

The PMI Syracuse University CAPM Exam Prep Workshop



SYRACUSE UNIVERSITY

School of
Information
Studies

Fall 2014 Workshop Syllabus

Revised: September 25, 2014



Project Management Institute
Syracuse Chapter

Building professionalism in project management.™

WORKSHOP SYLLABUS

- Contact:** Jane Bersani, PMI Syracuse Chapter jbersani@verizon.net
- Description:** The School of Information Studies of Syracuse University (the iSchool) and the PMI Syracuse Chapter (PMI Chapter) jointly provide this specially-designed preparation session to guide students, who have already completed a qualifying formal project management course, through the study of PMI sample exam questions so that they can become prepared to take the CAPM certification exam.
- Enrollment:** Look for CAPM Registration link through the local PMI Syracuse Chapter Online at: http://www.pmi-syracuse.org/index.php?option=com_dtregister&controller=event
- Location:** **Class Meetings:** Syracuse University, Hinds Hall (Room to be announced)
Time: 6:00-8:00 pm Thursdays, starting Oct 2, 2014 through Nov 13, 2014 (See p. 3 for detailed meeting schedule)
- Workshop Fee:** \$125.00 payable at first session by cash, check or credit card. The books alone cost \$64.70 each. Checks made payable to "PMI-Syracuse". Includes Rita Mulcahy's CAPM Study Guide (see below).
- Includes**
Free Study
Guide!
- Additional PMI Membership Fee:** All workshop participants must be current members of PMI. Active students may join as student members for \$32.00; non-students may join as regular members for \$129.00. Membership is processed online at: <http://www.pmi.org/en/Membership/Membership-Types-of-Memberships.aspx>
- Additional CAPM Exam Fee:** The actual CAPM examination fee is **not** included in the workshop fee, and is collected separately only when the student schedules their exam. Instructions for exam scheduling will be provided at the workshop.
- Textbooks:** **BOOK INCLUDED IN CAPM WORKSHOP FEE:** Mulcahy, Rita. CAPM Exam Prep - Third Edition. RMC Publications, Inc., 2013. ISBN-13: 978-1932735727 (440 Pages)
This book is included in your workshop fee and will be provided to you at the first workshop session.
- BOOK INCLUDED IN PMI MEMBERSHIP FEE:** Project Management Institute, Inc.: A guide to the Project Management Body of Knowledge (PMBOK® Guide) 5th Edition. (2013) ISBN 13: 978-935589-67-9 **This book is provided electronically through the PMI Online Marketplace free of charge with required PMI national membership (see above). (Please get this FIFTH Edition only! Previous editions are not useable!)**
- Prerequisites:** Syracuse University Courses: IST445; IST645; SCM456; SCM656 (Project Management Courses) or other similar project management courses that qualify as the formal education requirement for PMI Certification. Project management fundamentals necessary to pass the exam will not be taught in this workshop as it will be assumed that all participants will have recently completed one of these prerequisite courses either prior to enrollment or during the current semester.

Learning Outcomes:

Students who complete this course successfully will be able to:

- Explain the rationale behind the correct answers to sample exam questions found in commercially-available exam prep resources.
- Describe the nature of the questions that are likely to be on the CAPM exam, the exam organization and the priority of knowledge areas expected of those who pass the exam.
- Use a structured approach to prepare themselves thoroughly to take the CAPM exam.
- Describe other available resources that may assist in their preparation for the exam.
- Describe the CAPM exam registration process and how the exam is administered.

Course Context:

The School of Information Studies of Syracuse University (the iSchool) offers several course sections each semester that contain PMI-approved content for the formal instruction requirement for certification exams. The iSchool is a PMI Registered Education Provider (PMI REP) as a result of having had these courses examined by the PMI Syracuse Chapter and approved to meet this formal education requirement. Students who exit these courses are often motivated to achieve PMI certification as CAPM, but need to have guidance in the study for the exam. While PMI Syracuse has developed its own preparation course that is offered regularly, much of this course duplicates the semester-long iSchool courses. Therefore, PMI Syracuse and the iSchool jointly developed this series of sessions to guide students who have exited formal project management semester courses to help them gain understanding of the correct answers to sample exam questions found in commercially-available exam prep resources, and to help them to prepare themselves methodically for taking the exam.

Approaches to Achieve Learning Outcomes:

- The sessions will help students to focus on the “PMI way” of understanding the content of PMBOK – the review of concepts, discussion of sample CAPM exam questions regarding the content and answering of student questions.
- **Rita Mulcahy’s CAPM Exam Prep - Third Edition** study guide will be used as the primary guide for sequence of the study sessions. This book will be provided free to workshop participants.
- Students will, on their own, review the study guide, previous textbooks, and appropriate chapters of PMBOK, and attempt the trial exam questions in the topic area.
- A typical workshop session will be structured as follows:
 - Arrival and attendance
 - High-level overview of the first general topic of the session scheduled
 - Open for student inquiries and discussion regarding trial exam questions
 - Break
 - High-level overview of the second general topic of the session scheduled
 - Open for student inquiries and discussion regarding trial exam questions
 - Preliminary discussion of topic areas for next session review and general instructions regarding where in the study guide these topics are found.
 - Adjournment

READINGS AND DISCUSSION TOPICS SCHEDULE

DATE	SCHEDULED TOPICS	READINGS:	INSTRUCTORS FROM PMI
Week 1: Oct 2	Welcome Introductions Overview of Workshop PM Framework, Ethics	<i>Students will be issued the RMC Study Guide at or before this session, and should also download the e-book copy of PMBOK.</i> RMC: Chps 1,2,14	Jane Bersani
Week 2: Oct 9	PM Processes Scope Management	RMC: Chps 3,5	Kim Barber
Week 3: Oct 16	Time Management	RMC: Chp 6	Linda Saul
Week 4: Oct 23	Cost Management Quality Management	RMC: Chps 7,8	Anna Blachman
Week 5: Oct 30	Human Resource Management Communication	RMC: Chps 9,10	Katie Reed (possibly)
Week 6: Nov 6	Risk Management Procurement Management	RMC: Chps 11,12	Ken Gavurnik
Week 7: Nov 13	Stakeholder Management Integration Management	RMC: Chps 13,4	Dan Kopcow

Workshop Policies:

1. There is no guarantee that participants who attend this workshop will pass the exam.
2. No academic credit will be granted by Syracuse University for this workshop. This is a special learning event hosted by the University, but which is offered outside of any academic program.
3. Attendance of participants will be recorded at all sessions.
4. Membership in PMI is required for attendance in this workshop. Fees for membership are not included in the workshop fee. Membership in the local Syracuse PMI Chapter is optional.
5. Campus class capacity is limited – participants are encouraged to enroll early.