



in partnership  
with



Department of Continuing Education

[www.ed2go.com/edisonchar](http://www.ed2go.com/edisonchar)

#### Semester Start Dates:

- September 21
- October 19
- November 9
- December 14

#### Online Course Format:

- Led by an expert instructor
- Interactive discussion areas
- New sessions begin monthly
- 6 weeks, 12 lessons

Edison State College  
Charlotte Campus  
Continuing Education

26300 Airport Rd  
Punta Gorda, FL 33950

Phone: 941-637-5669  
Fax: 941-637-3503  
E-mail:  
[charlottece@edison.edu](mailto:charlottece@edison.edu)

## Introduction to Microsoft Project 2007 **\$99**

Discover how to effectively plan, implement, and control projects using Microsoft Project 2007. Learn how to apply the world's most popular project management software to convert your lists and schedules into an integrated plan you can be proud of. See how Microsoft Project helps you think through and organize your project's details, sequence tasks, produce a baseline, assign resources and costs, track progress, identify and analyze variances, and revise your project plan.

You'll discover the basics of Microsoft Project 2007 so you can create a project schedule in no time flat. Once you construct a basic schedule, you'll learn how to enlarge and share it with clients and coworkers. After completing the course, you'll know how to develop, implement, and control a project plan that meets organizational and customer objectives.

The course will help you avoid going down dead-end alleys and also prevent you from overloading your schedule. Should you encounter trouble on your project, you'll be able to apply a number of tried-and-true problem-resolution techniques to help get back on track. You'll learn how to fine-tune different aspects of your project, including splitting tasks for work interruptions and defining material consumption rates.

#### Requirements:

- **Microsoft Project Standard 2007**
- **Microsoft Windows Vista or XP**
- **Internet access**
- **e-mail**
- **Microsoft Internet Explorer or Mozilla Firefox Web browser**
- **Adobe Flash (free download at [adobe.com](http://adobe.com))**
- **Adobe Acrobat (free download at [adobe.com](http://adobe.com))**

**To register visit:**

**[www.ed2go.com/edisonchar](http://www.ed2go.com/edisonchar)**