



## Occupational Aide Readiness (OAR) Project

FVTC Occupational Aide Technical Diploma Series

**\* PROPOSED –**

### IT Content Management Assistant

<b>Target Audience:</b>	<ol style="list-style-type: none"> <li>1. High school students transitioning to technical college.</li> <li>2. Students who would not otherwise consider college.</li> <li>3. Current FVTC students who would benefit from additional support.</li> </ol>																																													
<b>Description:</b>	<p>An IT Content Management Assistant assists with the day-to-day management of websites. You will assist with identifying and managing both new and existing content opportunities using products that will include Microsoft Office and WordPress. You will learn how to assure the accuracy, quality, and availability of online content. You will also practice the skills needed to communicate effectively with content suppliers and consumers.</p>																																													
<b>Course Requirements:</b>	<table border="0"> <tr><td>10-890-100</td><td>College Success 1</td><td>1 credits</td></tr> <tr><td>31-809-300</td><td>Human Relations</td><td>2</td></tr> <tr><td>31-809-304</td><td>Workplace Diversity</td><td>2</td></tr> <tr><td>31-801-320</td><td>Essential Workplace Communication</td><td>3</td></tr> <tr><td>31-804-310</td><td>Essential Workplace Math</td><td>3</td></tr> <tr><td>31-890-309</td><td>Personal Leadership</td><td>2</td></tr> <tr><td>31-890-308</td><td>Workplace Organization</td><td>2</td></tr> <tr><td>10-890-103</td><td>Employability Strategies</td><td>1</td></tr> <tr><td>10-107-120</td><td>Windows Basics</td><td>1</td></tr> <tr><td>10-107-150</td><td>Microcomputer Applications</td><td>2</td></tr> <tr><td>10-107-137</td><td>Web Tools</td><td>2</td></tr> <tr><td>10-152-120</td><td>HTML</td><td>2</td></tr> <tr><td>10-152-131</td><td>WordPress</td><td>3</td></tr> <tr><td>10-107-114</td><td>Information Technology Internship 2</td><td><u>2</u></td></tr> <tr><td colspan="2" style="text-align: right;"><b>Total: 28 Credits</b></td><td></td></tr> </table> <p>Dual credit or advanced standing may be available pending a H.S. articulation agreement.</p>	10-890-100	College Success 1	1 credits	31-809-300	Human Relations	2	31-809-304	Workplace Diversity	2	31-801-320	Essential Workplace Communication	3	31-804-310	Essential Workplace Math	3	31-890-309	Personal Leadership	2	31-890-308	Workplace Organization	2	10-890-103	Employability Strategies	1	10-107-120	Windows Basics	1	10-107-150	Microcomputer Applications	2	10-107-137	Web Tools	2	10-152-120	HTML	2	10-152-131	WordPress	3	10-107-114	Information Technology Internship 2	<u>2</u>	<b>Total: 28 Credits</b>		
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<b>Graduates will be able to:</b>	<ul style="list-style-type: none"> <li>• Demonstrate responsible workplace behaviors.</li> <li>• Demonstrate professional workplace communication, teamwork, and self-advocacy.</li> <li>• Apply basic mathematical reasoning in workplace settings.</li> <li>• Prepare web content using at least one industry standard software program.</li> <li>• Update web content using at least one industry standard software program.</li> <li>• Edit web content for layout, spacing, grammar, punctuation, spelling, and format.</li> <li>• Evaluate the accuracy, quality, and accessibility of online content.</li> <li>• Communicate effectively with web content suppliers and consumers.</li> <li>• Articulate the regulatory requirements for content management.</li> <li>• Demonstrate a brand assurance procedure.</li> </ul>																																													
<b>Career Pathway:</b>	<p>Occupational courses may apply toward the IT Content Management Assistant → Web Design (embedded) technical diploma → IT – Web Development &amp; Design Specialist AAS.</p>																																													

\*Program approval by the FVTC District and WTCS boards is required.

5-01-15

**For more information, contact Jan Case, [casej@fvtc.edu](mailto:casej@fvtc.edu) or (920) 735-2497.**