

PM 6100

Project Management Essentials

TUITION	DURATION	TARGET CERTIFICATION	ISSUING AUTHORITIES
\$3,000	6 weeks	CAPM Certified – Associate in Project Management	

REQUIREMENTS

Associates Degree
or qualifying Project Management
experience



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877.219.3306

PROGRAM DETAILS

The Project Management training program provides an overview of the project management essentials as outlined in A Guide to the Project Management Body of Knowledge (PMBOK®) – published by the Project Management Institute (PMI®). Specifically, it introduces the characteristics of a project, the responsibilities that accompany project management and the differences between portfolios, programs and projects. The project management certification program will identify key project management concepts and terms and provide information about the variables that can influence project outcomes. It will also cover the project stakeholders and the organizational influences on a project. This course provides a foundational knowledge base reflecting the most up-to-date project management information so learners can effectively put principles to work in their own organizations.

Finally, we provide Microsoft Word and Excel training. These courses offer strong word processing and spreadsheet skills that are valuable to the Project Manager in all industries. According to Burning Glass data, Microsoft Word and Excel are in the top 5 Baseline Skills required by employers for Project Manager candidates.

The PMI was founded in 1969 and is the world’s leading association for those who consider project, program or portfolio management their profession. Our online Project Management program will prepare you for the CAPM certification exam. PMI's certifications are distinguished by their global development and application, which makes them transferable across industries and geographic borders. Upon completion, MedCerts will sponsor the cost of the CAPM exam.

CAREER SERVICES

For all MedCerts Students that are not affiliated with an employer partner, you also have the added benefit of Job Search Assistance including guidance with resume building, networking, interviewing, and job search tips.

ATTAINABLE CAREERS

- Project Manager
 - Senior Project Planner
 - Project Planning Analyst
- Project Coordinator
 - Tutor Project Consultant

Throughout the Project Management Essentials program, students will learn the skills to:

- ✔ Describe the importance of project management, organizational project management maturity, and the CAPM certification process
- ✔ Define project prioritization, life cycles and roles
- ✔ Assess project recovery alternatives and develop recovery plan
- ✔ Prepare, edit and enhance documents in Microsoft Word, apply methods to organize, calculate and analyze information using Microsoft Excel

While MedCerts training and related target certifications may be accepted and/or approved by your state of residency, employers reserve the right to dictate pre-requisite education, experience, or certification/licensure requirements for their positions. These requirements may exclude a MedCerts graduate from eligibility. We strongly advise students to research target job posts from area employers and relevant state requirements, barriers or restrictions to ensure eligibility upon graduation.

Some training programs and/or certifications may not be accepted in your state, please review our [State Restriction](#) page to confirm eligibility



TARGET CERTIFICATIONS

Certifications	Issuing Authority	Exam Details
Certified Associate in Project Management (CAPM)	Project Management Institute (PMI)	135 multiple choice questions Time limit: 3 hours

Course Code	Title	Hours	Weeks	Course Materials (Included)
MS-2000	Microsoft Office Series I	32	2	None
PM-6011	Project Management for CAPM	64	4	Text Book

EXPERIENTIAL/CLINICAL COMPONENT:

Experiential/Clinical Component Requirements (not a requirement for the Project Management Essentials program) – Once students complete this program, they will be able to immediately start working with Career Services at MedCerts.

CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING POLICY:

MedCerts does not perform criminal background checks, nor do we test students for illicit drug use. Please be advised that while MedCerts does not perform these checks, the student’s drug, criminal, or immunization status may prevent clinical/externship placement and future employment as a healthcare or IT professionals. Externship sites, employers, and State Boards of Pharmacy or other regulatory boards have regulations about immunizations, drug use, and criminal backgrounds. Regulatory boards, externship sites, employers, and other organizations that may require these screenings for placement, and adverse results may prohibit you from moving forward in the program. Candidates with a felony conviction are not eligible to participate in ANY MedCerts program that includes the Pharmacy Technician certification as a primary or secondary certification

The student understands that MedCerts does not hold any control over the drug, immunization, criminal, or background screening processes or policies held by any organization outside of MedCerts.



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Upon 100% completion of this program, students will receive a “MedCerts Certificate of Completion.” This is proof of completion of training but isn’t a nationally recognized certification. Students are expected to take and pass the national certification exam through the issuing authority for recognized certification in their field.