

Course Outline

COURSE: BUS 210 **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Spring 2020 **CURRICULUM APPROVAL DATE:** 10/8/2019

SHORT TITLE: PROJECT MGMT

LONG TITLE: Project Management

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
3	18	Lecture:	3	54
		Lab:	0	0
		Other:	0	0
		Total:	3	54

COURSE DESCRIPTION:

This course will provide students with the project management tools and methods needed to initiate, manage and complete projects. Microsoft Project software will be used. **ADVISORY:** Knowledge and use of Microsoft Excel or equivalent.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

- L - Standard Letter Grade
- P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

- 02 - Lecture and/or discussion
- 05 - Hybrid
- 72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

1. Utilize the skills and techniques learned in Microsoft Project software to develop and manage 3 - 5 projects.

Measure of assessment: homework exercises, projects

Semester/Year assessed, or planned Semester/Year of assessment: Spring 2020

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 10/8/2019

6 Hours

Content: Introduction. Overview of Project Management: PMI (Project Management Institute) Guidelines. Glossary of Terms. Project Management and You. MS Project 2019 Tour.

Student Performance Objectives: Define project management. List the PMI guidelines. Identify the terms used. Explore the Project user interface. Manage files and set options in the Backstage view. Work with schedule details in views. Use reports to check a plan's status.

4.5 Hours

Content: Developing Project Management Skills. Start a New Plan. Build a Task List.

Student Performance Objectives: Create a new plan and set its start date. Set nonworking days in the project calendar. Enter the plan title and other properties. Create tasks and enter their duration. Create summary tasks to outline the plan. Document task information.

3 Hours

Content: Set up Resources. Assign Resources to Tasks.

Student Performance Objectives: Set up work and cost resources. Document resources by using notes. Assign work resources to tasks. Check the plan after assigning resources.

3 Hours

Content: Format and Share Your Plan. Track Progress: Basic Techniques.

Student Performance Objectives: Customize, copy, and print reports. Track a plan as scheduled. Enter actual values for tasks.

3 Hours

Content: Fine Tune Task Scheduling. Fine Tune Task Details.

Student Performance Objectives: Control task scheduling by using constraints and by using task types. Create a recurring task. Schedule summary tasks manually.

3 Hours

Content: Fine Tune Resource and Assignment Details. Fine Tune the Project Plan.

Student Performance Objectives: Work with multiple resource pay rates. Create and assign material resources. Examine resource allocations over time. Check the plan's cost and finish date.

3 Hours

Content: Organize Plan Details. Track Progress: Detailed Techniques.

Student Performance Objectives: Sort, group, and filter plan details. Create new tables and new views. Track actual and remaining work for tasks and assignments.

3 Hours

Content: View and Report Project Status.

Student Performance Objectives: Examine a plan's variance. Identify tasks that have slipped. Examine task costs and resource costs.

4.5 Hours

Content: Format and Print Views: In-depth Techniques. Format Reports: In-depth Techniques.

Student Performance Objectives: Format a Gantt chart view, a Timeline view, a Network Diagram view, and a Calendar view. Create a custom report. Customize charts and tables in a report.

4.5 Hours

Content: Customize Project. Share Information with other Projects. An Overview of Agile Project Management.

Student Performance Objectives: Share custom elements between plans. Record, run, and edit macros. Copy Project data to and from other programs. Generate reports with Excel and Visio. Discuss agile project management.

6 Hours

Content: Consolidate Projects and Resources. Introduction to MPUG (Microsoft Project User Group).

Student Performance Objectives: Share a resource pool across multiple plans. Consolidate plans. Create dependencies between plans. Investigate MPUG.

8.5 Hours

Content: Work on/complete final project.

Student Performance Objectives: Participate in class exercises. Complete final project.

2 Hours

Final

METHODS OF INSTRUCTION:

Lecture, discussion, guided practice, multi-media presentation.

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours: 27

Assignment Description: Read textbook and study for quizzes.

Required Outside Hours: 27

Assignment Description: Homework: Complete end of chapter exercises.

Required Outside Hours: 54

Assignment Description: Projects: Develop 3 - 5 projects, with each project getting more complex.

METHODS OF EVALUATION:

Problem-solving assignments

Percent of total grade: 60.00 %

50% - 70% Projects

Skill demonstrations

Percent of total grade: 20.00 %

20% - 40% Skill demonstration.

Objective examinations

Percent of total grade: 20.00 %

10% - 30% Quizzes/Exams

REPRESENTATIVE TEXTBOOKS:

Lewis, Chatfield, & Johnson. Microsoft Project 2019 Step by Step. Redmond, Washington: Microsoft Press,2019.

ISBN: 978-1509307425

Reading Level of Text, Grade: 12th Verified by: MS Word

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education: N

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: D

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000608376

Sports/Physical Education Course: N

Taxonomy of Program: 050100