

College of San Mateo
Official Course Outline

1. **COURSE ID:** BUSW 451 **TITLE:** Microsoft Project Fundamentals II
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, BUSW 450

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:
 Continuation of BUSW 450 Microsoft Project Fundamentals I. Covers baselines, updating and tracking, detailed customized reports, integrating with other applications multiple projects and collaboration. 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. Explain working with a baseline.
 2. Demonstrate methods of updating a project.
 3. Demonstrate methods of tracking progress and variance.
 4. Discuss the need to create custom reports.
 5. Import project information from other applications.
 6. Export project information to other applications.
 7. Demonstrate handling multiple projects.
 8. Discuss collaborative aspects of application.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
 Upon successful completion of this course, a student will be able to:
 1. Explain working with a baseline.
 2. Demonstrate methods of updating a project.
 3. Demonstrate methods of tracing progress and variance.
 4. Discuss need to create custom reports.
 5. Import project information from other applications.
 6. Export project information to other applications.
 7. Demonstrated handling multiple projects.
 8. Discuss collaborative aspects of application.

6. **COURSE CONTENT:**
Lecture Content:
 1. Tracking Progress
 - A. Working with baselines
 - B. Using tracking tools
 - C. Updating tasks
 - D. Creating interim plans
 - E. Tracking costs
 2. Reporting Progress
 - A. Creating custom tables
 - B. Creating custom views
 - C. Using the tracking Gantt chart
 - D. Using progress lines
 - E. Creating progress reports
 3. Sharing Project Information

- A. Importing from other applications
- B. Exporting to other applications
- C. Handling multiple projects
- D. Creating and using templates
- E. Using drawing tools
- F. Collaborating with others

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 final is a 5 page written 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. Class Work
- B. Homework
- C. Papers
- D. Projects
- E. Quizzes

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