College of San Mateo
Official Course Outline

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

assignments. 2. Outcome 2 a. Explain and discuss basic elements of planning a project. b. Assign reading assignments. 3. Outcome 3 a. Explain and demonstrate Microsoft Project definition tools b. Assign reading assignments and supplementary problems. 4. Outcome 4 a. Explain and demonstrate using Microsoft Project in estimating durations and costs. b. Assign reading assignments and supplementary problems. 5. Outcome 5 a. Explain and demonstrate Microsoft Project scheduling tools. b. Assign reading assignments and supplementary problems. 6. Outcome 6 a. Explain and demonstrate using Microsoft Project in identifying and assigning resources. b. Assign reading assignments and supplementary problems. 7. Outcome 7 a. Explain and demonstrate using Microsoft Project in tracking project progress. b. Assign reading assignments and supplementary problems.

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. 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:
1. Bunin. *Microsoft Project 2010*, ed. Cengage Learning, 2012

Origination Date: August 2010
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Effective Term: Fall 2013
Course Originator: Patricia Brannock

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