

PMP®/CAPM® Exam Prep

[3.5 CEUs/ 35 PDUs]

Course Description

In only six weeks, you'll gain a comprehensive understanding of the project management knowledge areas and process areas tested on the PMP® and CAPM® exams. With over 1,000 practice questions, interactions, glossaries and other interactive exercises, this course not only covers the concepts you need to know but also the test-taking strategies you need to succeed. This interactive and engaging course ends with simulation exams to ensure that you are ready to pass the PMP® and CAPM® exams.

Course Outcomes

Upon the successful completion of this course, participants will be able to:

- Describe the project management terms presented in the *PMBOK® Guide*
- Describe the project management processes
- Identify the input, tools and techniques, and outputs of each project management phase
- Complete the PMP® and/or CAPM® certification practice exams

Included eBook

Project Management Institute. (2017). A guide to the project management body of knowledge (*PMBOK® Guide* – 6th edition). Project Management Institute Inc, Newtown Square, PA

Verzuh, E. (2016). The fast forward MBA in project management (5th ed.). John Wiley & Sons, Inc., Hoboken, NJ

Discussion Board

Share your experience with fellow participants and your course facilitator in weekly discussion board posts.

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*Curriculum is subject to change. Please contact an enrollment representative for more information.

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	Module	Learning Objectives	Assignments/Activities	Live Session Topic	Quiz
Week 1	Module 1: The PMP®/CAPM® Certification Process (CAPM® or PMP® Pre-Test)	<ul style="list-style-type: none"> □ Explain the PMP® and CAPM® application process □ Explain how to prepare for certification □ Identify different type of questions □ Examine successful study techniques 	Test Prep Flashcards: <i>PMBOK® Guide</i> Chapters 1-3	<ul style="list-style-type: none"> □ Signing up for your PMP®/CAPM® exam □ Test-taking skills □ How to study the <i>PMBOK® Guide</i> □ Project lifecycles □ Project management phases □ Questions and answers 	N/A
	Module 2: Using the <i>PMBOK Guide®</i>	<ul style="list-style-type: none"> □ Explain how to use the <i>PMBOK® Guide</i> to study for the PMP® and CAPM® exams 	CAPM® Pre-Test (50 questions)		
	Module 3: Project Management at a Glance	<ul style="list-style-type: none"> □ Define the project management lifecycle □ Identify what occurs during each phase and process of a project 	PMP® Pre-Test (75 questions)		

	Module	Learning Objectives	Assignments/Activities	Live Session Topic	Quiz
Week 2	Module 4: Project Integration Management	<ul style="list-style-type: none"> □ Identify the inputs, tools and techniques, and outputs (ITTOs) of Project Integration Management □ Describe the knowledge area processes within Project Integration Management □ Explain the benefits of project integration management processes □ Practice answering project integration management test questions 	Self-Assessment Activity: Project Integration Management ITTOs Test Prep Flashcards: Project Integration Management	<ul style="list-style-type: none"> □ Project Integration Management □ Project Scope Management □ Project Schedule Management □ Project Scope Management □ Questions and answers 	Quiz 1 Quiz 2 Quiz 3 Quiz 4
	Module 5: Project Scope Management	<ul style="list-style-type: none"> □ Identify the inputs, tools and techniques, and outputs (ITTOs) of Project Scope Management □ Describe the knowledge area processes within Project Scope Management □ Explain the benefits of project scope management processes □ Practice answering project scope management test questions 	Self-Assessment Activity: Project Scope Management ITTOs Test Prep Flashcards: Project Scope Management		
	Module 6: Project Schedule Management	<ul style="list-style-type: none"> □ Identify the inputs, tools and techniques, and outputs (ITTOs) of Project Schedule Management □ Describe the knowledge area processes within Project Schedule Management □ Explain the benefits of project schedule management processes □ Practice answering project schedule management test questions 	Self-Assessment Activity: Project Schedule Management ITTOs Test Prep Flashcards: Project Schedule Management		
	Module 7: Project Cost Management	<ul style="list-style-type: none"> □ Identify the inputs, tools and techniques, and outputs (ITTOs) of Project Cost Management □ Describe the knowledge area processes within Project Cost Management □ Explain the benefits of project cost management processes □ Practice answering project cost management test questions 	Self-Assessment Activity: Project Cost Management ITTOs Test Prep Flashcards: Project Cost Management		

Week 3

Module	Learning Objectives	Assignments/Activities	Live Session Topic	Quiz
Module 8: Project Quality Management	<ul style="list-style-type: none"> □ Identify the inputs, tools and techniques, and outputs (ITTOs) of Project Quality Management □ Describe the knowledge area processes within Project Quality Management □ Explain the benefits of project quality management processes □ Practice answering project quality management test questions 	<p>Self-Assessment Activity: Project Quality Management ITTOs</p> <p>Test Prep Flashcards: Project Quality Management</p>	<ul style="list-style-type: none"> □ Project Quality Management □ Project Resource Management □ Project Communications Management □ Questions and answers 	<p>Quiz 5</p> <p>Quiz 6</p> <p>Quiz 7</p>
Module 9: Project Resource Management	<ul style="list-style-type: none"> □ Identify the inputs, tools and techniques, and outputs (ITTOs) of Project Resource Management □ Describe the knowledge area processes within Project Resource Management □ Explain the benefits of project resource management processes □ Practice answering project resource management test questions 	<p>Self-Assessment Activity: Project Resource Management ITTOs</p> <p>Test Prep Flashcards: Project Resource Management</p>		
Module 10: Project Communications Management	<ul style="list-style-type: none"> □ Identify the inputs, tools and techniques, and outputs (ITTOs) of Project Communications Management □ Describe the knowledge area processes within Project Communications Management □ Explain the benefits of project communications management processes □ Practice answering project communications management test questions 	<p>Self-Assessment Activity: Project Communications Management ITTOs</p> <p>Test Prep Flashcards: Project Communications Management</p>		

	Module	Learning Objectives	Assignments/Activities	Live Session Topic	Quiz
Week 4	Module 11: Project Risk Management	<ul style="list-style-type: none"> ▫ Identify the inputs, tools and techniques, and outputs (ITTOs) of Project Risk Management ▫ Describe the knowledge area processes within Project Risk Management ▫ Explain the benefits of project risk management processes ▫ Practice answering project risk management test questions 	<p>Self-Assessment Activity: Project Risk Management ITTOs</p> <p>Test Prep Flashcards: Project Risk Management</p>		
	Module 12: Project Procurement Management	<ul style="list-style-type: none"> ▫ Identify the inputs, tools and techniques, and outputs (ITTOs) of Project Procurement Management ▫ Describe the knowledge area processes within Project Procurement Management ▫ Explain the benefits of the project procurement management processes ▫ Practice answering project procurement management test questions 	<p>Self-Assessment Activity: Project Procurement Management ITTOs</p> <p>Test Prep Flashcards: Project Procurement Management</p>	<ul style="list-style-type: none"> ▫ Project Risk Management ▫ Project Procurement Management ▫ Project Stakeholder Management ▫ Questions and answers 	<p>Quiz 8</p> <p>Quiz 9</p> <p>Quiz 10</p>
	Module 13: Project Stakeholder Management	<ul style="list-style-type: none"> ▫ Identify the inputs, tools and techniques, and outputs (ITTOs) of Project Stakeholder Management ▫ Describe the knowledge area processes within Project Stakeholder Management ▫ Explain the benefits of the project stakeholder management processes ▫ Practice answering project stakeholder management test questions 	<p>Self-Assessment Activity: Project Stakeholder Management ITTOs</p> <p>Test Prep Flashcards: Project Stakeholder Management</p>		
Week 5	Module	Learning Objectives	Assignments/Activities	Live Session Topic	Quiz
Module 14: Practice Exam	<ul style="list-style-type: none"> ▫ Complete the PMP® practice exam or the CAPM® practice exam 	<p>CAPM® Practice Exam (100 questions)</p> <p>PMP® Practice Exam (150 questions)</p>	<ul style="list-style-type: none"> ▫ PMP® practice exam ▫ CAPM® practice exam ▫ Questions and answers 	N/A	
Week 6	Module	Learning Objectives	Assignments/Activities	Live Session Topic	Quiz
Module 14: Practice Exam	<ul style="list-style-type: none"> ▫ Complete the PMP® final practice exam or the CAPM® final practice exam 	<p>CAPM® Final Practice Exam (150 questions) - 3 hour time limit</p> <p>PMP® Final Practice Exam (200 questions) - 4 hour time limit</p>	<ul style="list-style-type: none"> ▫ PMP® final practice exam ▫ CAPM® final practice exam ▫ Questions and answers 	N/A	