

# IT BUSINESS/MANAGEMENT (ZMGT)

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## **ZMGT-1007 Introduction to Project Management** **0.7 CEU's**

Project Management is a strategic competency for organizations that ties project results to organizational goals. Project managers have the skills to effectively and efficiently initiate, plan, execute, monitor and control and close projects successfully. This course provides a solid foundation in the terminology, tools, concepts and methods of Project Management based on best practices outlined by the Project Management Institute® (PMI®). The training provides a framework to successfully manage projects, or participate on and support projects.

*Contact hours: 7*

*Not financial aid eligible.*

## **ZMGT-1019 Microsoft Project 2016 - Beginner** **0.8 CEU's**

This course provides a concise introduction to Microsoft Project 2016. The materials provide up-to-date information on setting up projects and building a project schedule. The goal of this course is to impart an overall understanding of Microsoft Project 2016 through a focus upon basic concepts, definitions, tools, strategies, processes and phases.

*Contact hours: 8*

*Not financial aid eligible.*

## **ZMGT-1020 Microsoft Project 2016 - Intermediate** **0.8 CEU's**

This course provides advanced techniques of maintaining a project schedule in Microsoft Project 2016. The materials provide up-to-date information on maintaining a project schedule, troubleshooting schedule issues, and communicate project schedule status. The goal of this course is to impart an overall understanding of Microsoft Project through a focus upon basic concepts, definitions, tools, strategies, processes and the phases of project schedule management.

*Contact hours: 8*

*Not financial aid eligible.*

## **ZMGT-1021 Keyboarding and Communication Intensive** **2.1 CEU's**

Keyboarding and Communication is to enhance the effective use of the English language essential to professional success in the world by way of learning to read and listen critically, as well as utilize everyday technology efficiently. Through a combination of real world scenarios and activities, this course will improve written and oral communication skills and teach skills on writing and speaking thoughtfully, clearly, coherently, and persuasively. Keyboarding emphasis is placed on the following: mastery of the keyboard with desirable keyboarding techniques; development of speed and accuracy; and proper care of the equipment. Keyboarding is foundation for developing entry-level skills for business careers.

*Contact hours: 21*

*Not financial aid eligible.*

## **ZMGT-1022 Keyboarding and Communication** **2.1 CEU's**

Keyboarding and Communication is to enhance the effective use of the English language essential to professional success in the world by way of learning to read and listen critically as well as utilize everyday technology efficiently. Through a combination of real world scenarios and activities, this course will improve written and oral communication skills and teach skills on writing and speaking thoughtfully, clearly, coherently, and persuasively. Keyboarding emphasis is placed on the following: mastery of the keyboard with desirable keyboarding techniques; development of speed and accuracy; and proper care of the equipment. Keyboarding is foundation for developing entry-level skills for business careers.

*Contact hours: 21*

*Not financial aid eligible.*

## **ZMGT-1165 Microsoft Project 2016 - Advanced** **0.8 CEU's**

This course is a continuation of Microsoft Project 2016. The materials provide up-to-date information on setting up projects and building a project schedule. The goal of this course is to impart an overall understanding of Microsoft Project with a focus on advanced concepts, definitions, tools, strategies, processes and phases of schedule management.

*Contact hours: 8*

*Not financial aid eligible.*