Clemson University
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Education & Training Plan
Project Management Specialist for CAPM Certification Program with Externship

Student Full Name: _____

Start Date: _____ End Date: _____

Program includes National Certification & an Externship Opportunity
Mentor Supported

Clemson University Program with Externship
Course Code: CLEM-B-CAPM
Program Duration: 6 Months
Course Contact Hours: 375
Student Tuition: $3,999.00

The Project Management Specialist for CAPM®

The Project Management Specialist Professional program provides students the basic competencies involved in project management and oversight including areas such as effective time management, managing multiple projects simultaneously, scope and estimation of project undertaking and preparing a project plan alongside project risk and cost analysis. The program includes training and exam preparation for students to become a Certified Associate in Project Management (CAPM®) as designated by the Project Management Institute. The CAPM is a valuable entry-level certification for project practitioners designed for those with little or no project experience. The CAPM credential demonstrates an understanding of the fundamental knowledge, terminology and processes of effective project management.

The Project Management Specialist Program

Steering a large project toward successful completion can be extremely challenging but also incredibly rewarding. More than that, however, juggling multiple projects at once can be incredibly overwhelming without the tools to make the best use of time and resources. Project Managers are essential in all areas of industry and require the expertise to launch initiatives geared toward success at all levels. The Project Management Specialist Program offers students the valuable CAPM credential in combination with valuable time management, project risk and cost analysis skills and other tips and tricks for project management. Effective project management and execution skills are essential to everyone's professional success and this program will ensure students gain the skills they need for success on the job from day one.

Education and National Certifications

- Students should have or be pursuing a high school diploma or GED.
- There are no state approval and/or state requirements associated with this program.
- There are several National Certification exams that are available to students who successfully complete this program:
    - **Project Management Institute (PMI) Certified Associate in Project Management (CAPM®) Exam**
        - **NOTE: PMI requires candidates for the CAPM Exam to meet additional eligibility requirements:**
            - **Secondary degree (high school diploma, associate's degree or equivalent) plus 1,500 hours of project experience, OR**
            - **23 hours of project management education completed by the time you sit for the exam**

Program Objectives

At the conclusion of this program, students will be able to:

- Use the PMI project management framework to initiate a project
- Apply project initiation tools and techniques in order to develop a project charter and stakeholder management strategy
- Develop a flexible and practical project management plan covering the major project lifecycle processes and phases
- Explain project execution in relationship to project planning, success and techniques
- Apply monitoring, control, and closing techniques to measure progress on the project and forecast project completion requirements
- Perform the sequence of steps for a smooth project close and future improvement
- Demonstrate exam strategies in preparation for the CAPM certification exam
- Use Microsoft Office

National Certification

Students who complete the Clemson University Project Management Specialist for CAPM program will be prepared to sit for the Project Management Institute (PMI) Certified Associate in Project Management (CAPM) Certification national certification exam(s). In order to work as a Project Management Specialist for CAPM, many states nationwide are requiring that learners achieve national certification prior to working in that state. Students who complete this program are encouraged to complete the practical/clinical externship option with their program. This comprehensive program is designed to prepare students to sit for Project Management Institute (PMI) Certified Associate in Project Management (CAPM) Certification exam(s). Students who complete this program can and do sit for the Project Management Institute (PMI) Certified Associate in Project Management (CAPM) Certification national certification exam(s) and are qualified, eligible and prepared to do so.

Externship / Hands on Training / Practicum

Although not a requirement, once students complete the program, they have the ability to participate in an externship and/or hands on practicum so as to practice the skills necessary to perform the job requirements of a professional in this field. Students will be assisted with completing a resume and/or other requirements

necessary to work in this field. All students who complete this program are eligible to participate in an externship and will be placed with a participating organization near their location. The institution works with national organizations and has the ability to place students in externship opportunities nationwide.

Clemson University contact: If students have any questions regarding this program including national certification and externships **, they should call Salley Ouellette of Clemson University at | (864) 656-2200 or via email at palmer4@clemson.edu**

Note : No refunds can be issued after the start date published in your Financial Award document.

About Clemson University!

Clemson Online, a unit reporting directly to the Provost, works closely with leadership teams across the University to develop, market, and deliver top-quality courses and programs in blended and online formats. The office provides vision, leadership, coordination, and expertise in support of faculty design, delivery, and evaluation of technology-enhanced, blended, and fully online courses and instructional materials. Dynamic, transformative, and unique eLearning opportunities characterize Clemson's approach to online teaching and learning.

Our Mission: Clemson Online provides strategic leadership for online education, emphasizing innovative teaching and superior learning outcomes to maximize student success in 21st-century academic and professional contexts.

Our Vision: Clemson Online will define the public web-grant university through measurable achievements in online education, research, and service. The office is committed to pursuing strategic opportunities, providing supportive resources, promoting superior educational quality, and ensuring faculty involvement and responsibility in shaping Clemson's online future.

Clemson University and Pearson Education

Clemson University's eLearning programs were developed in partnership with Pearson Education to produce the highest quality, best-in-class content and delivery necessary to enhance the overall student learning experience, boost understanding and ensure retention. Pearson Education is the premier content and learning company in North America offering solutions to the higher education and career training divisions of colleges and universities across the country aimed at driving quality education programs to ensure student success. Please visit us at **www.pearson.com** .

About Pearson Education

Welcome to Pearson. We have a simple mission: to help people make more of their lives through learning. We are the world's leading learning company, with 40,000 employees in more than 80 countries helping people of all ages to make measurable progress in their lives. We provide a range of education products and services to institutions, governments and direct to individual learners, that help people everywhere aim higher and fulfil their true potential. Our commitment to them requires a holistic approach to education. It begins by using research to understand what sort of learning works best, it continues by bringing together people and organizations to develop ideas, and it comes back round by measuring the outcomes of our products.

Project Management Specialist Program Detailed Student Objectives:

PROJECT MANAGEMENT FRAMEWORK, CODE OF CONDUCT AND INITIATION

- Explain the concept of a project, including its key characteristics, types, and the role that the organizational structure plays
- Describe the nine knowledge areas required to successfully complete outputs for each of the five process groups
- Describe the roles, responsibilities, and skills required of senior management, project team members, and project managers
- List the core values in the Project Management Institute (PMI) Code of Ethics and Professional Conduct
- Explain the concept of "conflict of interest" and what implications it has to understanding fairness
- Use recommended project selection methods to select the project with the best potential for positive outcomes
- Explain why specific project selection and general accounting concepts would be used during project selection
- Explain the purpose and components of a project charter

PROJECTMANAGEMENT PLANNING

- Explain the difference between core planning processes and facilitating planning processes
- Describe project management components requirements and methods used for project planning
- Identify terminology and processes used to develop an effective and realistic project schedule
- Identify the tools and processes used to define the project scope and schedule
- Describe the purpose, required inputs, tools, and processes to create a work breakdown structure (WBS)
- Estimate costs of the project performance baseline to determine funding
- Describe how enterprise environmental factors and organizational process assets can affect project management processes
- Use recommended best practice tools, techniques, and processes to develop a quality management plan
- Describe the inputs and outputs of the quality planning process
- Describe how the project plan is used in managing quality throughout the project life cycle
- Describe factors and processes used to develop the human resource plan, including defining roles, responsibilities, and reporting relationships of the project team
- Describe the tools and techniques required to develop an effective communications plan
- List the purpose and components of a procurement management plan
- Describe the features of four contract types, how they impact the risks to buyers and sellers, and why they would be used for specific situations
- Perform risk identification and impact and probability analysis to produce a risk management plan
- Describe the tools and techniques used for qualitative and quantitative risk analysis
- Describe four risk response strategies and why you would use each
- Describe the importance of collecting scope requirements from project stakeholders

PROJECT MANAGEMENT EXECUTION

- Describe how integration management impacts project execution
- List the five methods for managing team conflict

- Describe team management and development factors that affect the productivity of the team and the outcome of a project
- Describe methods for auditing quality requirements, and how to use control tools to ensure project quality
- Identify the items that would appear on a quality checklist
- Describe how to obtain seller responses, select sellers, and award contracts
- Describe how a source selection weighting system is used for seller selection
- Identify the inputs and outputs to the information distribution process
- Calculate the number of communications channels for a given number of team members
- Describe the role the project manager has in managing stakeholders

PROJECT CONTROL, CLOSURE, AND EXAM PREPARATION

- Describe how to apply techniques for integrated project change control, issue escalation, and the need for project documentation updates
- Describe the use of a scope management plan
- List three scope-related documents that must be updated when a scope change request is accepted
- Describe one of the major factors used to determine the validity of the project schedule
- State the formulas used to monitor and control cost
- Describe how to use quality control methods and tools
- Describe the benefits of collecting and distributing performance information including status reports, progress measurement, and forecasts
- Describe the utility theory approach to risk management
- Explain the steps a project manager must take to ensure a smooth project close and improvement on future projects
- List the steps in closing out an incomplete project and eight types of project termination
- Describe the purpose of formal acceptance
- List three components of a project end report
- List the sequence of processes and factors used to close a project and how to complete project procurement
- Give examples of strategic readiness assessment and learning methods aimed to assist preparation for the CAPM certification exam
- Apply exam tips, tricks, techniques, and activities to prepare for the CAPM examination

Note: This program can be completed in 6 months. However, students will have online access to this program for a 24-month period.

MICROSOFT OFFICE

- Module Use an integrated software package, specifically the applications included in the Microsoft Office suite
- Demonstrate marketable skills for enhanced employment opportunities
- Describe proper computer techniques for designing and producing various types of documents
- Demonstrate the common commands & techniques used in Windows desktop
- List the meaning of basic PC acronyms like MHz, MB, KB, HD and RAM
- Use WordPad and MSWord to create various types of documents
- Create headings and titles with Word Art
- Create and format spreadsheets, including the use of mathematical formulas
- Demonstrate a working knowledge of computer database functions, including putting, processing, querying and outputting data
- Define computer terminology in definition matching quizzes
- Use the Windows Paint program to alter graphics
- Use a presentation application to create a presentation with both text and graphics
- Copy data from one MS Office application to another application in the suite
- Use e-mail and the Internet to send Word and Excel file attachments
- Demonstrate how to use the Windows Taskbar and Windows Tooltips
- Explain how copyright laws pertain to data and graphics posted on the Internet
- Take the college computer competency test after course completion
- Follow oral and written directions and complete assignments when working under time limitations

Note: Although the Microsoft Office Module is not required to successfully complete this program, students interested in pursuing free Microsoft MOS certification may want to consider completing this Microsoft Office Module at no additional cost.

System Requirements:

Windows Users:

- Windows 8, 7, XP or Vista
- 56K modem or higher
- Soundcard & Speakers
- Firefox, Chrome or Microsoft Internet Explorer

Mac OS User:

- Mac OS X or higher (in classic mode)
- 56K modem or higher
- Soundcard & Speakers
- Apple Safari

iPad Users:

- Due to Flash limitations, eLearning programs are NOT compatible with iPads

Screen Resolution:

- We recommend setting your screen resolution to 1024 x 768 pixels.

Browser Requirements:

- System will support the two latest releases of each browser. When using older versions of a browser, users risk running into problems with the course software.
- Windows Users: Mozilla Firefox, Google Chrome, Microsoft Internet Explorer
- Mac OS Users: Safari, Google Chrome, Mozilla Firefox

Suggested Plug-ins:

- Flash Player
- Real Player
- Adobe Reader
- Java