

Certified Associate in Project Management (CAPM) CAPM® Certification Exam Prep Course

This accelerated prep course taught by PMP certified instructors is designed to help you pass the Certified Associate in Project Management (CAPM®) Certification Exam. The CAPM® credential requires no project experience and is designed for people who want to get into the project management profession. No Prerequisites. Earning this PMI credential validates your knowledge of the processes and techniques of project management and provides you with a valuable job-hunting credential. (24 PDUs)

COURSE BENEFITS

In this hands-on course led by PMP certified project manager, you will learn all the concepts of project management and gain the skills to help you prepare for the CAPM® exam. Through practice exams, workshops and overnight study, you learn essential principles of *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*, the PMBOK® guide terminology, tools, techniques, and best practices. Fulfill the goals of your project, organization, and customers while balancing the competing demands of time, cost, scope, and quality. Certificates will be issued upon successful completion of the course.

COURSE TOPICS INCLUDE

The following topics will be addressed in this course:

- Introduction to the *Project Management Body of Knowledge (PMBOK® Guide)*, project life cycle and essential project management skills
- The Five Process Groups: Initiating, Planning, Executing, Monitoring & Controlling, and Closing
- PMI's Ten Knowledge Areas
 - Project Integration Management
 - Project Scope Management
 - Project Time Management
 - Project Cost Management
 - Project Quality Management
 - Project Human Resources Management
 - Project Communications Management
 - Project Risk Management
 - Project Procurement Management
 - Project Stakeholder Management
- PMI Code of Professional Conduct
- Applying Professional Knowledge
- Practice Exam Questions
- Tips for Taking the CAPM Exam

This workshop makes extensive use of PMBOK® study material, CAPM® exam simulation exercises, group interaction, and most importantly individual attention.

TARGET AUDIENCE

Individuals new to project management seeking the CAPM® certification. Participants should be aware of exam eligibility criteria established by the Project Management Institute (PMI). PMI membership is recommended but is not required to take this course.