

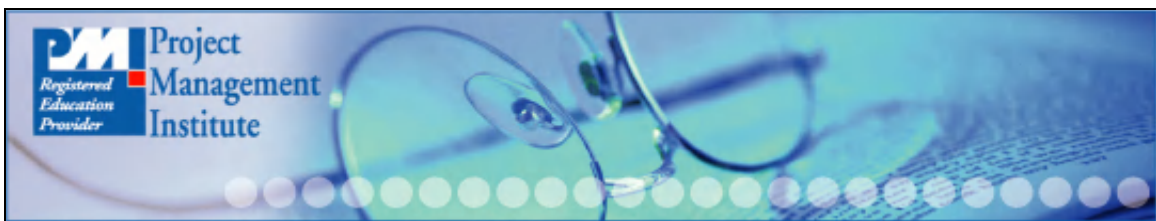


Method Certified Associate in Project Management Program - CAPM®



Contents

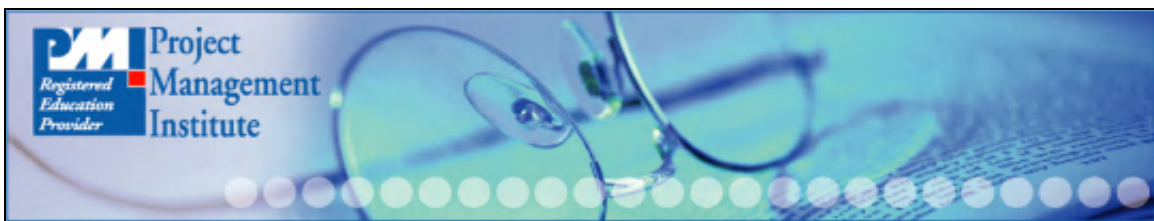
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1 Program Value

- Prepares entry-level project management practitioners (Team members, team leaders, and new project managers) and students at the undergraduate or graduate level who wish to demonstrate fundamental project management knowledge to earn the Certified Associate in Project Management (CAPM®) credential granted by PMI® Project Management Institute.
- CAPM® is a helpful career enhancement tool that will offer important benefits to individuals in a variety of situations in the ever widening world of project management.
- CAPM® holder is expected to have a strong knowledge in project management terminology, processes, tools, and techniques.
- Gives you the chance to join the international project management community.





2 Target Audience

- Project team members and team leaders.
- New and prospective project managers.
- Fresh graduates interested in project management as a career choice.





3 Program Description

3.1 Program Goals

- Empower participants to initiate their career in project management.
- Help candidates attain the highly accredited Certified Associate Project Manager (CAPM®) Certification.
- Help participants contribute to projects as subject matter experts, junior project manager, and team members.

3.2 Program Objectives

- Help CAPM® certification candidates prepare for and pass the exam.
- Review of the Project Management Body of Knowledge according to PMBOK® Guide, Fourth edition.
- Review Project Management knowledge Areas.
- Get hands on MS Project 2007 as a project management tool.
- Learn as much new project management terms as possible.

3.3 Program Contents

Getting Started (02 hrs.)

- Training Overview
- Project Management as a Career Choice

Section 1: Project Management Framework (05 hrs.)

- Module1: Definition of the Project Management Discipline
- Module2: Project Life Cycle and Organization

Section 2: The Standard for Project Management of a Project (01 hrs.)

- Module3: Project Management Processes

Section 3: Project Management Knowledge Areas (28 hrs.)

- Module4: Project Integration Management
- Module5: Project Scope Management
- Module6: Project Time Management





- Module7: Project Cost Management
- Module8: Project Quality Management
- Module9: Project Human Resources Management
- Module10: Project Communications Management
- Module11: Project Risk Management
- Module12: Project Procurement Management

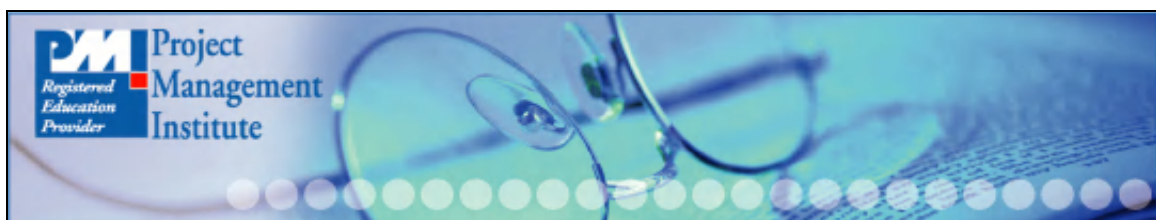
Section 4: MS Project 2007 Session (03 hrs.)

Section 5: RECAP (01 hrs.)

- Quick Review
- CAPM Passing Tips

3.4 Material Provided:

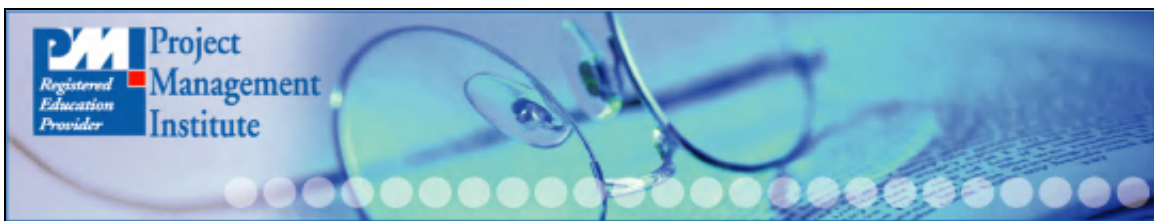
- Training manual
- Power point slides
- Exercises and quizzes
- CAPM® Handbook
- CAPM® Mock Exam (150 questions) with answers and explanations
- PMBOK® Guide 4th edition
- Course completion certificate by Method as a Registered Education Provider of the PMI®.





4 Why Method

- 1st Registered Education Provider of PMI® in Jordan.
- 1st Member of the Registered Consultant Program (RCP®) with PMI® in the Middle East and 4th in the World.
- 1st and the only Middle East Company that is fully focused on Project Management.
- 1st Global Registered Education Provider (REP®) in the Middle East to develop the Project Management Body of Knowledge (PMBOK®) in Arabic in the World.
- 1st to fully develop and offer Online Arabic PMP® Certification Training in the World.
- 1st to graduate PMPs® in Jordan.
- 1st to integrate Microsoft EPM with PMI's® customized processes in the World.
- 1st Providers of complete EPM system covering (People, Processes, and Tools) in the Middle East and among the pioneers in the World.





5 Fees & Logistics

5.1 Dates & Times

Method CAPM® Program usually starts on a Sunday (on the dates mentioned below). The program will run over two consecutive weeks, Sunday to Thursday, 4:00 to 8:00 PM. Total program duration is 40 hours.

Upcoming Run: From Jun 12th to Jun 23rd, 2011

5.2 Venue

The training will be held at the brand new state of the art training facilities of **GURUS**, the professional service training firm at Abu Al Haj complex, 8th Floor. GURUS venues have an advantage over five stars hotel facilities in many ways. The most important is the fact that they are custom designed specifically for training purposes and for the comfort of training participants. Furthermore their design and setup promotes modern adult training themes such as active learning, group discussions, exercises, and interaction among participants and the facilitator. Also, GURUS provides a private setting for participants to interact and also network during breaks in comfortable and professional lounges, away from the hustle and bustle of a hotel venue.

5.3 Fees

Cost per participant is JD 495 includes PMBOK® Guide 4th edition, training material and certificates by Method as a Registered Education Provider of the PMI®.

Method offers a special rate for students on this program so the fees will be reduced to JD 400 per student.

5.4 Registration

Other details, terms and conditions can be found in the **Registration Form**.





6 Contact Info

Please call us for more details.

Hala Badaro

Learning Team Leader Method

Office: (00962-6) 515-3802 Ext. 220

Fax: (00962-6) 516-5222

E-mail: training@methodcorp.com

Amani Al Himsi

Marketing & Customer Care Officer Method

Office: (00962-6) 515-3802 Ext. 250

Fax: (00962-6) 516-5222

E-mail: ahimsi@methodcorp.com



