

CAPM® Preparation Course (Classroom and Virtual)



What is it about?

This project management course is designed for delegates requiring a course to adequately prepare them for the Project Management Institute's CAPM® examination based on the *PMBOK® Guide* (Project Management Body of Knowledge).

The CAPM® recognizes individuals with a demonstrated understanding of the fundamental knowledge, processes and terminology as defined in the *PMBOK® Guide*.

What does the course cover?

- ✓ An Introduction to the *PMBOK® Guide*
- ✓ Understanding the Project Environment
- ✓ Role of the Project Manager
- ✓ Integration Management
- ✓ Scope Management
- ✓ Schedule Management
- ✓ Cost Management
- ✓ Quality Management
- ✓ Resource Management
- ✓ Risk Management
- ✓ Communications Management
- ✓ Procurement Management
- ✓ Code of Ethics and Professional Responsibility
- ✓ Project Management Context, Framework, Processes, and
- ✓ CAPM® Examination tips, tricks and strategy

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Do I qualify?

Candidates must also have a minimum high school diploma or global equivalent and 23 contact hours of formal project management education.

Must I study before?

No pre-course study is required.

Who Should attend?

This project management course is aimed at the candidate that contributes to a project team as a subject matter expert.

These project team members assume full or partial responsibility for individual project tasks in their area of expertise.

How is the Course presented?

Our experienced internationally accredited trainers deliver interactive and practical experiences through:

- Classroom
- Virtual instructor-led on Zoom (requires laptop and stable internet connection)
- At your premises (for groups)

This is an intensive 5-day course.

Based on demand, training is run during the week, on weekends or alternately during evenings.

What is included?

- 5 days live instructor-led virtual training
- Digital course materials
- CAPM® Exam Prep textbook (optional)
- The *PMBOK® Guide* (6th Edition, if available), optional
- PDU and CPD points (ask us)

How will I be examined?

- 150 questions
- Three hours

Exams can either be taken:

- At a Test Centre
- Online Proctored

What's in it for me?

- ✓ Better prepared for the CAPM® exam to pass on your first attempt
- ✓ Recognised formally for your professional expertise and experience
- ✓ Knowledgeable of the skills, tools, and techniques used in effective project management



PM Academy was established in 2005 (South Africa) and in 2016 (Botswana). Through practical experience we are delivering our vision, by providing a world class professional project management training and advisory services, to the African and international markets.

Testimonial

"The facilitator's attitude, examples used, the food, bags provided, videos and venue made the experience memorable"

Ilona Smith (part-time student)