College of San Mateo
Official Course Outline

1. **COURSE ID:** BUSW 452   **TITLE:** Microsoft Project Fundamentals
   Units: 3.0 units **Hours/Semester:** 48.0-54.0 Lecture hours; and 96.0-108.0 Homework hours
   Method of Grading: Grade Option (Letter Grade or Pass/No Pass)
   Recommended Preparation:
      Eligibility for ENGL 838 or ENGL 848 or ESL 400.

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:
      (Formerly BUSW 450 and BUSW 451) Introduction to project management software for tracking tasks,
      costs, and resources. Covers baselines, updating and tracking, detailed customized reports, integrating with
      other applications and collaboration.

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. Demonstrate methods of tracking progress and variance.
      3. Create a project schedule and identify and assign resources.

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. Estimate costs and duration.
      3. Build a project.
      4. Explain working with a baseline.
      5. Demonstrate methods of updating a project.
      6. Demonstrate methods of tracing progress and variance.
      7. Discuss need to create custom reports.
      8. Import project information from other applications.
      9. Demonstrate handling of multiple projects.
     10. Discuss collaborative aspects of application.

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
      5. Tracking Progress
            A. Working with baselines
            B. Using tracking tools
            C. Updating tasks
            D. Creating interim plans
            E. Tracking costs

6. Reporting Progress
   - A. Creating custom tables
   - B. Creating custom views
   - C. Using the tracking Gantt chart
   - D. Using progress lines
   - E. Creating progress reports
7. 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. Lecture
   - B. Individualized Instruction
   - C. Other (Specify): Typical daily online assignments include reading of chapter sections, working on homework computer assignments, and individualized instruction, where needed.

8. **REPRESENTATIVE ASSIGNMENTS**
   Representative assignments in this course may include, but are not limited to the following:
   Writing Assignments:
   Part of final is a multi-page written assignment.
   Reading Assignments:
   Students will be required to read each chapter and supplementary problem before beginning online assignments.

9. **REPRESENTATIVE METHODS OF EVALUATION**
   Representative methods of evaluation may include:
   - A. Exams/Tests
   - B. Homework
   - C. Papers
   - D. Projects
   - E. Written examination

10. **REPRESENTATIVE TEXT(S):**
   Possible textbooks include:
   - A. Gido, Clements, and Baker. *Successful Project Management*, 7th ed. Cengage Learning, 2018
   - B. Richie, Gregg. *Microsoft Project 2016*, ed. Wiley, 2017