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Certified Associate Project Management

Format: Self-Pace Online / eLearning
Program Duration: 6 Months
Course Contact Hours: 325

Program Description

This completely online and self-paced project management program builds successful project managers at all levels of the organization. It provides a comprehensive preparation for the Certified Associate in Project Management (CAPM)[®] certification exam including exam-taking tips, 25 comprehensive module quizzes, and two full-length, 150-question practice exams covering the areas of interest from A Guide to the Project Management Body of Knowledge, (PMBOK[®] Guide), which will provide a report to help you determine your areas of weakness.

Education and National Certifications

- Students should have or be pursuing a high school diploma or GED.
- Students who complete this program will be eligible to sit for the **PMI-CAPM Exam**

Program Objectives

At the conclusion of this program, students will be able to:

- Recognize how enterprise environmental factors and organizational process assets affect how projects can be managed
- Explain the five stages of a project life cycle and illustrate how these stages can overlap in time
- Demonstrate how to create a project management plan with subsidiary plans for each of the knowledge areas and explain how progressive elaboration and integrated change management can keep these documents effective and relevant
- Explain the overlapping nature of project activities and practice Project Integration Management to coordinate the various project management processes
- Illustrate how a project's various baselines (including scope, cost, schedule, quality, risk, procurement, and others) are determined, planned for, and managed
- Recognize how to effectively manage human resources and communicate with all stakeholders
- Explain the key methods used to estimate project schedule and cost at the beginning of a project and to forecast cost and schedule variances at any time during the project

- Identify key project stakeholders and continuously engage them in appropriate project activities
- Describe how the project management knowledge contained in the PMBOK® Guide can be used in practice
- Ability to do presentations on complex matters in a well structured and easy to understand way and with coherent and logic conclusions.
- Use appropriate referencing and bibliographic methods.
- Demonstrate effective and integrative team-work.
- An attitude of open-mindedness and self-critical reflection with a view to self improvement sensibility towards the ethical dimensions of different aspects of the content of an open attitude towards inter-cultural team-work

Certified Associate Project Management Program Detailed Student Objectives:

- Introduction to the Course
- The the importance of PM
- Strategy Implementation and Project Management
- Project Selection
- Structure
- Functional Teams / Dedicated Teams / Matrix
- Defining the Project Scope and Priorities
- WBS / Responsibilities / Communication
- Estimation of Project Time and Costs
- Development of a Project Plan
- Managing Risks and Opportunities
- Effective Leadership in Project Management
- Demands on and Profile of Leaders
- Progress and Performance Measurement
- Project Closure / International Projects
- Agile PM