



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® (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's in it for me?

On completion of the course delegates will be able to:

- ✓ Formal recognition of professional expertise and experience.
- ✓ Enriched knowledge of the skills, tools, and techniques used in effective project management.

Contact us:

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CAPM® Preparation Course

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.

Do I qualify?

Candidates must also have a minimum high school diploma or global equivalent and meet one of the following eligibility requirements:

- 1,500 hours of professional experience on a project team, or
- 23 contact hours of formal project management education.
- We assist delegates with:
- Provision of CV templates
- Collation of application
- Communication with PMI

What can I expect?

- Integration Management
- Scope Management
- Time Management
- Cost Management
- Quality Management
- Human Resource Management
- Risk Management
- Communications Management
- Procurement Management
- Professional Responsibility
- Project Management Context, Framework, Processes, and
- CAPM Examination tips, tricks, and strategy.

How and when can I attend?

This intensive project management course is either presented over 5 days or alternatively spread over 3 months part-time (10 x 3-Hour sessions) and contributes the required 23+ education contact hours towards the CAPM certification. Students are encouraged to spend more hours of self-study to adequately prepare them to take the exam.

The project management course integrates in-depth topic reviews with structured personal study time, including individual assistance from our PMP-certified instructor.

Delegates thoroughly review exam "trouble spots", use highly effective drills to accelerate learning, receive invaluable test taking tips, and take and review practice exams.



Delegates receive:

- A course manual
- *PMBOK Guide* (5th Edition)
- CAPM Exam Prep by Rita Mulcahy
- Extensive sample exam Questions and answers
- Topics review in audio – Excellent while travelling!
- CAPM status is awarded on successful application and passing of the CAPM exam through PMI.
- The project management course may be delivered at our premises or alternatively we also tailor the course to be delivered in-house with sufficient attendees.

Testimonial

"The facilitator's attitude, examples used, the food, bags provided, videos and venue made the experience memorable" CAPM – Ilona Smith (part-time student)



About PM Academy

PM Academy was established in 2005 with the strategic vision to provide world class professional project management training, consulting and recruitment to the South African and international markets.

PM Academy has a wealth of experience and we have successfully completed projects, training and recruitment throughout Africa.

CAPM® is a Registered Trade Mark of PMI®