

Special Course Offering

Microsoft Project for Project Management Professionals

In recent terms, we have heard from many students taking Foundations of Project Management (regardless of program) who feel that they would benefit from additional training in the Microsoft Project tool. To address this need, the Division of Graduate Professional Studies has created a Microsoft Project training program. This program has been designed specifically for past, current or prospective students in our program who are interested in additional training in this area.

Course description

The course, offered in a computer lab, will provide an understanding of fundamental, practical approaches to the use of Microsoft Project in managing both individual and multiple projects. It will specifically present components of Microsoft Project which address each of the five fundamental phases of the project management lifecycle;

- ◆ Initiating
- ◆ Planning
- ◆ Executing
- ◆ Controlling
- ◆ Closing

by employing discussions, demonstrations and examples of both effective and ineffective techniques.

Instructor

This course will be taught by Jeff Parker, PMP and MS Project expert. He has used Microsoft Project extensively while working for area technology companies.

RPJM-10 (class #2166)

Microsoft Project for Project Management Professionals.

This is a non-credit course; and it will not count toward any degree requirements. The course is entirely optional, and was designed solely to offer our students additional training in the use of the Microsoft Project tool.

Time and Location

The course will meet on the Brandeis Campus for 3 consecutive Tuesdays.

Dates:

Tuesday, July 15th
Tuesday, July 22nd
Tuesday, July 29th

Time: 6:00pm - 9:00pm

Location: The Shiffman Lab (room 002), which is located in the basement of the Shiffman building.

Tuition and Registration

Tuition for the course is \$150 for those already enrolled in the Summer 2008 term.

Summer 2008 registrants may register for this training in SAGE, or by faxing a registration form to (781) 736-3420. The form is available at <http://www.brandeis.edu/rabbgrad/forms/BrandeisRegistrationForm.pdf>

Students not registered in the Summer 2008 term must register by fax after May 18th to avoid an automatic late registration fee.

Questions or Concerns? Feel free to contact us at rabbgrad@brandeis.edu or 781-736-8787