

## Project Management for Non-Project Managers - Noncredit Certificate of Completion

**Program Description:** Designed to prepare a student with a basic skillset on how to manage goals, objectives, develop work tasks, summary tasks, resource tasks, and milestones, while working with a team to complete a project plan.

**Program SLO:** Students will be able to create a project plan utilizing Microsoft Office Project Software to facilitate project goals.

### **Important Information:**

*For students interested in exploring other free noncredit courses through the COC School of Personal and Professional Learning please visit <https://www.canyons.edu/free> for an up to date list of course offerings and schedules.*

*For students interested in exploring credit courses and/or earning an Associate's degree and/or transfer, please follow up with the Counseling Office for additional information @ <https://www.canyons.edu/counseling> or (661) 362-3288/(661)362-3811.*

*Courses are sequenced based on recommendations by the [School of Personal and Professional Learning](#).*

### **First Semester (28– 64 hours)**

FA = Fall; WI = Winter; SP = Spring; SU = Summer

Course	Title	Hours
NC.BUS 10A	Introduction to Project Management (FA, SP)	28-32
NC.BUS 10B	Microsoft Project Basics (FA, SP)	28-32
	<b>Total Hours:</b>	<b>56-64</b>

Students who are not enrolled as credit or noncredit students will need to complete an application through Enrollment Services for School of Personal and Professional Learning. To enroll, go to [www.canyons.edu/freeclasses](http://www.canyons.edu/freeclasses) and click on the “Applicants” tab.

### **Resources**

**School of Personal and Professional Learning: Project Management for Non-Project Managers**

<https://www.canyons.edu/academics/schools/ppl/>

**School of Personal and Professional Learning:** [www.canyons.edu/free](http://www.canyons.edu/free)

**Enrollment Services (SPPL):** <https://www.canyons.edu/freeclasses>

**Counseling Department Website:** [www.canyons.edu/counseling](http://www.canyons.edu/counseling)

**Employment Center Website:** <https://www.canyons.edu/student-services/employmentcenter/index.php>

**Certificate Request Form** – Students must request their certificate once they completed all courses needed to earn a certificate. Before submitting a Certificate Request, please do the following: 1.) Know your 7 digit COC student ID number. 2.) Verify the certificate title and courses required. Browse the menu of certificate subject images on this webpage to find certificate titles and requirements. 3) Check you have completed all courses required with a "P" (passing) grade. Certificate request forms must be submitted through the School of Personal and Professional Learning website at [www.canyons.edu/free](http://www.canyons.edu/free)