



MICROSOFT PROJECT 2013

Microsoft Project is a powerful tool that can help project managers and schedulers create project plans, manage tasks, resources and schedules quickly and easily. This is a hands-on course that incorporates step-by-step learning activities to help students gain confidence with basic Microsoft Project tools and features. Topics include the project plan, project calendar, work breakdown structure, tasks, resources, and project progress tracking.

Who Should Enroll?

- *Project Managers*
- *Schedulers*
- *Project Coordinators*

Prerequisite: None

Required Software and Text:

- Computer with **MS Project 2013 Standard/Professional** with Windows (Vista/7/8 or newer) installed
- Textbook: **Microsoft Project 2013 Step-by-Step**

Duration: Six Saturdays

Date: To be announced

Time: 9:00 a.m. - 4:00 p.m.

Course Fee: \$500

Course outline will be available on request.

We accept credit cards and cash.