

Certified Associate in Project Management (CAPM) Course

Course Duration: 40 HRS

Course Code: CAPM-101

Course Overview

The Certified Associate in Project Management (CAPM)[®] Certification Training Course provides a comprehensive introduction to project management principles and practices aligned with PMI[®] standards. This course is designed for aspiring project managers or professionals seeking to enhance their project management knowledge. Covering project management frameworks, processes, knowledge areas, and terminology, it builds a strong foundation to manage projects effectively and prepares learners for the CAPM[®] certification exam.

What You'll Learn?

- Fundamental concepts of project management as per PMBOK[®] Guide.
- The five project management process groups: Initiating, Planning, Executing, Monitoring & Controlling, and Closing.
- Ten project management knowledge areas, including scope, time, cost, quality, risk, and stakeholder management.
- Project management tools, techniques, and best practices.
- How to prepare and succeed in the CAPM[®] certification exam.

Target Audience

- Entry-level project managers or team members seeking formal project management knowledge.
- Professionals looking to start a career in project management.
- Students or fresh graduates aspiring to pursue project management as a career path.
- Individuals preparing for the CAPM® certification exam.

Pre-Requisites

- A secondary degree (high school diploma, associate degree, or global equivalent).
- No prior project management experience is required, but basic knowledge of business processes is recommended.

Course Content

Module 1: Introduction to Project Management

- Overview of CAPM® Certification
- Role of PMI® and PMBOK® Guide
- Key project management concepts and definitions

Module 2: Project Management Environment

- Organizational structures and project roles
- Influence of culture and stakeholders
- Project lifecycle vs product lifecycle

Module 3: Process Groups and Knowledge Areas

- Five process groups explained
- Ten knowledge areas overview
- Mapping processes to knowledge areas

Module 4: Project Management Tools and Techniques

- Work Breakdown Structure (WBS)
- Scheduling tools (Gantt charts, network diagrams)
- Risk assessment and cost estimation techniques

Module 5: Exam Preparation and Practice

- CAPM® exam format and application process
- Test-taking strategies and tips
- Mock exams and practice questions