Title: Certificate Associate Project Management (CAPM)
Academic Year: 2010
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Course description: This 24 hour course (three days) will prepare students pass the (Project Management Institutes’ CAPM exam. The course also has a hand on component to help the student to better understand the required concepts as outlined by PMI® (www.PMI.org)

Course Outline: This course will cover three (3) major areas:
• The Project Management Framework
• Introduction
• Project Life Cycle and Organization
• The Project Management Processes
• Initiating
• Planning
• Executing
• Monitoring and Controlling
• Closing
• The Project Management Knowledge Areas
• Project Integration Management
• Project Scope Management
• Project Time Management
• Project Cost Management
• Project Quality Management
• Project Human Resource Management
• Project Communications Management
• Project Risk Management
• Project Procurement Management


Successful completion of this course will allow a student with no prior experience in project management to identify the unique characteristics of a project and complete a 5x9 matrix of the project management process groups against the applicable knowledge areas.