



Degree Applicable
Effective Quarter: Fall 2009

I. Catalog Information

CIS 95E

CAPM and PMP Exam Preparation

4 Unit(s)

Prerequisite: Computer Information Systems 95A or equivalent experience.

Four hours lecture.

Prepares the student for attempting the Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) examination provided by Project Management Institute (PMI). Topics include management of integration, scope, time, cost, quality, human resources, communications, risk and procurement.

II. Course Objectives

- A. Learn the PMP exam requirements and Process
- B. Learn how to complete application process by documenting your education and professional experience
- C. Understand skill requirements for Project Management
- D. Explore the Project Management Knowledge Areas
- E. Enable Professional responsibility

III. Essential Student Materials

None

IV. Essential College Facilities

None

V. Expanded Description: Content and Form

- A. Learn the PMP exam requirements and Process
 - 1. PMP and CAPM exam requirements and qualifications.
 - 2. Review a mock application
- B. Learn how to complete application process by documenting your education and professional experience
 - 1. Anatomy of a exam application
 - 2. Document your education and professional experience

C. Understand skill requirements for Project Management

1. Communication skills
2. Organizational and planning skills
3. Budgeting skills
4. Conflict management skills
5. Negotiation and influencing skills
6. Leadership skills
7. Team building and motivating skills

D. Explore the Project Management Knowledge Areas

1. Project Integration Management
2. Project Scope Management
3. Project Time Management
4. Project Cost Management
5. Project Quality Management
6. Project Human Resource Management
7. Project Communication Management
8. Project Risk Management
9. Project Procurement Management

E. Enable Professional responsibility

1. Learn about ensuring integrity and applying professional knowledge.
2. Balancing stakeholders interest and respecting differences in diverse culture

VI. Assignments

- A. Required readings from text
- B. CAPM and PMP exam questions practice
- C. Case studies reviews.

VII. Methods of Instruction

Lecture and visual aids
Discussion of assigned reading
Collaborative learning and small group exercises
Homework and extended projects

VIII. Methods of Evaluating Objectives

- A. Homework Assignments or Case Studies
- B. Midterm

C. Final Exam**IX. Texts and Supporting References****A. Examples of Primary Texts and References**

1. Kim Heldman, Claudia M. Baca, Patti M. Jansen, PMP Project Management Professional Exam Study Guide, Sybex; 2 edition (July 30, 2007)

B. Examples of Supporting Texts and References

1. None