Course Outline for Business 94

MS PROJECT FUNDAMENTALS

Catalog Description:
BUS 94 - MS Project Fundamentals 1.00 units
This hands-on course provides an overview of MS Project and its functionality. Conducted in a PC Lab environment, students will get an opportunity to work with the tool while receiving support from an experienced and knowledgeable instructor/coach. Students will have an opportunity to develop a project schedule from scratch, get comfortable with entering information into MS Project, then use the base schedule to understand and manage resource allocations, task assignments, and the project labor budget. MS Project also offers a depth of reporting functionality, and students will learn how to create and modify reports for their project communication needs.

Strongly Recommended: BUS 88

Grading Option: Optional

Discipline:

<table>
<thead>
<tr>
<th>Units</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Week</td>
</tr>
<tr>
<td>Lecture</td>
<td>1.00</td>
</tr>
<tr>
<td>Laboratory</td>
<td>0.00</td>
</tr>
<tr>
<td>Clinical</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>1.00</td>
</tr>
</tbody>
</table>

Prerequisite Skills:
None

Measurable Objectives:
Upon completion of this course, the student should be able to:
1. understand the capabilities of MS Project;
2. enter task information;
3. develop a project schedule by setting task dependencies, work efforts, resource allocations, and task assignments;
4. identify and display the schedule’s critical path;
5. use reports to communicate the budget, resource usage and utilization.

Course Content:
1. Introductions and Definitions
2. Overview of MS Project functionality and layout
3. Setting the project profile
4. Entering tasks
   A. Work breakdown structure
5. Entering dependencies
   A. Types of dependencies
   B. Options
6. Entering work effort
7. Using resources
   A. Setting up resources
   B. Applying resources to tasks
   C. Resource leveling
8. View and display optimization
9. Managing and manipulating the plan
   A. Tools available for analysis
10. Reports
11. Tips and tricks
12. Wrap-up

Methods of Presentation
1. Lectures
2. Presentation of audio-visual materials
3. Case Study
4. Group Activities
5. Presentation
6. Class and group discussions

Assignments and Methods of Evaluating Student Progress
1. Typical Assignments
   A. Create project through work definition, time, resources, and budget allocations.
   B. Change project parameters according to progress in project completion.
   C. Create changes in scope depending on changes in project deliverables.
   D. Create project reports for management and team members.
2. Methods of Evaluating Student Progress
   A. Papers
   B. Group Projects
   C. Quizzes
   D. Exams/Tests
   E. Final Examination
   F. Class Participation

3. Student Learning Outcomes
   Upon the completion of this course, the student should be able to:
   A. Complete a Microsoft Project Plan through Estimation and Baseline.

**Textbook (Typical):**

**Special Student Materials**
1. Microsoft Office
2. Access to PC and printer

**Abbreviated Class Schedule Description:**
This hands-on course provides an overview of MS Project and its functionality.

**Strongly Recommended:** BUS 88