



PMI TRAINING

Certified Associate in Project Management (CAPM)

Master core project management principles and processes. Prepare to earn your CAPM certification and launch your PM career.

DURATION

40 hours

LEVEL

Beginner

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

Computer Pride | 1st Floor, ICEA Building, Kenyatta Avenue, Nairobi | www.computer-pride.co.ke

COURSE OVERVIEW

The Certified Associate in Project Management (CAPM) certification, offered by the Project Management Institute (PMI), is a globally recognized entry-level credential designed for individuals who are new to project management or wish to demonstrate their commitment to the profession. This comprehensive 40-hour course at Computer Pride provides a solid foundation in project management principles, methodologies, and terminology as outlined in the latest edition of the PMBOK® Guide. You will gain a thorough understanding of project life cycles, organizational structures, the role of the project manager, and the critical processes involved in initiating, planning, executing, monitoring, controlling, and closing projects effectively. This course emphasizes the core project management performance domains and the principles that drive successful project outcomes.

Completing this CAPM certification course not only validates your foundational knowledge but also significantly boosts your career prospects in the rapidly growing field of project management. By learning the universal language and best practices of project management, you'll be equipped to support project teams, contribute to project success, and communicate effectively with stakeholders. The certification demonstrates to employers that you possess the essential skills to manage smaller projects or contribute meaningfully to larger, more complex projects under the supervision of a certified Project Manager. It serves as a crucial stepping stone for aspiring project professionals seeking to advance their careers and eventually pursue more advanced certifications like the Project Management Professional (PMP).

Duration	40 hours
Level	Beginner
Vendor	PMI
Exam Code	CAPM

PREREQUISITES

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

COURSE CURRICULUM

01 Module 1: Foundations of Project Management and Project Environment

- What is a Project, Program, and Portfolio?
- Role of the Project Manager and Team
- Key Project Stakeholders
- Organizational Structures and Influences
- Project Governance and Life Cycles (Predictive, Adaptive, Hybrid)
- PMI Code of Ethics and Professional Conduct

02 Module 2: Project Management Principles and Performance Domains Introduction

- The 12 Project Management Principles (Stewardship, Team, Stakeholders, Value, etc.)
- Introduction to Project Performance Domains
- Focus on Stakeholder Performance Domain
- Team Performance Domain: Building and Managing Project Teams

03 Module 3: Core Project Performance Domains - Planning and Process

- Planning Performance Domain: Scope, Schedule, Cost, Quality, Resources
- Process Performance Domain: Managing Project Work, Knowledge, and Performance
- Risk Performance Domain: Identification, Analysis, and Response Planning
- Communications Performance Domain: Planning and Managing Information Exchange

04 Module 4: Advanced Project Performance Domains and Business Environment

- Procurement Performance Domain: Managing Contracts and Acquisitions
- Value Delivery Performance Domain: Realizing Benefits and Value
- Development Approach and Life Cycle Performance Domain: Tailoring Approaches
- Business Environment Performance Domain: External and Internal Project Influences

05 Module 5: Agile Concepts and CAPM Exam Preparation

- Introduction to Agile Methodologies and Principles
- Scrum and Kanban Basics
- Tailoring Project Management Approaches
- Review of CAPM Exam Content Outline
- Effective Study Strategies and Practice Questions
- Tips for the CAPM Certification Exam

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Project Coordinator**
- > **Associate Project Manager**
- > **Project Support Specialist**

FREQUENTLY ASKED QUESTIONS

Q: What are the specific eligibility requirements for taking the CAPM exam after completing this Computer Pride course?

To be eligible for the CAPM exam, you must have a secondary degree (high school diploma, associate's degree, or global equivalent) AND 23 hours of project management education. This 40-hour Computer Pride CAPM course fully satisfies the 23-hour education requirement, making you eligible to apply for the exam upon successful completion.

Q: How does the CAPM certification directly enhance my ability to contribute to projects, especially if I'm new to project management?

The CAPM certification provides you with a standardized understanding of project management principles and processes from the PMBOK Guide, enabling you to speak the common language of project management. This directly enhances your ability to understand project documentation, participate effectively in project meetings, support project managers in various tasks (like scheduling, risk tracking, or communication), and contribute to project success with a clear comprehension of best practices and expected outcomes. It solidifies your role as a valuable and knowledgeable project team member.

Q: What is the logical next step in my project management career path after achieving the CAPM

certification?

After achieving your CAPM certification, the most logical and recognized next step is typically to gain practical project experience and then pursue the Project Management Professional (PMP) certification. The CAPM provides the foundational knowledge, and the PMP validates extensive experience and advanced skills in leading and directing projects. Other pathways could include specializing in Agile practices (e.g., PMI-ACP) or pursuing leadership roles within organizations, leveraging your foundational project management expertise to drive strategic initiatives.

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.

Location

1st Flr, ICEA Building
Kenyatta Ave, Nairobi

Email

info@computer-pride.co.ke

Phone

+254 705 900 900

www.computer-pride.co.ke