The PMI Syracuse University
CAPM Exam Prep Workshop

Spring 2015 Workshop Syllabus
Revised: January 27, 2015

WORKSHOP SYLLABUS

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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 121
Time: 6:00-8:00 pm Thursdays, starting February 12, 2015 through April 2 (See p. 3 for detailed meeting schedule)

Workshop Fee: $125.00 Workshop Fee payable at first session by cash, check or credit card. Make checks payable to “PMI-Syracuse”. Credit cards can be accepted at the first class.

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: A separate fee for the CAPM examination is not included in the workshop fee, but will be collected by PMI online when the student schedules their exam. Instructions for exam scheduling will be provided at the workshop.


Prerequisites: Syracuse University Courses: IST445; IST645; SCM456; SCM656 (or similar Project Management Course) It is assumed that all participants will have completed a prerequisite formal course in Project Management either prior to workshop enrollment or during the current semester.

PMI® and PMBOK® are marks of Project Management Institute, Inc.
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

<table>
<thead>
<tr>
<th>DATE</th>
<th>SCHEDULED TOPICS</th>
<th>READINGS:</th>
<th>INSTRUCTORS FROM PMI</th>
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</table>
| Week 1: Feb 12 | Welcome  
Introductions  
Overview of Workshop  
PM Framework, Ethics | Students will be issued the RMC Study Guide at or before this session, and should also download the e-book copy of PMBOK. RMC: Chps 1,2,14 | Jane Bersani  
Laura Koch |
| Week 2: Feb 19 | PM Processes  
Scope Management | RMC: Chps 3,5 | Kim Barber |
| Week 3: Feb 26 | Time Management | RMC: Chp 6 | Linda Saul |
| Week 4: Mar 5 | Cost Management  
Quality Management | RMC: Chps 7,8 | Anna Blachman  
Kate Chajka |
| Mar 12 | **SPRING BREAK – NO CLASS** | | |
| Week 5: Mar 19 | Human Resource Management  
Communication | RMC: Chps 9,10 | Karen DeJarnette |
| Week 6: Mar 26 | Risk Management  
Procurement Management | RMC: Chps 11,12 | Ken Gavurnik |
| Week 7: Apr 2 | Stakeholder Management  
Integration Management | RMC: Chps 13,4 | Laura Koch |

## 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.