



BCIS 16 - Project Management Tools

Catalog Description

Transfer Status: CSU

Unit(s): 3.00

Lecture: 42.50 Contact hours/85.00 Out of class hours/127.50 Total hours/2.50 Unit(s)

Lab: 25.50 Contact hours/0.00 Out of class hours/25.50 Total hours/0.50 Unit(s)

Total: 68.00 Contact hours/85.00 Out of class hours/153.00 Total hours/3.00 Unit(s)

Course Description: This course introduces students to critical project management and personal information management (PIM) tools integral to today's business operations: Microsoft Project and Outlook. Students will gain practical experience in utilizing Microsoft Outlook to manage professional e-mail communication, organize events, and create/manage contact groups. Additionally, the course will cover foundational project management skills using Microsoft Project, including planning, building, and tracking project schedules; creating and assigning tasks; managing resources; building Gantt charts, timelines, and reports; and monitoring project progress. Emphasis will be placed on skills that directly align with industry expectations and standards, including preparation for the Project Management Professional (PMP) certification where relevant.

Objectives

Upon successful completion of this course, the student should be able to:

- 1. Compose and manage professional email communication efficiently, using rules and filters to streamline project-related correspondence
2. Organize and archive email correspondence systematically, utilizing categorization tools for project tracking.
3. Schedule and manage calendar events, including assigning room locations, setting reminders, and integrating online meetings.
4. Create and maintain detailed contact lists and Groups for efficient project team communication.
5. Develop, build, and monitor comprehensive business project schedules, utilizing industry standards in project planning.
6. Define, organize, and assign tasks required for project goals, with emphasis on prioritization and time management.
7. Set up and allocate resources effectively to support timely project completion, including managing resource dependencies.
8. Create detailed Gantt charts, timelines, and analytical reports to visualize and track project progress and status.

Course Content

Topic Titles / Suggested Time Topic

Lecture

Table with 2 columns: Topics and Lec Hrs. Topics include Collaboratively plan, build, create, and track a project (11.50), Create Gantt charts, Timelines, and reports (5.00), Set up and assign required resources (5.50), Create tasks (5.50), Build and track business plans/schedules (3.00), Create and maintain contacts, contact lists and Groups (3.00), Create and manage calendar events (3.00), Manage, organize, and archive email correspondence (3.00), Create professional emails (3.00).

Total Hours: 42.50

Lab

Table with 2 columns: Topics and Lab Hrs. Topics include Create professional emails (1.50), Manage, organize, and archive email correspondence (2.00), Create and manage calendar events (2.00), Create and maintain contacts, contact lists and Groups (3.00), Build and track business plans/schedules (3.00), Create tasks (3.00), Set up and assign required resources (3.00), Create Gantt charts, Timelines, and reports (2.00), Collaboratively plan, build, create, and track a project (6.00).

Total Hours: 25.50

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## Methods of Instruction

- A. Collaborative Group Work
- B. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- C. Instructor Demonstrations
- D. Lecture

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## Methods of Evaluation

- A. Research Projects
- B. Homework
- C. Performance Examinations
- D. Class Discussion
- E. Group Participation

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## Examples of Assignments

### Reading Assignments

1. Read the chapter about how to set up an all-day event using Outlook. Look online to find a conference being held by a professional organization in your field, such as IAAP, PASA, or AMA. Review the details for the conference such as location, lodging, sessions, etc. Then create an event for an all-day (possibly multi-day) conference in Outlook using the dates of the conference. Also, in the Calendar Event, include conference location and schedule sessions you would like to attend, along with any other conference details you would like to include for your particular conference.
2. Read the Forbes' article, "Project Management Isn't Just For Project Managers: 4 Skills You Need To Know" and the Digital Project Manager's (DPM) article, "7 Essential Project Management Skills For 2019." In a Word Online document, create a list of the four skills in the first article and the seven skills in the second article. For each of the skills, share if you already obtain the skills, if it is a skill you have but need to develop, or if it is a skill you do not currently have and need to obtain.

### Writing Assignments

1. Based on the project assigned, create a 1-2 page feasibility study proposal, which includes the project mission, project goals, and the short-term and long-term tasks to be included to complete the project successfully. Also include timeline, resources needed, etc.
2. During the three-week timeline of the Project Management project, initiate written communication through email to partners working on the project. Respond to the correspondence of partners.

### Out-of-Class Assignments

1. Using Microsoft Outlook, create a rule to filter incoming emails regarding your Project Management project into a dedicated folder.
2. Using Outlook Calendar App, create a "potential" schedule for finals' week and a "potential" course schedule for your next semester.

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## Recommended Materials of Instruction

Lewis, Cindy M. (2022). Microsoft Project Step by Step (covering Project Online Desktop Client). *Microsoft Press*, 1st. 978-0137565054.  
Hoisington, Corinne. (2023). Microsoft Office 365 & Outlook Comprehensive: Shelly Cashman Series. *Cengage*, 1st. 9780357677216.

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## Minimum Qualifications

Office Technologies

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**Created/Revised by:** Sloan, Sandra

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