# PM 6100
# Project Management Essentials

**MedCerts**
A Stride Company

| TUITION | DURATION | TARGET CERTIFICATION | ISSUING AUTHORITIES | REQUIREMENTS |
|---|---|---|---|---|
| $2,500 | 9 weeks | CAPM Certified Associate in Project Management<br>CSC Customer Service Certified | *PMI Project Management Institute* / *PACE Professional Association for Customer Engagement* | Associates Degree or qualifying Project Management experience |

**Call us anytime**
877. 219. 3306

## PROGRAM DETAILS

The Project Management training program provides an overview of the project management essentials. Specifically, it introduces the characteristics of a project, the responsibilities that accompany project management and the differences between portfolios, programs and projects.

A necessary function of any project manager is effective communication – whether that's with clients, coworkers or management. To ensure you are prepared for any conversation, you'll learn the fundamentals of Customer Service through a module aligned with standards by the Professional Association for Customer Engagement (PACE). The training is designed to be transferrable to any position, across virtually any industry. You'll receive a credential proving you are Customer Service Certified (CSC) after completion of this course.

Finally, we provide Microsoft Word and Excel training. These courses offer strong word processing and spreadsheet instruction that is valuable to the Project Manager in all industries.

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.

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
- ✅ Learn how service affects the company's bottom line and increase customer retention

*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.*

## 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
- Project Management
- Tutor Project Consultant

## TARGET CERTIFICATIONS

| Certifications | Issuing Authority | Exam Details |
|---|---|---|
| Certified Associate in Project Management (CAPM) | Project Management Institute (PMI) | 75 multiple choice questions<br>Time limit: 60 minutes |
| CSC Customer Service Certified | Professional Association for Customer Engagement (PACE) | No Exam Required |

| Course Code | Title | Hours | Weeks | Course Materials (Included) |
|---|---|---|---|---|
| CS-1011 | Customer Service Professional – Level I | 16 | 1 | None |
| MS-2000 | Microsoft Office Series I | 32 | 2 | None |
| PM-6011 | Project Management for CAPM | 96 | 6 | 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 Program 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.*

**Please carefully review the above program specific information and contact your Student Success Advisor if you have any questions or require further clarification of the contents.**