding Text
Adding, formatting and previewing a Marquee
Adding Web Pages
Changing Web Page properties
Creating text Hyperlinks
Creating a link to an Electronic Mail Address
Editing Hyperlinks
Creating Bookmarks on a Web Page

Module 2  Formatting Techniques
Understanding FrontPage Themes
Adding FrontPage Components
Creating Lists
Using Tables to Arrange Page Elements
Using Images on Web Pages
Editing Images on Web Pages
Understanding Forms
Modifying Forms
Understanding Frames
Providing No-Frames Alternatives

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**Beginner/Intermediate Level Course**

**Day 2**  
**Module 3**  
**Advanced Web Site Techniques**  
- Understanding Forms  
- Modifying Forms  
- Sending Form Data to an E-mail Address or a file  
- Understanding Frames  
- Providing No-Frames Alternatives  

**Module 4**  
**Publishing and Updating a Web**  
- Checking the Spelling on Web Pages  
- Publishing a Web  
- Updating and Maintaining a Web  
- Getting Reports on Web Status  
- Managing FrontPage Tasks  
- Enhancing a Web  

**Day 3**  
**Web Site Development using Dreamweaver**  
**Advanced Form Concepts**  
**Basic Animation Concepts**  
**Animation using Flash**  

**Advanced Level Course**

**Day 1**  
**Course Content**  
- Web Site set up and Administration  
- Advanced Web Site Development using Dreamweaver  
- Database Concept and Design  
- Set up Configuration on Access and SQL Server SQL commands  

**Day 2**  
- Web based Information Development System Development  
- Introduction to Scripting Languages  
- Active Server Pages Concepts  
- Development of Web Pages using Active Server Pages  
- The Java Programming Language  
- Javascripting  
- Miniproject: Development of a Virtual Book Store