

**College of San Mateo**  
**Official Course Outline**

1. **COURSE ID:** BUSW 450    **TITLE:** Microsoft Project Fundamentals I  
**Units:** 1.5 units    **Hours/Semester:** 24.0-27.0 Lecture hours; and 48.0-54.0 Homework hours  
**Method of Grading:** Grade Option (Letter Grade or P/NP)  
**Recommended Preparation:**  
    Eligibility for ENGL 838 or ENGL 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. A materials fee as shown in the Schedule of Classes is payable upon registration.
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
    - A. Configuration of personal computers
    - B. Operating systems (Windows)
    - C. Software applications
  2. Orientation to concepts of project management
  3. Planning a project
  4. Using Microsoft Project software
    - A. Define a project
    - B. Estimate durations and costs of a project
    - C. Create a project schedule
    - D. Identify and assign project resources
    - E. Track project progress
7. **REPRESENTATIVE METHODS OF INSTRUCTION:**  
    Typical methods of instruction may include:

- A. Activity
- B. Directed Study
- C. Other (Specify): a. Students will be required to read each chapter. b. Students will be required to hand in 2 quizzes for each chapter. c. Students will be required to review PowerPoint file which presents and illustrates each chapter. d. Instructor will email and discussions any questions asked. e. Students will be required to print and hand in selected exercises to the instructor. f. Student can make use of the computer labs during aide-assisted hours to work on any class-related projects. g. Student will be required to create a written summary of the chapter and submit to the instructor.

#### 8. REPRESENTATIVE ASSIGNMENTS

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

**Writing Assignments:**

Part of the final exam is a 5 page writing assignment.

**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:

- A. 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:

- A. unknown. *Microsoft Project 2013*, ed. Microsoft Official Academic Course, 2013

**Origination Date:** August 2016

**Curriculum Committee Approval Date:** December 2016

**Effective Term:** Fall 2017

**Course Originator:** Anne Figone