

# IT BUSINESS/MANAGEMENT (ZMGT)

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

A concise introduction to Microsoft Project 2016. Course 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 with a focus on basic concepts, definitions, tools, strategies, processes and phases. \*Please Note:

Our online courses are instructor-led virtual courses that require live interaction between our instructors and students on assigned days and activities.

*Contact hours: 7*

*Not financial aid eligible.*

## **ZMGT-1166 How To Maximize Your Cashflow with an Online Business Suite 1.2 CEU's**

This is a full comprehensive course teaching techniques for working remotely over an extended period of time. It includes systems and process overview of small and medium-size business, which is necessary to understand and appreciate the value of a thoroughly integrated, but still flexible, suite of business tools such as Zoho One. It enables students to understand how such a suite can efficiently and effectively support a business system and its component processes. In addition, the course includes an overview and discussion of each of the 46 individual integrated Zoho One applications, which are all included for one monthly price in the Zoho One suite, along with a comprehensive review, including specific discussion and examples, of the functions and benefits on the integration of the application tools. This will also include examples of additional third-party software-as-a-service (SaaS) applications that can also be easily integrated into the Zoho One suite, as may be required for the specific needs of the business. Please Note our online courses are instructor-led virtual courses that require live interaction between our instructors and students on assigned days and activities.

*Contact hours: 12*

*Not financial aid eligible.*