

PROJECT MANAGEMENT



CAPM[®] Certification

Maintain your employability in project management!

More and more companies expect a CAPM[®] certification of the Project Management Institute (PMI)[®] from their project associates.

The CAPM[®] certificate confirms that the holder has proven experience and knowledge in effective project participation.

Our CAPM[®] certification, which is compatible with ISO 9001:2000, combines theory and practice with repetition units. Thus it intensely prepares for the examination.

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The course aims at people with:
Swiss federal vocational education and training diploma, academic baccalaureate (Swiss matura - university-entrance diploma), Swiss federal certificate or diploma of higher vocational education and training, bachelor or a degree in an equivalent education.

The following examination accreditation requirements have to be fulfilled:

Project management experience

- **Candidates with at least an academic baccalaureate (university-entrance diploma) or an equivalent degree**
(Swiss federal certificate of competence, professional baccalaureate):
 - 1'500 hours of professional experience on a project team
or
 - at least 23 hour education in formal project management

Training methods

The lessons provides a mixture of visual, auditory and tactile/haptic learning methods.

Thereby

- an individual learning style of each single course participant is possible
- the retentiveness of the long-term memory is improved
- one of the most highest success rates is achieved

Certificate

The CAPM® certificate identifies you as internationally recognized specialist and experienced project associate.

Information about PMI®

The Project Management Institute PMI® is a global organisation, that developed and maintains the *Guide to the Project Management Body of Knowledge, (PMBOK® Guide) – fifth Edition, Project Management Institute, Inc., 2013*. PMI® is represented with its 200'000 members in more than 125 countries.

The *PMBOK® Guide* is de facto the standard work for project management.

Examination

The examination lasts 3 hours and contains 150 multiple choice questions each with 4 answer choices. Basis of the questions is the *PMBOK® Guide*.

Validity period of examination

The certificate is valid 5 years and is renewable.

Educational goals

The education is a preparation for the CAPM® examination and shall close knowledge gaps from the participants. In addition possible ambiguity and uncertainty related to a successful certification are eliminated. The requirements for examination accreditation is fulfilled with the attendance at the courses.

Syllabus of instruction:

- **Introduction**
 - Assessment of participants' level of knowledge regarding project management and the *PMBOK® Guide*
 - Introduction to the type of examination, application procedure and implementation, logic of examination
- **Courses related to a specific field**
 - Responsibility opposite the profession
 - Project management framework
 - Integration management in projects
 - Content and scope management in projects
 - Deadline management
 - Cost management in projects
 - Quality management in projects
 - Personnel management in projects
 - Communication management in projects
 - Risk management in projects
 - Procurement in projects
- **Self study**
In learning groups and/or individually; from experience most participants invest 150h in preparatory work.

Details of course organization

Place:	SANTIS Training AG Hohlstrasse 550, CH-8048 Zürich
Next start dates:	31 August 2015 (994-30; 11 evenings)
Number of participants:	min. 3 max. 10 people
Duration:	Total of 35 hours (11 evenings, as from 6pm)

Cost

The course cost per participant are as follows:

Course cost total of 35 lessons (60 min. each)	CHF 3'200.00
Course documents and literature (D or E ¹)	CHF 300.00
Total course cost	CHF 3'500.00

The cost of the examination fee is USD 300.00 and has to be directly paid to PMI®.

Trainer

The trainer is Rüdiger Geist. He holds the certification number PMP #240 393.

¹ subject to currency fluctuation and changes in book price

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