



SYLLABUS COLLEGE OF BUSINESS ADMINISTRATION

Course Number Course Name	OA240 INTRODUCTION TO MICROSOFT PROJECT
Credit Value (Breakdown of theory and lab credits)	3 Theory
Catalog Course Description	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)
Student Learning Outcomes/Objectives /Competencies of the Course	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Communication 2. Critical Thought 3. Information Literacy 4. Cultural Competence <p>Outcome in Bold</p>