

# PROJECT MANAGEMENT FOR NON-PROJECT MANAGERS CERTIFICATE OF COMPLETION

*FREE CLASSES*

  
COLLEGE OF THE CANYONS  
School of Personal &  
Professional Learning  
*Education extended*



This two-course certificate is 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. This certificate is a great addition for majors such as Construction Management, Interior Design, Administrative Assistant, Graphic Design, Photography, Technical Theater or any major where you will collaborate with others to complete a project.

► **NC.BUS-10A INTRODUCTION TO PROJECT MANAGEMENT**

Explores the fundamentals of project management in business. Students will define project goals and objectives and build a project plan to manage human and fiscal resources, meet deadlines and close the project for customer acceptance.

► **NC.BUS-10B MICROSOFT PROJECT BASICS**

Explores Microsoft Project for basic project management skills such as work tasks, summary tasks, milestones, recurring tasks, and resources.

Classes are...

- ✓ **FREE**
- ✓ **Offered in a Variety of Formats**
- ✓ **Offered Year Round**
- ✓ **Repeatable**



[www.canyons.edu/free](http://www.canyons.edu/free)



***Registration instructions can be found on the back of this flyer***

# REGISTRATION INSTRUCTIONS

To register for these courses, you must be a continuing student or apply to be a student at the college. Please follow the steps below to register for these courses:

## New students start here

### Submit an application for admission

- Go to: [www.canyons.edu/freeclasses](http://www.canyons.edu/freeclasses)
- Click on "Applicants"
- Click on "Go to OpenCCC" when you are ready to fill out the online application.
- Successful application submission will generate an email with the subject line: "Your COC Noncredit Application Has Been Accepted." The email will also include your unique student email, which is also your CanyonsID username.

Upon receipt of the application confirmation email within 48 hours, click on the My Canyons icon at [www.canyons.edu](http://www.canyons.edu). Enter your CanyonsID student email and establish your CanyonsID password. Once you set-up your CanyonsID account, follow the registration processes below.

## Current students start here

### Register for classes

- From [www.canyons.edu](http://www.canyons.edu), click on the My Canyons icon and ► select "student"
- enter CanyonsID username and password.
- Click on the green "My Registration" tile ► click on "Search for Sections."
- Select a term and search for the Subject alphabetically under "Noncredit..."
- Add desired section(s) to course plan ► click on "Academics" icon ► click on "Student Planning"
- Click on "Plan your Degree & Register for Classes," ► click blue "Register" button for each course

If you would like assistance with enrollment, please call (661) 362-3304 or email [freeclasses@canyons.edu](mailto:freeclasses@canyons.edu) during regular business hours.

**Monday – Thursday 9:00 AM-5:00 PM**  
**Friday 9:00 AM-1:00 PM**

**We look forward to serving you!**

*School of Personal and Professional Learning Team*