



## HP Education Services Course Description

Certified Associate in Project Management (PMI-CAPM)<sup>®</sup> (HK730S)

This 2-day course is designed for those preparing to take PMI<sup>®</sup> Certified Associate in Project Management (PMI-CAPM)<sup>®</sup> examination. The course covers the nine knowledge areas that are the focus of the CAPM exam and emphasizes tools, techniques, outputs and project management process definitions. Please note that this course is purely exam-focused and does not teach participants how to manage projects.

### Audience

- This course is intended for entry-level students who are looking to prepare for the Certified Associate in Project Management (PMI-CAPM)<sup>®</sup> exam.

### Prerequisites

- Project Management Fundamentals (HC577S)

### Course objectives

- Gain the knowledge and skills you need to prepare for PMI-CAPM<sup>®</sup> exam and obtain the certification.

### Benefits to you

- Increased confidence in the management of your projects leading to professional recognition and increased levels of responsibility.
- Better project performance and increased satisfaction among your project team.

### Why education services from HP?

- Recognized as an IDC MarketScape leader for IT education ("Worldwide IT education and training 2013 vendor analysis" Cushing Anderson, IDC MarketScape, #239139, January 2013).
- Global training with more than 90 training locations worldwide.
- Unmatched technical expertise and support for HP products and technologies.
- HP MyRoom for real-time collaboration and Virtual Labs for a real hands-on experience.
- The training you need, when and where you need it with our Virtual Instructor-Led Training (VILT).

<b>Course title:</b>	Certified Associate in Project Management (PMI-CAPM) <sup>®</sup>
<b>HP product number:</b>	HK730S
<b>Category/Subcategory:</b>	Project Management
<b>Course length:</b>	2 days / 15PDUs
<b>Level:</b>	Foundation
<b>Delivery language:</b>	Varies by country
<b>To order:</b>	You can order this course online at <a href="http://www.hp.com/learn">http://www.hp.com/learn</a> . At the site, select a country, then chose "registration" or "Book a course" and fill out the online registration form.

- Comprehensive curriculum of job-specific training leading to certification.
- Streamlined purchase and management of training with HP Care Pack Services for Education.
- Our HP Education Consulting team has delivered best-in-class tailored training solutions to clients for more than 30 years.
- One of the top 20 training and content development providers (TrainingIndustry.com - 2013).

## Next steps

- Leadership and Communication Skills for Project Managers (HE537S)
- Managing Scope, Schedule and Cost (HE538S)
- Requirements Management for Project Managers (HE548S)

## Detailed course outline

### Project Life Cycle and Organization

### Project Management Processes for a Project

### Inputs, tools and techniques, and outputs of the nine PMBOK®

#### Guide Knowledge Areas:

- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communication Management
- Project Risk Management
- Project Procurement Management

### Practice Exam Questions

## For more information

To locate country contact information and to learn more about education services, please visit our worldwide web site at <http://www.hp.com/learn>

© Copyright 2014 Hewlett-Packard Development Company, L.P. The information contained herein is subject to change without notice. The only warranties for HP products and services are set forth in the express warranty statements accompanying such products and services. Nothing herein should be construed as constituting an additional warranty. HP shall not be liable for technical or editorial errors or omissions contained herein.

HP Education services are governed by the HP Education Services Terms and Conditions

PMI & PMI-CAPM are registered marks of Project Management Institute.

