



## **What is Certified Associate in Project Management (CAPM), and why should I take this class?**

We're so glad you asked! CAPM is an internationally-recognized entry-level certification demonstrating a mastery of the basics of project management.

You should take this class to expand your project management skills. So, regardless if you're responsible for a work project, a home remodel, or the office holiday party, CAPM will give you the skills needed to effectively manage your project.

## **What will I learn?**

You will learn the fundamentals of effective project management, including terminology and implementing standard processes and practices to be successful in your projects.

## **Can I take this class online?**

Yes, you can! The class is designed to be offered online and is available 24/7. The best feature is the instructor assigned to you – on day 1 – for the duration of your class. They are 100% confident that if you follow their direction, you will become CAPM-certified. Instructors are available via text, phone, or email.

## **How long will it take to finish?**

Many students complete the class in as little as three months, but we give you almost twice that time so you can work at a pace that fits into your current commitments.

## **Who should take this class, and are there any prerequisites?**

Anyone who wants to have a leadership role in a work project or have any project run more smoothly should take this course. There are no prerequisites for this class. Check out an overview of PMI's certifications here:

<http://www.pmi.org/-/media/pmi/documents/public/pdf/certifications/overview-guide-and-brochure.pdf>

## **When does the class start?**

This class starts most Mondays. Register early to get the start date that works for you.

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**For more information or to register, call ITCAP at**

**877-877-0122**

**or email us at [info@itcap.com](mailto:info@itcap.com)**