



## CAPM® Exam Preparation

Description	This course is specifically designed to assist students in preparing for the Project Management Professional exam, given by PMI®. This four-day course allows the student focused time to learn and to review the concepts and terms necessary to pass the CAPM® exam. Included with the class are tips, tricks, and targeted materials that will assist the student in reviewing for and passing the exam. A complete CAPM exam simulation at the end of the course helps students determine if they are ready to take the official exam, and gives them insight into specific areas they will need to study in order to succeed.
Length	4 days – <b>32 contact hours</b> <sup>1</sup>
Prerequisites <i>See the FAQs below for more information.</i>	<ul style="list-style-type: none"> <li>• 1,500 hours of professional experience on a project management team <b>or</b>,</li> <li>• 23 contact hours of formal education</li> </ul> <p><b>Recommended</b></p> <ul style="list-style-type: none"> <li>• Best Practices in Project Management</li> <li>• Intermediate Project Management</li> </ul>
Materials Included	<p><i>A complete package that provides all that you need to prepare for the course, and know that you are ready to pass the first time!</i></p> <ul style="list-style-type: none"> <li>• CAPM® Exam Preparation study guide</li> <li>• Choice of Audio or Spiral-bound Flashcards</li> <li>• A Guide to the Project Management Body of Knowledge (PMBOK®)</li> <li>• Transcender CAPM® Exam Simulation Software (three complete tests, option of checking your answers as you go, select only the questions that relate to areas on which you need work)</li> <li>• Condensed, highly effective study materials created by The Solarity Group to accelerate your understanding of the material needed on the exam.</li> </ul>
Who Should Take This Course	Professionals from any industry who wish to obtain the CAPM® certification. Professionals who wish to advance their knowledge of Project Management as defined by the Project Management Institute (PMI®).
Solarity Guarantee	The Solarity Group guarantees that students who follow the course’s recommended techniques will pass on the first exam. If they do not, they may re-take the course once more without charge, and The Solarity Group will pay for the second exam. <sup>2</sup>
Rate	\$2,395 / person Additional discounts available for on-site classes or for multiple attendees

<sup>1</sup> Existing CAPMs can take this course to obtain educational contact hours.

<sup>2</sup> Recommended techniques are outlined in an Individualized Study Plan (ISP) created for the student at the end of class.



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## Course Objectives and Content

In this instructor-led course, the CAPM<sup>®</sup> Exam Prep book is used as a guide. Students work through the material together as a class, using different modalities to help connect PMI<sup>®</sup> terminology and concepts with students' real world experiences. The course uses repetition and strategic exercises that will provide students with structured study materials that they can retain and review for use on the exam. The first four days cover the basic PM materials, and the fifth day is for final review and practice exams. Customized study recommendations are provided to each student in follow-up to the completed course.

### ***Objectives***

Students will understand

- The requirements for the CAPM<sup>®</sup> credential, the application process, and learn about the exams, examples of their content, and how to study for them.
- Keys to answering PMI's<sup>®</sup> questions, tricks for exam-taking, practice and learning exercises are included.
- The PMBOK<sup>®</sup> Interpretation Matrix, Project Management Framework, Project Management Process
- The five Project Management Process Groups, and their key inputs and outputs.
- The nine Knowledge Areas of Project Management (Integration, Scope, Time, Cost, Quality, Human Resources, Communications, Risk, and Procurement), and the processes related to each one, with their related inputs, tools & techniques, and outputs.
- Professional and Social Responsibility

Students will also have access to webinars that help them prepare their application for the CAPM<sup>®</sup>, and other sessions devoted to review.

### ***Methodology***

For the delivery of this course, we will use the CAPM<sup>®</sup> Exam Prep book as a guide. We work through the material together as a class using different modalities to help relate PMI<sup>®</sup> terminology and concepts with students' real world experience. We use repetition, and strategic exercises that will provide you with structured study materials that allow you to review and retain the information for use on the exam.

The first four days cover the basic PM material. The fourth day will cover any remaining material, and then go through a review session. In the afternoon, we simulate the CAPM<sup>®</sup> Exam, which will give students a good understanding of what they need to continue to study before the actual exam.

Students who wish to re-sit the class may do so at a minimum cost (to cover facilities), providing space is available in the course.



**The Solarity Group**

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## *Schedule*

### **Day 1**

Introduction  
Project Life Cycle and Organization  
Project Management Processes  
Integration Management

### **Day 2**

Scope Management  
Time Management  
Cost Management

### **Day 3**

Quality Management  
Risk Management  
Human Resource Management  
Communications Management

### **Day 4**

Procurement Management  
Professional Responsibility  
Review for CAPM<sup>®</sup> Exam Simulation  
1:00-5:00 – CAPM<sup>®</sup> Exam Simulation

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