

MICROSOFT PROJECT FOR CONSTRUCTION

Course Description:



Over two days this course will give students a comprehensive understanding of Microsoft Project, using a practical approach to project management.

This course will show you how to plan, monitor, and schedule projects using resources such as people, equipment, time, and money.

It will provide you with the skills to effectively track and analyze projects with a better understanding of the schedule and impact of changes. Laptops, software and manuals will be provided.

Counts for 2 Gold Seal credits. Course material, laptop and lunch included.

Class is limited to 10 participants

Course Date(s): Tuesday, June 25, 2013 and Wednesday, June 26, 2013				
Time: 8:30 a.m. – 4:00 p.m.		Location: Ontario General Contractors Association 6299 Airport Road, Suite 703 Mississauga, Ontario		
Members: \$847.50 (\$750 + \$97.50)				
Non Members: \$960.50 (\$850 + \$110.50)				
Please register the following person(s): (Print name as it will appear on certificate)				
Name:		Email:		\$
Name:		Email:		\$
				Subtotal
				13% GST (R107797847RT)
				Total
Company:		Contact Name:		
Address:		City:	Prov:	Postal Code:
Phone:		Fax:		
Please fax back to (905)671-8212 by Friday, June 14, 2013 Payment must be received prior to the commencement of the course.				
Total Payment:		Paid By: (check one)		Cheque (Attached)
Credit Card Number		M/C		Expiry: month/year
Name on Credit Card:		Signature:		
Credit Card Payments may be faxed/mailed to the OGCA office. Cheques are to be made payable to: Ontario General Contractors Association and sent, with this completed form, to: OGCA, 6299 Airport Road, Suite 703, Mississauga, ON L4V 1N3 Phone: (905) 671-3969 Fax: (905) 671-8212				
Cancellation Policy: Full refund given to those cancellations received at least 3 weeks in advance. 50% refund for cancellations received 2 weeks in advance. No refund will be given to those cancellations received less than 1 week before classes start.				