Certified Associate in Project Management

The CAPM preparatory course is designed to provide a comprehensive theory to practice approach to the topics of project management. The program has two primary purposes, to prepare the student with the knowledge, skills and tools to pass the CAPM exam and develop practical application for success in the workplace. This theory to practice is achieved through the following five courses taken in sequence. The program is a combination of traditional lectures, case studies and project simulations.

- PM 2100 Principles of Project Management I - Scope, Schedule, Budget and Baseline Management (5wks)
- PM 2200 Principles of Project Management II - HR, Communication and Stakeholder Management (3wks)
- PM 2400 Principles of Project Management III - Quality, Risk and Procurement Management (3wks)
- PM 2505 Principles of Project Management V - Comprehensive Review (4wks)

Course Descriptions

PM 2100 Principles of Project Management I - Scope, Schedule, Budget and Baseline Management (5wks)


This course provides an overview of the theory and practice of managing projects within various organizational structures. The fundamental building blocks of project management are addressed with special emphasis on the triple constraint and project integration. Students gain a solid understanding and foundation to successfully manage each phase of the project life cycle, work within organizational and cost constraints, set goals linked directly to stakeholder needs, and utilize proven project management tools to complete the project on time and within budget. The key management aspects and proven techniques that differentiate project management from other types of management are fully addressed.

PM 2200 Principles of Project Management II - HR, Communication and Stakeholder Management (3wks).


Managing the human elements of project management is as challenging as mastering the technical aspects. Innovative approaches are employed to successfully motivate, communicate, negotiate and resolve conflicts among the team members and stakeholders. In this course, students develop an understanding of the individual, the group and the project team. Proven techniques to make conflict a constructive rather than a destructive experience are discovered. Students develop effective communication, negotiation, and conflict resolution skills to successfully lead both domestic and global projects.

**PM 2400 Principles of Project Management III - Quality, Risk and Procurement Management (3wks)**


Quality Management ensures that project deliverables meet predetermined criteria. Methods for quality management are studied including quality planning, assurance and control. Risk management is the systematic process of identifying, analyzing, evaluating, and controlling project risks. Both qualitative and quantitative risk analyses are conducted and strategies for proactive risk aversion and reactive risk response are developed. Procurement Management is the acquisition of direct project scope and auxiliary services from outside the business unit or organization. Methods for procurement management are studied including planning, solicitation, selection and contract administration.

**PM 2505 Principles of Project Management V - Comprehensive Review (4 wks)**


PMBOK Guide Edition Five 200-Question Sample Exam John Tracy

The exam prep course is an intensive CAPM exam preparation including a full length practice exam, evaluation of results and a Personalized Study Plan based upon identified weaknesses. The exam prep course also includes a CAPM exam prep text with over 400 additional CAPM type questions and answers. This focus on this course is drilling and repetition in preparation for the exam.