

ABN 901 301 89892

Suite 4, 281 Pacific Highway
North Sydney
Australia NSW 2060

p +61 2 8001 6601

www.projectminds.com.au

CAPM[®] Exam Preparation Course

The Project Management Institute's Certified Associate in Project Management (CAPM)[®] Certification – a key step to building your Project Management Foundations

Abstract

The CAPM[®] credential is a globally recognised, entry level project management industry certification. The focus of the course is to maximize candidate chances of successfully obtaining their CAPM[®] Certification.

Candidates applying for the CAPM[®] need to demonstrate 1,500 hours of experience working on a project OR show proof of having completed at least 23 hours of suitable project management education before sitting and passing the CAPM[®] Exam

Who should attend

Project Team members, project support staff, team leads, functional managers, entry level project management practitioners, undergraduate and graduate students looking to maximise their opportunities in the job market

Syllabus

In progressing through the course you will examine in each of the modules:

- Rationale behind questions
- Useful mindsets to engage
- Planning and validating your study and preparation strategy
- Targeted advice on what to expect and critical success factors

Modules include:

- Planning for the CAPM[®]
- Getting the project started
- Detailed planning
- Executing the project plan
- Controlling and closing the project
- Project plan integration
- Trial Test

Objectives

- To maximize the chances of a successful 1st time result in the PMI[®] CAPM[®] Certification Exam
- To enable candidates to review and discuss the key material which is the focus of the CAPM[®] exam, experience the types of questions they will likely encounter in the exam and develop confidence in identifying critical elements when reading questions
- Provide a forum for open discussion facilitated by a certified PMP[®] instructor and receive a PMI[®] and PMBOK[®] Guide perspective
- Allow for candidates to evaluate their competency level to pass the CAPM[®] Exam and identify knowledge gaps

This course will directly address each of the knowledge areas of *the PMBOK[®] Guide*:

- Integration management
- Scope management
- Time management
- Cost management
- Quality management
- Human resources management
- Communications management
- Risk management
- Procurement management

Course Length: 2 days
Course Code:
CAPMPMC2
PDU: 14



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