

Microsoft Project 2010

COURSES

Regardless of job title, most of us have at one time or another performed the tasks of a project manager. If you have ever been responsible for coordinating a variety of tasks that had to be completed within a specific time frame for a set amount of money, you have acted as a project manager. Microsoft Project 2010 can assist you in managing your projects by storing project information, calculating and maintaining the project schedule, tracking project costs, and analyzing and communicating project data.

PREREQUISITES

This course is designed for a person who has a general introductory level understanding of project management concepts and basic end-user skills with any current Windows operating system.

REGISTRATION

The deadline to register for each course is one week prior to the course date. **Courses fill quickly!** To register for these courses, contact Daytona State College at (386) 506-4224 or parkerj@DaytonaState.edu. We accept checks, credit card (MasterCard, VISA), purchase order or company billing for payment.

FEE

The fee for each one-day course is \$195 and includes a student workbook and Knowledge Pack. **Your Knowledge Pack contains:**

- Immersive content and interactive exercises that map to the course objectives
- Assessments to identify competency gaps and validate comprehension
- An electronic course book accessible via Web browser or mobile device
- Printable quick reference cards and other performance support materials
- A bonus online course that complements the skills taught, enabling students to apply what they've learned in the workplace

These are 'hands-on' courses, and participants will be provided computers for classroom use. Courses may be canceled due to a lack of enrollment.

TIME AND LOCATION

All courses are 8:30 a.m. - 4:30 p.m., with a one-hour lunch break, and are held in Bergengren Hall (Bldg. 110, Rm. 248) on our Daytona Beach Campus, 1200 W. International Speedway Blvd.



COURSE SCHEDULE AND OBJECTIVES

Title: **Microsoft Project 2010, Level 1**

Date: Monday, March 5, 2012

Upon successful completion of this course, students will be able to:

- identify the basic features and components of the Microsoft Project environment
- create a new project plan file and enter project information
- manage tasks by organizing tasks and setting task relationships
- manage resources for a project
- finalize a project plan

Title: **Microsoft Project 2010, Level 2**

Date: Friday, March 9, 2012

Upon successful completion of this course, students will be able to:

- exchange project plan data with other applications
- update a project plan
- manage project costs
- report project data visually
- reuse project plan information



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