1. **COURSE ID:** BUSW 450    **TITLE:** Microsoft Project Fundamentals I    **C-ID:**
   **Semester Units/Hours:** 1.5 units; a minimum of 24.0 lecture hours/semester
   **Method of Grading:** Grade Option (Letter Grade or P/NP)
   **Recommended Preparation:**
   Eligibility for ENGL 838 or 848.
   BUS. 315, BUSW 105,

2. **COURSE DESIGNATION:**
   Degree Credit
   Transfer credit: CSU
   **AA/AS Degree Requirements:**
   CSM - GENERAL EDUCATION REQUIREMENTS: E5d. Career Exploration and Self-Development

3. **COURSE DESCRIPTIONS:**
   **Catalog Description:**
   Introduction to project management software for tracking tasks, costs and resources. Covers creating and analyzing projects plans, schedules, and reports.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**
   Upon successful completion of this course, a student will meet the following outcomes:
   1. Identify and describe elements of a project.
   2. Plan a project.
   3. Estimate costs and duration.
   4. Build a project definition.
   5. Create a project schedule.
   6. Identify and assign resources.
   7. Track project progress.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
   Upon successful completion of this course, a student will be able to:
   1. Identify and describe elements of a project.
   2. Plan a project.
   3. Estimate costs and duration.
   4. Build a project definition.
   5. Create a project schedule.
   6. Identify and assign resources.
   7. Track project progress.

6. **COURSE CONTENT:**
   **Lecture Content:**
   1. Basic computer needs and usage review
      1. Configuration of personal computers
      2. Operating systems (Windows)
      3. Software applications
   2. Orientation to concepts of project management
   3. Planning a project
   4. Using Microsoft Project software
      1. Define a project
      2. Estimate durations and costs of a project
      3. Create a project schedule
      4. Identify and assign project resources
      5. Track project progress

7. **REPRESENTATIVE METHODS OF INSTRUCTION:**
   Typical methods of instruction may include:
   1. Other (Specify): 1. Outcome 1 a. Explain and discuss basic elements of a project. b. Assign reading

8. REPRESENTATIVE ASSIGNMENTS
Representative assignments in this course may include, but are not limited to the following:

Reading Assignments:
Students will be required to read each chapter and supplementary problem before class.

9. REPRESENTATIVE METHODS OF EVALUATION
Representative methods of evaluation may include:
1. Objective 1 a. Give quiz on reading assignment b. Classroom dialog on project basics 2. Objective 2 a. Give quiz on reading assignment b. Classroom dialog on project planning case study 3. Objective 3 a. Classroom dialog on use of Microsoft Project's definition tools. b. Check the completeness of student supplementary problem in use of definition tools. 4. Objective 4 a. Classroom dialog on use of Microsoft Project in estimating costs. b. Check the completeness of student supplementary problem in use of estimating tools. 5. Objective 5 a. Classroom dialog on use of Microsoft Project's scheduling tools. b. Check the completeness of student supplementary problem in use of scheduling tools. 6. Objective 6 a. Classroom dialog on use of Microsoft Project in identifying and assigning resources. b. Check the completeness of student supplementary problem in use of resource tools. 7. Objective 7 a. Classroom dialog on use of Microsoft Project in tracking project progress. b. Check the completeness of student supplementary problem in use of tracking tools.

10. REPRESENTATIVE TEXT(S):
Possible textbooks include:

Origination Date: August 2010
Curriculum Committee Approval Date: November 2012
Effective Term: Fall 2013
Course Originator: Patricia Brannock