

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM) PREPARATION



With hundreds of thousands of Project Management Professionals worldwide, the Project Management Institute's certification program is now a standard across all industries. While the Project Management Professional (PMP®) credential is targeted at experienced project managers, the Certified Associate in Project Management (CAPM®) does not require previous project management experience. The CAPM eligibility requirements are:

- High school diploma, associate's degree, or global equivalent plus *either*
- 23 hours of formal project management education *or* 1500 hours of project management experience

Having satisfied the eligibility requirements, a CAPM-candidate must sit a 3-hour 150 question exam. The exam tests the candidate's knowledge of PMI's Project Management Body of Knowledge (*PMBOK® Guide*). Upon successfully passing the exam, the candidate becomes a CAPM for a period of five years. At the end of the five year period the individual must re-take the CAPM exam to retain their CAPM designation.

The key to passing the exam is to understand PMI's view of project management. This means reviewing and understanding PMI's Body of Knowledge (*PMBOK® Guide*), but also becoming familiar with how PMI expects project managers to apply that knowledge.

Who should take this course?

- Individuals wishing to obtain an international credential demonstrating an understanding of the fundamental, best practice, project management knowledge defined in the *PMBOK® Guide*.
- Entry level individuals wishing to enter the project management profession.
- Individuals looking to advance their standing as project management subject matter experts.
- Individuals working in support of a project management office.
- Project stakeholders intending to serve as a sponsor, facilitator, liaison, or coordinator.
- Project managers desiring a professional certification, but lacking the experience for the PMP certification.
- Part-time project managers looking to formalize their project management skill-set and be recognized for their project management knowledge.

Course Objectives

By the end of the class you will be able to:

- Understand PMI's approach to project management.
- Understand how the CAPM exam is structured, and what kinds of questions will be asked.
- Be very familiar with all *PMBOK® Guide* sections.
- Possess various tricks, tips, techniques, & templates to help you retain information for the exam.

Course Details

- **Length** 40 hours
- **Credits** 40 Professional Development Units (PDUs)
- **Prerequisites** None
- **Availability** On-site at your location and select public locations
- **Style** Instructor-led, using PowerPoint presentations, facilitated discussions, individual and group exercises.
- **Format** Classroom environment—no computers required.

Call 1-866-PM-ASSIST today or visit us at WWW.CONSULTING.KY



Project Management Training

If your organization has identified the need for project management training, you are not alone. Project management is being increasingly recognized as a vital skill-set for many positions, not just those with the title of project manager.

Our style of training is very interactive—participants work on projects from their own organizations, utilizing tools and templates we use every day to manage real projects. We consistently receive excellent ratings from training participants, and have experience conducting project management best practices training and Microsoft Project training for both large and small organizations.

We offer a variety of courses, which are available on an open-enrollment and on-site basis. From time to time we also offer classes not listed here, so please call us at **1-866-PM-ASSIST** if you are looking for any kind of project management related training.

- **Introduction to Project Management (4 hours)**
- **Project Management Introduction for Smaller Organizations (4 hours)**
- **Project Management Introduction (1 day)**
- **Project Management Principles (2 days)**
- **Project Management Fundamentals (3 days)**
- **Project Management Skills for Success (5 days)**
- **CAPM Certification Preparation (5 days)**
- **PMP Certification Preparation (5 days)**
- **Microsoft Project Best Practices 101 (1 day)**
- **Microsoft Project Best Practices 102 (1 day)**

Key Consulting Inc.

Key Consulting works with, and trains, organizations of all sizes to improve the management of their projects. Using project management tools and techniques, combined with our broad industry experience, we help you :

- Improve the quality of your project planning and tracking
- Quickly capture the complexity of your projects
- Provide higher visibility of your critical tasks
- Resolve your project issues more quickly, in productive team meetings
- Reduce your project risk

resulting in successful projects, completed on-time, below budget, and within scope. We supply project managers on a full-time basis for larger projects, and on a part-time basis for smaller clients and projects. Our senior project managers are all certified as Project Management Professionals by the national Project Management Institute (PMI®).

“Awesome presentation—exceeded my attendance objectives.”

“...well thought out, and will be useful to my job.”

“Good course—nicely organized.”

“Very knowledgeable and experienced instructor.”

“I’ve taken Microsoft Project classes before - but this time a light went off.”

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