

Microsoft Project 2003



Learn the basics of Microsoft Project 2003, an electronic tool for project management involving designing, managing and closing a project.

MS Project can be used to organize a project, schedule tasks, assign resources and costs, adjust for constraints, monitor performance, revise for contingencies, and prepare reports to communicate the plan and keep appropriate parties informed of the current status.

Monday, February 16

8:00 am – 5:00 pm

Fee: \$99

**Register by:
February 12**

Michael ("Mike") Scheffelin will lead the learning during this one day, hands-on workshop, to be held at TC's Downtown Business Training Center. Mike is a seasoned project manager including experience leading projects for the Texas Health & Human Services Commission. He teaches numerous computer skills classes for state agencies in Austin as well as for TC-Business & Community Education. MS Project is among his favorites. Come learn with Mike and improve your project management success!



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