

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM)[®] CERTIFICATION PREPARATION PROGRAM (VCT- CPP) (3*4 sessions, 12 hours, 12 PDUs)

This program provides you with the knowledge and self-confidence to do well on the Certified Associate in Project Management (CAPM)[®] certification exam from the Project Management Institute (PMI)[®]. Just like the exam, this program is based on PMI's: A Guide to the Project Management Body of Knowledge (*PMBOK[®] Guide*) – Sixth Edition, Project Management Institute, Inc., 2017 but it also includes other material to help you prepare for the exam. The program is suitable for those who have little or no experience of the *PMBOK[®] Guide* and more experienced students alike.

AFTER THE COURSE YOU WILL

Understand

- ❖ The structure of the CAPM[®] certification exam.
- ❖ What important knowledge areas you must master.
- ❖ How to prepare yourself in the best way to pass the certification exam.

SUBJECTS

- ❖ The content of the certification exam.
- ❖ Introduction to the *PMBOK[®] Guide*.
- ❖ The ten knowledge areas.
- ❖ Exercises and practice exams.

PREREQUISITES

Participants are required by PMI[®] to fulfil the CAPM[®] certification eligibility requirements

TARGET GROUP

Project Managers and project participants with various levels of experience, intending to pass the CAPM[®] certification exam.

TRAINING METHODS

This study program consists of four instructor lead virtual class room sessions, three hours each over a period of one to two weeks. In between the session the students will be doing homework assignments between sessions.

The students will also practice using an on-line exam simulator environment

The number and duration of sessions and course days can be adapted on demand.

DOCUMENTATION

You will get a manual with all the program material, as well as various exercises and sample exam questions.

Access to an on-line exam simulator environment X-AM.

Within the program we also use the book: A Guide to the Project Management Body of Knowledge, (*PMBOK[®] Guide*) – Sixth Edition, Project Management Institute, Inc., 2017 (*This book shall be downloaded on the PMI[®] web page or purchased on-line by the student prior to the start of the training.*)