

# PROJECT MANAGEMENT



## CAPM® Certification

**Maintain your employability in project management!**

More and more companies expect a CAPM® certification of the Project Management Institute (PMI®) from their project associates.

The CAPM® certificate confirms that the holder has proven experience and knowledge in effective project participation.

Our CAPM® certification, which is compatible with ISO 9001:2000, combines theory and practice with repetition units. Thus it intensely prepares for the examination.

This translation is provided for information purposes only and has no legal force.

The course aims at people with:  
Swiss federal vocational education and training diploma, academic baccalaureate (Swiss matura - university-entrance diploma), Swiss federal certificate or diploma of higher vocational education and training, bachelor or a degree in an equivalent education.

The following examination accreditation requirements have to be fulfilled:

## Project management experience

- **Candidates with at least an academic baccalaureate (university-entrance diploma) or an equivalent degree**  
(Swiss federal certificate of competence, professional baccalaureate):
  - 1'500 hours of professional experience on a project team  
or
  - at least 23 hour education in formal project management

## Training methods

The lessons provides a mixture of visual, auditory and tactile/haptic learning methods.

Thereby

- an individual learning style of each single course participant is possible
- the retentiveness of the long-term memory is improved
- one of the most highest success rates is achieved

## Certificate

The CAPM® certificate identifies you as internationally recognized specialist and experienced project associate.

## Information about PMI®

The Project Management Institute PMI® is a global organisation, that developed and maintains the Project Management Body of Knowledge (PMBOK®). PMI® is represented with its 200'000 members in more than 125 countries.

The PMBOK® is de facto the standard work for project management.

## Examination

The examination lasts 3 hours and contains 150 multiple choice questions each with 4 answer choices. Basis of the questions is the PMBOK®.

## Validity period of examination

The certificate is valid 5 years and is renewable.

## Educational goals

The education is a preparation for the CAPM® examination and shall close knowledge gaps from the participants. In addition possible ambiguity and uncertainty related to a successful certification are eliminated.

The requirements for examination accreditation is fulfilled with the attendance at the courses.

Syllabus of instruction:

- **Introduction**
  - Assessment of participants' level of knowledge regarding project management and the PMBOK® guide
  - Introduction to the type of examination, application procedure and implementation, logic of examination
- **Courses related to a specific field**
  - Responsibility opposite the profession
  - Project management framework
  - Integration management in projects
  - Content and scope management in projects
  - Deadline management
  - Cost management in projects
  - Quality management in projects
  - Personnel management in projects
  - Communication management in projects
  - Risk management in projects
  - Procurement in projects
- **Self study**

In learning groups and/or individually; from experience most participants invest 150h in preparatory work in addition to the evening courses.

## Details of course organization

Place: Santis Training AG  
Hohlstrasse 550, CH-8048 Zürich

Next start dates: 22 August 2011 (994-15)  
3 October 2011 (994-16)  
5 December 2011 (994-17)  
5 March 2012 (994-18)  
7 May 2012 (994-19)  
20 August 2012 (994-20)  
15 October 2012 (994-21)

Number of participants: min. 3 max. 10 people

Duration: Total of 35 hours  
(11 evenings, as from 6pm)

## Cost

The course cost per participant are as follows:

Course cost total of 35 lessons (60 min. each)	CHF	3'200.00
Course documents and literature (D or E <sup>1</sup> )	CHF	300.00
<b>Total course cost</b>	<b>CHF</b>	<b>3'500.00</b>

The cost of the examination fee is USD 300.00 and has to be directly paid to PMI®.

## Trainer

The trainer is Rüdiger Geist. He holds the certification number PMP #240 393.

<sup>1</sup> subject to currency fluctuation and changes in book price