Course Ou

Certified Associate in Proje
(CAPM)



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1. Course Objective

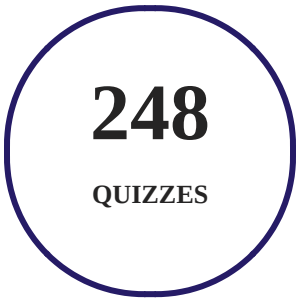
Kick start your prep for the PMI CAPM certification exam with the Certified Associate in Project Management (CAPM) course and lab. The lab is cloud-based, device-enabled, and can be easily integrated with an LMS. The course and lab cover CAPM exam objectives and provide an understanding of topics such including project integration management, project scope management, project schedule management, project resource management, and more.

2. Pre-Assessment

Pre-Assessment lets you identify the areas for improvement before you start your prep. It determines what students know about a topic before it is taught and identifies areas for improvement with question assessment before beginning the course.

3. Quizzes

Quizzes test your knowledge on the topics of the exam when you go through the course material. There is no limit to the number of times you can attempt it.



4. flashcards

Flashcards are effective memory-aiding tools that help you learn complex topics easily. The flashcard will help you in memorizing definitions, terminologies, key concepts, and more. There is no limit to the number of times learners can attempt these. Flashcards help master the key concepts.



5. Glossary of terms

uCertify provides detailed explanations of concepts relevant to the course through Glossary. It contains a list of frequently used terminologies along with its detailed explanation. Glossary defines the key terms.



6. Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

7. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

8. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assessments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

9. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 7 years:

- **2014**
    1. Best Postsecondary Learning Solution
- **2015**
    1. Best Education Solution

2. Best Virtual Learning Solution
3. Best Student Assessment Solution
4. Best Postsecondary Learning Solution
5. Best Career and Workforce Readiness Solution
6. Best Instructional Solution in Other Curriculum Areas
7. Best Corporate Learning/Workforce Development Solution

- **2016**
  1. Best Virtual Learning Solution
  2. Best Education Cloud-based Solution
  3. Best College and Career Readiness Solution
  4. Best Corporate / Workforce Learning Solution
  5. Best Postsecondary Learning Content Solution
  6. Best Postsecondary LMS or Learning Platform
  7. Best Learning Relationship Management Solution

- **2017**
  1. Best Overall Education Solution
  2. Best Student Assessment Solution
  3. Best Corporate/Workforce Learning Solution
  4. Best Higher Education LMS or Learning Platform

- **2018**
  1. Best Higher Education LMS or Learning Platform
  2. Best Instructional Solution in Other Curriculum Areas
  3. Best Learning Relationship Management Solution

- **2019**
  1. Best Virtual Learning Solution
  2. Best Content Authoring Development or Curation Solution
  3. Best Higher Education Learning Management Solution (LMS)

- **2020**

1. Best College and Career Readiness Solution
2. Best Cross-Curricular Solution
3. Best Virtual Learning Solution

10. Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

Syllabus

Chapter 1: Introduction

- Introduction of the PMBOK Guide
- Foundational Elements
- Summary

Chapter 2: Project Environment

- Overview
- Enterprise Environmental Factors
- Organizational Process Assets

- Organizational Systems
- Project Stakeholders
- Summary

Chapter 3: Role of the Project Manager

- Overview
- The Project Manager's Sphere of Influence
- Project Manager Competencies
- Performing Integration
- Summary

Chapter 4: Project Integration Management

- Overview
- Develop Project Charter
- Develop Project Management Plan
- Direct and Manage Project Work
- Manage Project Knowledge
- Monitor and Control Project Work

- Perform Integrated Change Control
- Close Project or Phase
- Summary

Chapter 5: Project Scope Management

- Overview
- Plan Scope Management
- Collect Requirements
- Define Scope
- Create WBS
- Validate Scope
- Control Scope
- Summary

Chapter 6: Project Schedule Management

- Overview
- Plan Schedule Management
- Define Activities
- Sequence Activities

- Estimate Activity Durations
- Develop Schedule
- Control Schedule
- Summary

Chapter 7: Project Cost Management

- Overview
- Plan Cost Management
- Estimate Costs
- Determine Budget
- Control Costs
- Summary

Chapter 8: Project Quality Management

- Overview
- Plan Quality Management
- Manage Quality
- Control Quality

- Summary

Chapter 9: Project Resource Management

- Overview
- Plan Resource Management
- Estimate Activity Resources
- Acquire Resources
- Develop Team
- Manage Team
- Control Resources
- Summary

Chapter 10: Project Communications Management

- Overview
- Plan Communications Management
- Manage Communications
- Monitor Communications
- Summary

Chapter 11: Project Risk Management

- Overview
- Plan Risk Management
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses
- Implement Risk Responses
- Monitor Risks
- Summary

Chapter 12: Project Procurement Management

- Overview
- Plan Procurement Management
- Conduct Procurements
- Control Procurements
- Summary

Chapter 13: Project Stakeholder Management

- Overview
- Identify Stakeholders
- Plan Stakeholder Engagement
- Manage Stakeholder Engagement
- Monitor Stakeholder Engagement
- Summary

Videos and How To

uCertify course includes videos to help understand concepts. It also includes How Tos that help learners in accomplishing certain tasks.

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VIDEOS	HOURS

11. Practice Test

Here's what you get

75	3	75
PRE-ASSESSMENTS QUESTIONS	FULL LENGTH TESTS	POST-ASSESSMENTS QUESTIONS

Features

Each question comes with detailed remediation explaining not only why an answer option is correct but also why it is incorrect.

Unlimited Practice

Each test can be taken unlimited number of times until the learner feels they are prepared. Learner can review the test and read detailed remediation. Detailed test history is also available.

Each test set comes with learn, test and review modes. In learn mode, learners will attempt a question and will get immediate feedback and complete remediation as they move on to the next question. In test mode, learners can take a timed test simulating the actual exam conditions. In review mode, learners can read through one item at a time without attempting it.

12. Performance Based Labs

uCertify's performance-based labs are simulators that provides virtual environment. Labs deliver hands on experience with minimal risk and thus replace expensive physical labs. uCertify Labs are cloud-based, device-enabled and can be easily integrated with an LMS. Features of uCertify labs:

- Provide hands-on experience in a safe, online environment
- Labs simulate real world, hardware, software & CLI environment
- Flexible and inexpensive alternative to physical Labs
- Comes with well-organized component library for every task
- Highly interactive - learn by doing
- Explanations and remediation available
- Videos on how to perform

Lab Tasks

- Understanding project management process groups
- Identifying the PMO types
- Understanding organizational structures
- Understanding stakeholders
- Identifying the Develop Project Management Plan inputs
- Understanding change request actions
- Understanding Change Control concerns
- Understanding the configuration control activities
- Identifying the Change Control process inputs
- Understanding the decomposition process
- Understanding variance and trend analysis
- Understanding the schedule management plan elements
- Identifying the Define Activities process inputs
- Understanding the Define Activities process outputs
- Understanding the types of logical relationships
- Understanding the types of dependencies
- Identifying the Control Schedule process inputs
- Understanding the cost management plan elements
- Identifying the Estimate Costs process inputs
- Understanding the cost baseline
- Understanding cost aggregation
- Understanding the Determine Budget process inputs
- Identifying the Control Costs process outputs
- Understanding EVM key measurements
- Identifying the Control Costs process inputs
- Understanding the Plan Quality Management process outputs
- Understanding quality audits
- Understanding the data representation techniques
- Understanding roles and responsibilities elements
- Identifying the Estimate Activity Resources process inputs.
- Identifying the Acquire Resources process tools

- Identifying the stages of team development
- Identifying the Manage Team process outputs
- Understanding the resolving conflict styles
- Understanding communication methods
- Identifying the Monitor Communications process outputs
- Understanding the Monitor Communications process inputs
- Understanding the risk management plan elements
- Understanding risk attitude elements
- Identifying the Perform Qualitative Risk Analysis process inputs
- Understanding strategies for threats
- Understanding the fixed-price contract types
- Understanding the contract categories
- Identifying the Conduct Procurements process inputs
- Understanding the Control Procurements process tools
- Understanding stakeholder engagement levels
- Identifying the Manage Stakeholder Engagement process inputs

Here's what you get



13. Post-Assessment

After completion of the uCertify course Post-Assessments are given to students and often used in conjunction with a Pre-Assessment to measure their achievement and the effectiveness of the exam.