



MINISTRY OF CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE REFORMS
MAURITIUS

21 August, 2001

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 26 of 2001
1/70/129/01/01

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.

4. 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
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Design, Development and Publishing of Web Pages

Beginner/Intermediate Level Course

Course Content

<u>Day 1</u>	<u>Module 1</u>	<u>Planning the Web site</u> 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
	<u>Module 2</u>	<u>Formatting Techniques</u> 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

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

Course Content

Day 1

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
Javascipting
Miniproject: Development of a Virtual Book Store