



School of
Management and Law

PMI CAPM Certification
Preparatory Course
Certified Associate
in Project Management (CAPM)[®]

From Challenge to Competence.
Crossing Borders.



Concept

Project management is becoming increasingly important across all sectors of the economy. A competent project team consisting of experienced, well-trained professionals is essential to the success of a project.

This course enables participants to use the key performance indicators – time, quality, cost, and resources – in structuring and managing projects effectively. It is based on the standards defined by the Project Management Institute (PMI) as described in A Guide to the Project Management Body of Knowledge (PMBOK Guide).

WHAT IS PMI

The PMI was established in 1969 and is today still considered to be the leading project management association worldwide. PMI certification is the most popular international qualification process for members of project teams across all sectors and for any purpose.

TARGET AUDIENCE

Our course is aimed at members of project teams who have little or no project (management) experience.

COURSE OBJECTIVE

Course participants prepare for all aspects of the PMI CAPM certification exam.

COURSE STRUCTURE

Module	Course Content	Self-Study
Module 1	Introduction, Code of Conduct, Project Management Framework	
Module 2	Project Management Processes, Integration Management, Scope Management	
Module 3	Time Management	Working through individual chapters of the PMBOK Guide and Rita Mulcahy's CAPM Exam Prep
Module 4	Cost Management	
Module 5	Quality Management, Risk Management	
Module 6	Human Resource Management, Stakeholder Management, Communications Management	X-AM: Online exam simulation software
Module 7	Procurement Management Professional Responsibility	
Module 8	Mock exam	

Organizational Details

TEACHING METHODOLOGY

Participants attend lectures and tutorials and study course materials including the official PMBOK Guide and a web-based exam practice tool providing some 400 preparatory questions.

INSTRUCTORS

Our instructors are not only highly experienced lecturers for degree programs and continuing education programs and courses, they are also expert project managers with experience in the private sector. While they embrace the fundamental principles of the PMI, they are also familiar with the principles of other internationally renowned project management institutions. This enables them to discuss other project methodologies as well.

COURSE DATES AND TIMES

For current and future course dates and times, please visit our website: www.zso.zhaw.ch/weiterbildung.

ADMISSION

Participants do not have to be project management experts. It is however an advantage if you have some project experience. In order to register for the certification exam immediately following the course, you should however meet the following requirements:

- Completed high school or an apprenticeship
- A minimum of 1,500 hours of active project work

Or, alternatively

- Completed high school or an apprenticeship
- A minimum of 23 contact hours of project management training from a course

Contact the PMI (www.pmi.org) to register for the certification exam.

To view the general requirements of admission and participation for continuing education programs at the ZHAW School of Management and Law, visit www.zhaw.ch/sml/atb-wb-en

COURSE VENUE

Classes take place on the campus of the ZHAW School of Management and Law in Winterthur, Switzerland, within easy walking distance of the Winterthur main railway station.

COURSE FEE

CHF 2700.– (incl. course materials, PMBOK Guide, Rita Mulcahy's CAPM Exam Prep and access to the online exam practice tool). The course fee does not include the fee for the CAPM certification exam performed by an official certification body (e.g., Prometric in Zurich-Oerlikon).

REGISTRATION AND ENQUIRIES

For further details and to register, please go to www.zso.zhaw.ch/weiterbildung or send us an e-mail: info.zso@zhaw.ch

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