

**INSTRUCTOR: TERRYL KISTLER**  
 August 18 through October 13, 2009 -  
**TEXT: MICROSOFT Project 2002 & 2003 (ISBN: 0-07-225612-5)**  
 Microsoft Official Academic Course

**GRADE BASED ON:**  
**ATTENDANCE**  
**HOMEWORK**  
**TESTING**

This is an extensive class. You will need to work hard in this class to keep up with the reading, examples and lessons. You will need to devote 6 hours of work per week. We will have quizzes. These are to be seen as teaching tools for us to keep track of your progress. As you do your reading assignment do all the associated computer work.

At the end of the Lesson do the Quick Quiz (T/F MC) and do "On Your Own" & "One Step Further". in addition I in your own words the "Key Points" at the end of the lesson. Hand this in or email me at [tlkcsm@gmail.com](mailto:tlkcsm@gmail.com) as you get it done.

I will be using the Quick Quiz Short Answers for your Final Exam so study these also.  
 If you have specific questions please bring them to class to discuss.

	TO BE DONE BEFORE CLASS (not to be handed in)	(Only this to be handed in) HOMEWORK	IN CLASS
WEEK 1 18-Aug	Review Chapters		Introduction Orientation
WEEK 2 25-Aug	Lesson 1 Entering and Organizing Tasks Read: 1 - 30	T/F MC - On Your Own One Step & Key Points	Setting Tasks Estimating Durations
WEEK 3 1-Sep	Lesson 2 Setting Up Resources Read: 31 - 52	T/F MC - On Your Own One Step & Key Points	Entering Resources Adjusting Resources
WEEK 4 8-Sep	Lesson 3 Assigning Resources to Tasks Read: 53 - 70	T/F MC - On Your Own One Step & Key Points	Assigning Resources & Materials
WEEK 5 15-Sep	Lesson 4 Fine-Tuning Your Project Plan Read: 71 - 102	T/F MC - On Your Own One Step & Key Points	Set Task Constraints Viewing Critical Path
WEEK 6 22-Sep	Lesson 5 Sorting, Grouping, and Filtering Read: 103 - 120	T/F MC - On Your Own One Step & Key Points	Sorting & Grouping Data Filtering Data
WEEK 7 29-Sep	Lesson 6 Formatting Your Project Plan Read: 121 - 146	T/F MC - On Your Own One Step & Key Points	Formatting & Editing Gantt Chart
WEEK 8 6-Oct	Lesson 7 Printing Project Information Read: 147 - 158	T/F MC - On Your Own One Step & Key Points	Printing Views Printing Reports
WEEK 9 13-Oct	Lesson 8 Tracking Progress Read 159 - 182	T/F MC - On Your Own One Step & Key Points	Report Actual to Baseline Tasks over Budget

The book is specifically structured. I expect you to read the Lessons, do the activities within them and know the answers to any questions. Follow the books directions. Do not skip a page - The book is VERY specific - This class is 9 weeks. This is a very hard class to play catch-up so commit yourself to stay on the program with the reading assignments and homework and you will learn a great marketable skill.

My web page is at [www.terryl.com](http://www.terryl.com) It will have supporting information. I will use your CSM email exclusively. Please check it. I will only use my gmail account.

If you use a different version of Project you will be doing the same tasks BUT you will have to search through the software.

**Student Learning Objectives:**

- Provide students with a basic understanding of project management principles and practices.
- Increase the student's ability to function effectively on a project team.
- Increase the student's ability to function effectively as a project manager.
- Improve the student's ability to communicate effectively both orally and in writing.