COURSE OUTLINE: PMC301 - MS PROJECT

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Course Code: Title	PMC301: MICROSOFT PROJECT
Program Number: Name	2179: ADVANCE PRO MGT-STRA
Department:	BUSINESS/ACCOUNTING PROGRAMS
Academic Year:	2025-2026
Course Description:	This course provides the student with time getting comfortable with the Project 2019, including project views and the ribbon. This course starts with the basics, showing you how to create a basic project setup. A new MS Project file starts as a template, and the project manager must then fill out worksheets to define resources and tasks. This course takes you step-by-step through each part of configuring a new task and creating resources to work on those tasks. We then show you how to assign each resource to a task to ensure that it gets completed. After creating tasks and assigning resources, we move on to managing project timelines and tracking progress of each task and the project as a whole. Finally, creating and customizing reports is covered along with printing projects. The course allows time to practice fundamental basic skills essential for efficient use of this program.
Total Credits:	2
Hours/Week:	2
Total Hours:	28
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
This course is a pre-requisite for:	PMC400
Vocational Learning Outcomes (VLO's) addressed in this course: **Please refer to program web page for a complete listing of program outcomes where applicable.**	**2179 - ADVANCE PRO MGT-STRA** VLO 1 Manage the scope, cost, timing, and quality of the project at all times focused on project success as defined by project stakeholders VLO 3 Implement project management knowledge processes, lifecycle and concepts, tools and techniques in order to achieve project success as defined by the stakeholder(s) VLO 7 Implement general business concepts, practices, and tools to facilitate project success VLO 8 Adapt project management and leadership style to meet the needs of stakeholders from multiple sectors of the economy (i.e., consulting, government, arts, media) VLO 12 Integrate inclusive practices from a Canadian perspective to support equity and participation of diverse stakeholders when managing projects
Essential Employability Skills (EES) addressed in this course:	EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 3 Execute mathematical operations accurately.

	EES 4 Apply a systematic approach to solve problems.
	EES 5 Use a variety of thinking skills to anticipate and solve problems.
	EES 6 Locate, select, organize, and document information using appropriate technology and information systems.
	EES 10 Manage the use of time and other resources to complete projects.
Course Evaluation:	Passing Grade: 50%, D A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.
Books and Required Resources:	Microsoft Project 2019: Step by Step by Lewis, C., Chatfield, C., & Johnson, T. Publisher: Pearson Education Edition: 2019 ISBN: 9780137565054

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
Understand the history and versions of Microsoft Project management software	1.1 Discuss the history of Microsoft Project and its use in various industries. 1.2 Identify the various software programs used in projects today and how they differ from Microsoft Project.
Course Outcome 2	**Learning Objectives for Course Outcome 2**
Explain the benefits of project management software and the contributions to project success.	2.1 Discuss what Microsoft Project is, what the capabilities are how to optimize Microsoft Project in a project setting. 2.2 Describe the monitoring, controlling and customer satisfaction benefits of using Microsoft Project.
Course Outcome 3	**Learning Objectives for Course Outcome 3**
Explain the key resources found in a project and how they are used in Microsoft Project management software.	3.1 Identify key resources used in projects and how to enter project tasks into Microsoft Project and how to analyze a Ghant chart. 3.2 Design a calendar using key resource inputs and assigning lead times to the tasks.
Course Outcome 4	**Learning Objectives for Course Outcome 4**
Experiment with the various functions performed on Microsoft Project management software.	4.1 Assign resources to tasks and utilize the various views and sheets made available by Microsoft Project. 4.2 Establish project costs and develop a proposed budget and analyze workload. 4.3 Utilize resource management techniques for multiple projects

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments	40%

	Final exam	20%
	Lesson quizzes	30%
	Video presentation	10%

Date:	August 19, 2025
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.