

## ■ ■ ■ 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.

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.

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### ■ ■ ■ Examination accreditation requirements

- 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

### ■ ■ ■ Informationen 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 and certificate

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

The CAPM® certificate identifies you as internationally recognized specialist and experienced project associate. 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 150 h in preparatory work.

## ■ ■ ■ Details of course organization

**Contact and place:** SANTIS Training AG  
Hohlstrasse 550  
8048 Zürich  
044 316 10 10  
www.santis-training.ch  
training@santismail.ch

**Trainer:** Rüdiger Geist  
(Certification number PMP #240 393)

**Number of participants:** Min. 3, max. 10 people

**Next start dates:** 22 August 2016 (11 evenings as from 6 pm)

**Duration:** 35 lessons (60 min each)

**Cost:** The course cost per participant are as follows:

Course cost total (35 lessons)	CHF	3'200.–
Course documents and literature (D oder E <sup>1</sup> )	CHF	300.–
<b>Total course cost</b>	<b>CHF</b>	<b>3'500.–</b>

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

**More information:** [www.santis-training.ch/training/projektmanagement/pmp](http://www.santis-training.ch/training/projektmanagement/pmp)

<sup>1</sup> subject to currency fluctuation and changes in book price

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