

– a 4 day preparation course for the CAPM® exam

PMI Certification



This 4-day interactive course is intended for **team members, new Project Managers and graduate and undergraduate students** who wish to gain the PMI Certified Associate in Project Management (CAPM®) Certification. This is an internationally recognized certificate which ensures common language, terminology, processes and methodology in projects. The 4 days are split into 2 x 2 days.

Objective of the course



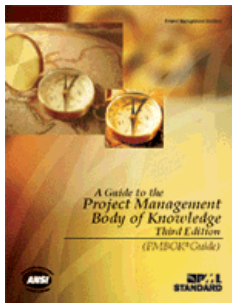
The course has two main objectives:

To prepare participants to take and pass the CAPM® Certification Exam.

To learn real-life Project Management skills

Our facilitators have trained over 1'200 Project Managers in the last 5 years, with an impressive record of a pass rate in excess of 95%.

Content



The areas covered are all five Process Groups (Initiate, Plan, Execute, Control and Close) as well as the nine Knowledge Areas (Communication, Time, Cost, Scope, Integration, Human Resources, Risk, Quality, Procurement) and CAPM Professional Responsibility. Contrary to most courses, and like our ProPMP course, ProCAPM approaches the information by Process Group – a more logical and useful approach for the Project Team Member.

The course content is based upon the PM Book of Knowledge - Third Edition (PMBOK® - the official PMI guide to Project Management, and the basis for all Certification questions), and also includes all supplementary information needed to pass the exam.

Method



This course uses a blended learning approach: a well-balanced mix of classroom training and self-study using probably one of the best web-based tools for the exam preparation.

The facilitators have a broad experience as Project Managers of large Projects – their goal is to give you all the hints and tips you will need to be sure to pass the exam!

Date and Price



The fee for this course is 2'400 Euros.

Geneva

3-4 Sept. and 4-5 Oct. 2007
17-18 April and 22-23 May 2008

Zurich

15-16 Oct. and 15-16 Nov. 2007
25-26 Sept and 30-31 Oct 2008

If you wish to hold this course in-house we will be happy to discuss dates with you. To register, please contact info@viraksarl.com

Course overview

- Day 1 : Introduction to CAPM® - Project Initiation
- Day 2 : Project Planning
- Day 3 : Project Execution
- Day 4: Project Monitoring and Control, Project Closing – Professional Responsibility