

# Advanced CMS Training

## Training Schedule

**Start Date:** Monday 13th Nov 2017

**Completion Date:** Friday 8th Dec 2017

### **Time:**

**Morning Session:** 0900 hrs - 1230Hrs

**Afternoon Session:** 1330Hrs - 1700Hrs

### **Week 1: 13th - 17th Nov 2017 : Working Tools**

- Local Server, Online Server, Database & Interface
- Web Photograph
- Web Multimedia(Audio and Video)
- Web Contents and Formats
- Editors, Files and Folder Structure

### **Week 2: 20th - 24th Nov 2017 : Introduction to CMS and Cpanel**

- CMS Structure & Development
- Installation, Import and Export
- FrontEND and BackEND
- User Management and Access List
- Administrator's Control Panel
- WebServer Control Panel

### **Week 3: 27th Nov - 1st Dec 2017 : Practical Website Development**

- CMS Template Installation
- Modules Management
- User Creation and Tasks Assignments
- Working on Web Contents(Articles, Menu Items, Forms, Attachments, Graphics and Multir

### **Week 4: 04th - 08th Dec 2017 : Website Uploading and Online Content Management**

- MOF Database Creation, Data Migration
- CMS Contents Uploading to MOF Webserver
- WebBased and POP3 Email Configurations and Management
- Working on Emails & Website Security
- Knowledge on Corporate Procedures, Policies and Documentation
- Launching of the new Website