

**Collin College - Continuing Education**  
**COURSE SYLLABUS**

<b>COURSE INFORMATION</b>
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**Course Number:** WEBT 7195

**Course Title:** WordPress Basic

**Course Description:** Learn the basics of WordPress management. Introduces installing and setting up basic themes, basic plugins for additional functionality and basic SEO. Also introduces Astra Theme, Beaver Builder and Elementor page and theme builders. Introduces the Divi page and theme builder. The rest of the Wordpress courses will focus on building with the Divi page and theme builder.

**Suggested Course Prerequisite(s):** Familiarity with the Internet

**Course Resources:** NA

**Student Learning Outcomes:**

Select and install a WordPress theme. Demonstrate use of WordPress dashboard to manage website content. Demonstrate a basic use of the Divi page and theme builder to build out content on the pages of the website.

**Certification Notes:**

Part of Digital Marketing Certificate Series

**Next course recommendation:** WordPress Intermediate

**Lesson Plan – by week or session:** (subject to change)

Session 1: Website basics and Introducing WordPress control panel

Session 2: Installing basic plugins, page builders and building posts and pages.

Session 3: Explore Divi modules and build posts and pages.

Session 4: Explore more Divi modules and build posts and pages.

Session 5: Install and explore basic Wordpress plugins.

Session 6: Review and practice.

**Course Sessions:**

Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

**Method of Evaluation:**

Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a

certificate series within two years from start date of the first course taken.

**Refund Policy:**

Please refer to [www.collin.edu/ce/infoRegistrar.html](http://www.collin.edu/ce/infoRegistrar.html) for our refund policy. No refunds after the start time of the first class.

**Americans with Disabilities Act:**

Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

