<table>
<thead>
<tr>
<th>Course Number Course Name</th>
<th>OA240 INTRODUCTION TO MICROSOFT PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Value (Breakdown of theory and lab credits)</td>
<td>3 Theory</td>
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<tr>
<td>Catalog Course Description</td>
<td>This course teaches the basics of using Microsoft Project to help you manage projects, keep track of deadlines, resources, task distribution, constraints and contingencies. This is an inter-disciplinary course designed to assist in meeting project deadlines in all fields of study. (Fall) (3, 3T+0S)</td>
</tr>
</tbody>
</table>
| Student Learning Outcomes/Objectives /Competencies of the Course | 1. Use the exam specifications that will guide your preparation for the Microsoft 70-178 exam  
2. Understand the discipline of project management as it applies to using Microsoft Project.  
3. Leverage the new Ribbon to navigate the application  
4. Create a Work Breakdown Structure  
5. Identify Task Relationships |
| College-Wide Student Learning Outcomes | 1. Communication  
2. Critical Thought  
**3. Information Literacy**  
4. Cultural Competence |

Outcome in Bold