

Certified Associate in Project Management (CAPM) Certification Prep Course

35 hours

Course Description

Project management career opportunities are increasing even when the job market is challenging. Developing the project management skills employers demand can improve your marketability and may be transferable from one industry to another, giving you a lot of flexibility.

The updated CAPM curriculum by PMI provides foundational knowledge for students to perform in roles such as business analyst, product owner, project manager and various other roles in agile, hybrid and waterfall project teams.

In this course, you'll learn the knowledge and skills essential to project managers and those who work on projects in other support roles. The materials in this course are aligned with the international recognized standards of project management. This course is oriented to concepts and knowledge areas such as time, cost, risk and communications. Each lesson focuses exclusively on a single topic so that you can more easily grasp that topic before moving onto the next.

Once complete, you will meet or exceed the educational prerequisites for the Certified Associate in Project Management (CAPM®) certification offered through the Project Management Institute (PMI)®.

What you will learn

- Understand the essential elements of a project management foundation
- Learn how to execute a project from start to finish
- Be familiar with most common project management concepts and terminology
- Master the creation of project-driven budgets and timelines
- Learn how to predict and prevent risks

Prerequisites

There are no prerequisites to take this course. However, you will need to meet the following CAPM Certification requirements to take the exam:

- Have a secondary degree, such as high school diploma, GED (general educational development), or global equivalent.
- Have at least 23 hours of project management education completed before the exam. *(This course meets the education requirement.)*

Hardware Requirements

- This course can be taken on either a PC or a Mac.

Software Requirements

- PC: Windows 8 or later.
- Mac: OS X Snow Leopard 10.6 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Microsoft Office or equivalent (not included in enrollment).
- Windows Media Player
- Adobe Acrobat Reader. [Click here](#) to download.

Software must be installed and fully operational before the course begins.

Other Requirements

- Email capabilities and access to a personal email account.

Course Outline

SECTIONS
1: Becoming a CAPM
2: Projects and Project Management
3: Organizing for Project Performance
4: Development Approach and Lifecycle Performance Domain
5: Predictive Methodologies
6: Project Work and Delivery
7: Adaptive Approaches
8: An Overview of Adaptive Frameworks
9: Measurement Tracking and Managing Uncertainty
10: Business Analysis Frameworks
11: Business Analysis Domains
12: Putting it all Together
13: Conclusion