

Purpose	Designed for entry level project managers, project coordinators and administrators, and other to prepare for the CAPM® Certification Examination
Duration	4 sessions (4 days) scheduled over three weeks.
Intended Audience	This course is intended for people seeking CAPM® certification. Attending this course will qualify you on the training requirement of 23 hours.
Learning outcomes	<p>Session 1—On the Road to CAPM</p> <ul style="list-style-type: none"> • Everything you needed to know about applying for CAPM® Certification and sitting the exam • An overview of the <i>PMBOK® Guide</i> providing the essential foundation concepts and ideas • Integration Management <p>Session 2—Core Areas</p> <ul style="list-style-type: none"> • Scope Time, Cost and Quality Management <p>Session 3—Additional Areas</p> <ul style="list-style-type: none"> • Human Resource, Communications, Risky and Procurement Management <p>Session 4—Benchmark yourself</p> <ul style="list-style-type: none"> • Trial Test # 1 (am) • Debrief (pm)
Learning environment	Face to face presentation with supporting exercises during the course.
Course Materials	A copy of the <i>PMBOK® Guide</i> is provided for reference as well as a study text for those people who require additional home-study and practice questions Notes and exercises are also provided.
Special Requirements	None
Instructor	Instructor name is on the website
PDU Info	PDU/Hours: 28 Project Smart is a PMI Registered Education Provider (REP)