CAPM® (Certified Associate in Project Management) Exam Preparation Course Outline

Course Overview

This course introduces participants to many of the concepts found on the CAPM® certification exam, effective in late Q1, 2023. The course uses the authorized materials written by PMI to map specifically to the newest exam. Participants will earn the necessary 23 contact hours required by PMI to sit for the exam. The CAPM® certification is authored and maintained by the Project Management Institute (PMI®), a non-profit organization that collects and disseminates project management best practices. The CAPM® exam is generally viewed as quite challenging.

Course Details

Public Classes (23 contact hours)	3.5 days, Days 1-3: 9:00 to 5:00 Eastern, Day 4: 9:00 to 12:00 Eastern Public Live, Virtual Classes: • February 18-21, 2025 • June 23-26, 2025 • October 20-23, 2025 **Various options and dates available for private classes. Call us!**
Course Materials Provided	PMI-Authorized Electronic student manual, hundreds of online sample questions, and other digital resources.
Course Price	$2,395 per participant. **Discounts available:** • $400 early enrollment discount (five weeks prior to the class) • $400 U.S. military discount (cannot be combined with early enrollment) Contact us (brian@pinnacleprodev.com) for discounts that apply to you.

Prerequisites

PMI requires that CAPM® candidates have a secondary degree (high school diploma, associate degree, or the global equivalent) and 23 hours of project management education.

Instructors

We hand pick our instructors to ensure you receive a top-quality educational experience. Some of our instructors have over 20 years of experience in the field, as well as years of adult education experience. We require that our instructors have a minimum of 10 years of experience in the subject matter they deliver, as well as at least three years of adult education classroom experience. Your training class is only as good as your instructor.

Our founder, Brian Salk, PhD, PMP® PMI-ACP®, personally hires and trains all our instructors. Our instructors attend Dr. Brian's intensive train-the-trainer session, designed to help instructors deliver effective, interactive, and informative training sessions that are tailored to the unique learning styles of adult students. Dr. Brian's highly interactive teaching style is based on proven educational theory and over 25 years of practice. He has won the prestigious Worldwide Excellence in Training award four times.

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Lesson 1: Project Management Fundamentals and Core Concepts
- CAPM® Exam Details
- Project Management Fundamentals and Core Concepts
- Demonstrate an understanding of the various project life cycles and processes.
- Demonstrate an understanding of project management planning.
- Demonstrate an understanding of project roles and responsibilities.
- Determine how to follow and execute planned strategies or frameworks (e.g., communication, risks, etc.).
- Practice Questions

Lesson 2: Predictive, Plan-Based Methodologies
- Explain when it is appropriate to use a predictive, plan-based approach.
- Demonstrate an understanding of a project management plan schedule.
- Determine how to document project controls of predictive, plan-based projects.
- Practice Questions

Lesson 3: Agile Frameworks/Methodologies
- Explain when it is appropriate to use an adaptive approach.
- Determine how to plan project iterations.
- Determine how to document project controls for an adaptive project.
- Explain the components of an adaptive plan.
- Determine how to prepare and execute task management steps.
- Practice Questions

Lesson 4: Business Analysis Frameworks
- Demonstrate an understanding of business analysis (BA) roles and responsibilities.
- Determine how to conduct stakeholder communication.
- Determine how to gather requirements.
- Demonstrate an understanding of product roadmaps.
- Determine how project methodologies influence business analysis processes.
- Validate requirements through product delivery.
- Practice Questions