



PMI TRAINING

CAPM: Certified Associate in Project Management

Gain essential project management skills and prepare for your PMI CAPM certification, boosting your career in project coordination.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

-
- Globally Recognized Certification
 - Expert-Led Hands-On Training
 - Flexible Scheduling

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COURSE OVERVIEW

This Certified Associate in Project Management (CAPM) course provides a robust foundation in project management principles and practices, as defined by the Project Management Institute (PMI). Designed for aspiring project managers and team members, this program delves into the core knowledge areas and process groups outlined in the PMBOK Guide (Project Management Body of Knowledge). You will learn essential project management terminology, methodologies, and frameworks, covering topics such as project initiation, planning, execution, monitoring and controlling, and closing.

Participants will gain a comprehensive understanding of how to effectively manage project scope, schedule, cost, quality, resources, communications, risk, procurement, and stakeholders. The course also incorporates an introduction to adaptive (Agile) and hybrid approaches to project management, reflecting modern industry demands. By mastering these concepts, you will be well-equipped to contribute meaningfully to project teams and speak the universal language of project management, significantly boosting your professional credibility and career prospects within any industry. This certification is globally recognized and demonstrates your commitment to professional excellence.

Duration	2 hours
Level	Intermediate
Vendor	PMI
Exam Code	CAPM

PREREQUISITES

- Basic understanding of IT concepts
- Familiarity with operating systems
- Basic networking knowledge

COURSE CURRICULUM

01 Module 1: Introduction to Project Management and Foundational Concepts

- What is a Project? Project Characteristics and Purpose
- Project Management vs. Operations Management
- The Role of the Project Manager: Skills and Competencies
- Organizational Structures and Their Impact on Projects
- Understanding the PMBOK Guide and PMI Standards
- Key Project Management Terminology and Definitions

02 Module 2: Project Environment and Core Process Groups

- The Project Environment: Enterprise Environmental Factors and Organizational Process Assets
- Project Life Cycles and Phases
- Understanding Project Management Process Groups: Initiating, Planning, Executing, Monitoring & Controlling, Closing
- Tailoring Project Management Processes
- Stakeholders and Governance in Projects

03 Module 3: Project Integration, Scope, and Schedule Management

- Developing the Project Charter and Project Management Plan
- Directing and Managing Project Work

- Monitoring and Controlling Project Work
- Performing Integrated Change Control
- Closing the Project or Phase
- Defining and Validating Project Scope
- Creating the Work Breakdown Structure (WBS)
- Activity Definition and Sequencing
- Estimating Activity Durations
- Developing and Controlling Project Schedules

04 **Module 4: Project Cost, Quality, and Resource Management**

- Estimating Costs and Determining Budgets
- Controlling Project Costs
- Planning Quality Management and Managing Quality
- Controlling Quality
- Planning Resource Management
- Estimating Activity Resources
- Acquiring, Developing, and Managing Project Team
- Controlling Resources

05 **Module 5: Project Communications, Risk, Procurement, and Stakeholder Management**

- Planning and Managing Communications
- Monitoring Communications
- Planning Risk Management and Identifying Risks
- Performing Risk Analysis (Qualitative and Quantitative)
- Planning Risk Responses and Implementing Risk Responses
- Monitoring Risks
- Planning Procurement Management
- Conducting Procurements
- Controlling Procurements
- Identifying and Analyzing Project Stakeholders
- Planning Stakeholder Engagement
- Managing and Monitoring Stakeholder Engagement

06 **Module 6: Agile, Hybrid, and Business Analysis Fundamentals for CAPM**

- Understanding Agile Principles and Mindset
- Common Agile Methodologies (Scrum, Kanban, XP)
- Hybrid Project Management Approaches
- The Role of Business Analysis in Projects
- Key Business Analysis Tools and Techniques (Requirements Gathering, Prioritization)
- Exam Preparation Strategies and Practice Questions

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Project Coordinator**
- > **Associate Project Manager**
- > **Project Administrator**
- > **Junior Business Analyst with Project Involvement**

[> Project Team Member](#)

FREQUENTLY ASKED QUESTIONS

Q: What are the specific eligibility requirements for the PMI CAPM certification, and does this Computer Pride course fully prepare me to meet them?

To be eligible for the CAPM certification, you need a secondary degree (high school diploma, associate's degree, or the global equivalent) AND 23 hours of project management education. This Computer Pride course is specifically designed to provide you with the full 23 hours of project management education required, covering all content areas of the PMBOK Guide and the CAPM exam content outline. Successfully completing this course will satisfy the educational prerequisite, allowing you to confidently apply for the CAPM exam.

Q: Beyond theoretical knowledge of the PMBOK Guide, what practical, real-world project management skills will I develop through this CAPM course that are immediately applicable in an entry-level role?

This CAPM course goes beyond just memorizing definitions. You will gain practical skills in developing key project artifacts like project charters, work breakdown structures (WBS), and project schedules using foundational tools. You'll learn how to identify and analyze project risks, understand stakeholder engagement strategies, and apply basic cost and resource estimation techniques. These hands-on skills, while theoretical in a classroom setting, are directly transferable to roles where you'll support project managers, coordinate tasks, and contribute to project documentation and planning.

Q: How does the CAPM certification, obtained through this course, act as a strategic stepping stone for career progression towards the PMP certification?

The CAPM certification is an excellent foundational credential that validates your understanding of the universal project management language and processes defined by PMI. It provides you with a structured entry point into the project management profession without requiring extensive prior project experience. Holding a CAPM demonstrates your commitment to the field and can often qualify you for project coordinator or associate roles where you can begin accumulating the necessary project experience hours. The knowledge gained from this CAPM course and certification directly aligns with the PMP exam content, making your eventual transition to preparing for and passing the Project Management Professional (PMP) certification significantly smoother and more efficient.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

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