

Course Code: C325

Microsoft Project Training

COURSE INFORMATION

Sessions
1 day

Duration
7.5 hrs

Level
Beginner

Assessment
NA

VENUE

12 Woodlands Square #07-85/86/87 Woods Square Tower 1, Singapore 737715. 5 mins walk from Woodlands (NS9) MRT station.

The venue is disabled-friendly.

WHAT'S THIS COURSE ABOUT

- Topic 1: Overview of Microsoft Project
- Topic 2: Initializing or setting up a Project
- Topic 3: Creating Tasks and Work Breakdown Structure
- Topic 4: Creating Task Relationships
- Topic 5: Configuring Advanced Task Information
- Topic 6: Creating Resources
- Topic 7: Assigning and Leveling Work Resources
- Topic 8: Reviewing and Finalizing the Schedule
- Topic 9: Tracking and Updating Projects
- Topic 10: Communicating Project Information

COURSE FEE

Full Fee S\$350.00 Before GST

GST S\$31.50 9% of fee

Total Payable S\$381.50 Including GST

CERTIFICATION

- **Certificate of Completion from Tertiary Infotech** - Upon meeting at least 75% attendance and passing the assessment(s), participants will receive a Certificate of Completion from Tertiary Infotech.

REGISTRATION

<https://www.tertiarycourses.com.sg/microsoft-project-training.html>



SCAN TO REGISTER

SUPPORT

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