



Central
North
South
SVI

CTN173 - Content Management Systems

Document Type: District Master Course Outline

Proposal Type: New Course

Requester(s): Carol Koepke

College: South

Origination Approved: 08/21/2012 - 9:01 AM

BASIC INFORMATION

Requester(s): Carol Koepke

College: South Seattle Community College

Division/Dept: Professional Technical

Dean: Duncan G Burgess

Peer Reviewer(s): Pat Joubert

Cortney Marabetta

Richard Peterson

COURSE INFORMATION

Proposed Course Number:

Prefix: **CTN** Number: **173**

Request a new Prefix

This will be a common course

Full Title: Content Management Systems

Abbreviated Title: Content Mgmt Systems

Catalog Course Description:

Teaches the basics of content management systems, installs, updates, and some configuration of a CMS. Students will accomplish the basic and some advanced tasks of inserting, updating and deleting available information and content in the portal. Includes installing, managing, and using CMS add-ons, widgets and themes. Prereq: CTN 160 (2.0 or better)

Course Length: 11 Weeks Request an Exception

Course Prerequisite(s):
CTN 160 (2.0 or better)

Topical Outline:

TOPICS	HOURS
1. Introduce and define Content Management System (CMS)	3
2. Administration	5
a. Access to the CMS and various parts of the CMS are determined by various user privileges	

b. Groups	
c. Roles	
3. Learn to use different CMS tools	8
4. Learn to use different Web browsers	2
5. Be able to manipulate images using an image editor	3
6. Use an unformatted text editor	5
7. Use and learn Web based image tools	5
8. Use and Learn Web based Video tools	5
9. Use and Learn Web based presentation tools	5
10. Use and Learn Web based conversion tools or utilities	3
11. Modifying site navigation	2
12. Deleting/moving/restoring content	2
13. Design and configure custom workflow solutions	5
14. Troubleshooting	2
TOTAL HOURS	55

COURSE CODING

Funding Source: 1.....State
Institutional Intent: 21.....Vocational Preparatory

This Course is a requirement for the following program(s):
 (No Programs Selected)

My Course Proposal is a requirement for a program not on this list
 Program Title/Description/Notes:
 Computer Support Specialist Certificate / New 1-year certificate in SSCC's Computing Technology Department submitted into approval process April, 2012.

Will this course transfer to a 4-year university? **No**
Is this course designed for Limited English Proficiency? **No**
Is this course designed for Academic Disadvantaged? **No**
Does this course have a Workplace Training component? **No**

CIP Code: 11.0901 Request Specific CIP Code
EPC Code: 527 Request Specific EPC Code

Credits:
Will this course be offered as Variable Credit? **No**

List Course Contact Hours

Lecture (11 Contact Hours : 1 Credit)	55
Lab (22 Contact Hours : 1 Credit)	0
Clinical Work (33 Contact Hours : 1 Credit)	0

Other (55 Contact Hours : 1 Credit)	0
Total Contact Hours	55
Total Credits	5

COLLEGE SUPPLEMENTAL

Proposed Quarter of Implementation: Winter 2013

Request Provisional Exception

Class Capacity: 24

Modes of Delivery: (Check all that apply)

Fully On Campus

Fully Online

Hybrid

Other Explanation:

Student Learning Outcomes:

Communication

Read and listen actively to learn and communicate

Speak and write effectively for personal, academic, and career purposes

Human Relations

Use social interactive skills to work in groups effectively

Recognize the diversity of cultural influences and values

Technology

Select and use appropriate technological tools for personal, academic, and career tasks

Personal Responsibility

Be motivated and able to continue learning and adapt to change

Value one's own skills, abilities, ideas and art

Take pride in one's work

Information Literacy

Access and evaluate information from a variety of sources and contexts, including technology

Program Outcomes:

- 1d. Begin using software applications for utilitarian or presentation purposes.
- 3g. Make use of software applications for utilitarian or presentation purposes.
- 4a. Use critical thinking for analysis of hardware, OS, or network problems.
- 4b. Access information efficiently and accurately to resolve computer problems.
- 4c. Work effectively with others to accomplish complex tasks.
- 4d. Develop logical thinking skills.
- 4e. Develop effective communication skills.
- 4f. Be able to explain and communicate problems accurately and the related solutions effectively.

Course Outcomes/Objectives:

The successful student will:

- Understand the basic purpose and function of content management systems (CMS)
- Be able to install, update, and perform basic configuration of a CMS
- Be able to use content editors to perform basic and advanced content authoring tasks
- Be able to manage users and content permissions
- Be able to setup workflows and perform basic administrative tasks

Explain the student demand for the course and potential enrollment:

Some students are overwhelmed by the extreme detail required for programming a web site and have asked if there are easier to use tools available. Content Management Systems (CMS) meet this need. Many companies use CMS systems in their websites. Consequently, students seeking the Computer Support Specialist Certificate need to know how to update a website that uses a CMS as it will be a job duty. Since the CMS tools can vary widely, we need to offer students a class in CMS fundamentals. We expect to be able to enroll 24 students each quarter that this course is offered.

Explain why this course is being created:

It was noted by the Computing Tech and BIT TAC committees, and the faculty in both departments, that a course which teaches people who are not strictly IT staff to be able to update certain areas of an organization's web site is desirable from an employer's perspective. These people do the daily updating of website because the IT staff and the web designers have other more complex tasks to do and cannot devote the time. The incorporation of CMS products is quite common in web sites.

What challenges, if any, do you foresee in offering this course:

We have anticipated and met the challenges which dealt with both the resources and the skills to apply the resources. The required equipment (the appropriate server) has been purchased. The software is open source. The current Computing Technology faculty is trained and skilled in the installation, maintenance, and instruction of the selected CMS technology.

This is to certify that the above criteria have all been met and all statements are accurate to the best of my knowledge.

Faculty involved in originating this program:

Carol Koepke
Print Name

Carol Koepke
Signature

8/14/2012
Date

Dean:

Duncan G Burgess
Print Name

Duncan G Burgess
Signature

8/20/2012
Date

Results of SSCC Curriculum Coordinating Council Findings

Participating Faculty Response and Remarks

- Recommended for approval
- Not recommended for approval
- This course did not go through Committee Review

Chairman, Curriculum Coordinating Council:

Print Name

Signature

Date

Vice President for Instruction:

Donna Miller-Parker
Print Name

Donna Miller-Parker
Signature

8/21/2012
Date