

Course Description Form

– Course Name:	
Project Management Using Microsoft Project	
– Course Code:	
– Semester / Year:	
First semester/year 2024–2025	
– Description Preparation Date:	
1/9/2024	
– Available Attendance Forms:	
traditional class attendance	
– Number of Credit Hours (Total) / Number of Units (Total)	
30/2	
– Course administrator's name (mention all, if more than one name)	
Name: Doctor. Aseel Naseer Sabti Email: aseelnassersabti@gmail.com	
– Course Objectives	
<p>General goal:</p> <ul style="list-style-type: none"> ● Understand what project management is and how to use Microsoft Project. ● Know the costs of projects before implementing them in reality. 	<p>Behavioral goals:</p> <ul style="list-style-type: none"> ● Ability to use Project program ● Ability to prepare budget reports

– Teaching and Learning Strategies

Teaching strategies: (used by the professor)

- Discussions
- Brainstorming
- Divide into groups (cooperative learning)
- Conceptual maps

Learning strategies: (used by the student)

- Remembering
- taking notes
- Summarizing
- Focus on the important parts
- Practice

– Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	Definition of project management and its importance	– Introduction to Project Management	Lecture with case studies and individual and group discussions	Posts with a semester exam
2	2	Understanding Project Management Elements	– Project Management Elements	Lecture with case studies and individual and group discussions	Posts with a semester exam
3	2	Learn about projects scheduling methods.	– Projects scheduling methods.	Lecture with case studies and individual and group discussions	Posts with a semester exam

4	2	Learn how to install Microsoft Project and the main interface of the program	-Introduction to Microsoft Project	Lecture with case studies and individual and group discussions	Posts with a semester exam
5	2	Explain how to create a new project	- create a new project	Lecture with case studies and individual and group discussions	Posts with a semester exam
6	2	How to create a new project calendar	- create a new project calendar	Lecture with case studies and individual and group discussions	Posts with a semester exam
7	2	Test	Exam 1 for the first semester		
8	2	Learn how to set working days	- set working days	Lecture with case studies and individual and group discussions	Posts with a semester exam
9	2	Learn how to set holidays	- set holidays	Lecture with case studies and individual and group discussions	Posts with a semester exam
10	2	Learn about the tools used to change	- change holidays	Lecture with case studies	Posts with a semester

		holidays		and individual and group discussions	exam
11		Learn how to link tasks.	– link tasks	Lecture with case studies and individual and group discussions	Posts with a semester exam
12	2	Learn how to calculate project costs	– calculate project costs	Lecture with case studies and individual and group discussions	Posts with a semester exam
13	2	Learn how to prepare a project budget	– Preparing the project budget report	Lecture with case studies and individual and group discussions	Posts with a semester exam
14	2	Solving a set of exercises about Microsoft Project	– Practical exam	Lecture with case studies and individual and group discussions	Posts with a semester exam
15	2	Test	Exam 2 for the first semester		
– Course Evaluation					
15 marks for semester exam 1					

15 marks for semester exam 2	
10 marks Discussions and posts	
60 marks final exam	
- Learning and Teaching Resources	
Required textbooks (curricular books, if any)	All publications and writings on project management that can be used to support lectures
Main references (sources)	Nabil Ibrahim, Al-Sawalihi "Project Management Using Microsoft Project"
Recommended books and references (scientific journals, reports...)	Foreign references and research published reputable journals
Electronic References, Websites	http://dx.doi.org/10.21474/IJAR01/4394 MS In Project Management