



Master Builders Association

New South Wales

Serving our Members and the Industry since 1873

MASTER BUILDERS TRAINING 2009 MICROSOFT PROJECT - 1 DAY COURSE

The Master Builders is proud to offer its members the opportunity to attend a one day course, designed to introduce them to the industry standard in project scheduling tools – Microsoft Project.

Course Aim:

The planning tool for managing and tracking successful projects, MS Project enables effective project scheduling and monitoring whilst providing essential project management information including resource management, tracking critical path and reporting.

Course Description:

This one day course offers hands-on computer based training in the practical application of MS Project. The course is scenario-based with a small group of participants working in the live environment to develop the skills and expertise to effectively schedule and monitor a project.

Learning Outcomes:

- Levels from Introduction to Intermediate will be covered
- Defining the Goals and Requirements of a Project
- Tracking the progress of a Project
- Building a project
- Developing a project
- Sharing Project information with other programs
- Using templates
- Customising MS Project
- Plus much more.

Course Details:

- Dates:** Please see reverse side for dates
- Time:** 9.00 am – 4.30 pm
- Venue:** Newcastle Computer Training
18 Wood Street
NEWCASTLE WEST NSW 2302
- Cost:** Members \$270.00 (inc GST)
Non-members \$330.00 (inc GST)

**Light refreshments and lunch
will be provided**

Pre-requisites:

Basic to Intermediate Computer Skills

**TO ENROL PLEASE FAX BACK THE
ENROLMENT FORM ON THE
REVERSE SIDE**

**FOR ENQUIRIES
PHONE 02 4953 9400**

The Master Builders Association is a not-for-profit organisation that has been assisting, servicing and supporting its Members in the building and construction industry for over 130 years. The Association needs and greatly appreciates your support to continue work on behalf of its Members.

COURSE REGISTRATION FORM

MBA



Microsoft Project – Introduction & Intermediate Levels (1 day course)

Newcastle Computer Training, 18 Wood Street, Newcastle West

Company Name: _____

Company Address: _____

_____ Post Code: _____

Contact Name: _____

Telephone: _____ Facsimile: _____

Mobile: _____ E-mail: _____

Course Dates: (Please tick preferred date)

✓	Dates:	✓	Dates:
	5 February 2009		24 September 2009
	7 May 2009		26 November 2009
	16 July 2009		

	Participant Name	Private Address	Telephone Number
1			
2			
3			

Total Cost of course booking: \$ _____

Please tick the method of payment below.

Please charge my account, MBA Membership Number: _____

Please find enclosed a cheque for \$ _____ (payable to Master Builders Association of NSW)

Please Debit my credit card for \$ _____ Visa MasterCard Bankcard

Card No: _____

Expiry Date: _____ Card Name: _____

Signature : _____

Please note: Training Vouchers cannot be used for the Microsoft Project Course.

Photo Identification is Required for all Induction Courses

PLEASE RETURN THIS FORM TO:

Master Builders Association of New South Wales
 Level 1, 165 Lambton Road, Broadmeadow NSW 2292
 Box 266, Hunter Region Mail Centre NSW 2310
 Telephone : (02) 4953 9400 Facsimile : (02) 4953 9433