



Certified Associate in Project Management (CAPM)



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Certified Associate in Project Management - eCollege Course

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Enrolment and Course Access

eCollege Login

Once you have activated the course, you will always log in to eCollege here: www.ecollege.ie.

eCollege Password

If you forget your password, you can use the password reset option on eCollege:

https://ecollege.etbonline.ie/login/forgot_password.php

Course Start Date

The course starts once you have logged into eCollege. We run this course on a continuous intake basis. You may see other start dates on Fetch Courses; these are incorrect.

Course Length

We allow 32 weeks to complete the course, and we suggest you will need to study about 10 hours a week. The average completion is 26 weeks using previous statistics. You can complete this course before the 32 weeks.

There are approximately 32 contact hours within the interactive tutorials, and you may have to go back over specific topics, and there is a portion of self-directed learning involved also.

eCollege Course Structure

We have laid out the course structure with these topics:

- Getting Started
- Course Resources
- Course Content (multiple topics)
- Test Preparation
- Exam Booking

Getting Started Topic

The Getting Started topic includes:

- Induction Module
 - Online Learning
 - eCollege Policies and Procedures
 - Workstation Safety

- Getting Started Questionnaire
 - Provides you with valuable course information. We also ask some questions concerning your employment and education status.

Course Resources Topic

Within the Course Resources Topic with insert information such as the exam information, the course syllabus, and access to a learning plan.

Course Content Topics

All course work is included in the following **11** Course Content topics:

1. Project management essentials
2. Project integration management
3. Project scope management
4. Project schedule management
5. Project cost management
6. Project quality management
7. Project human resource management
8. Project communications management
9. Project risk management
10. Project procurement management
11. Project stakeholder management

Test Preparation Topic

The Test Preparation topic helps ensure you are ready for your examination. You will complete activities that prepare you for the examination. You must achieve a certain percentage in these activities before moving on to the Exam Booking stage.

Exam Booking Topic

In the Exam Booking topic, you will complete the Course Questionnaire and Exam Booking Form to help guide you through the exam booking process.

Course Information and Syllabus

Prerequisites

There are no prerequisites required to begin this course. This course itself satisfies the Project Management Institutes entry requirement, of 35 education hours, needed for the exam. You do not need to have Project Management experience.

Course Information

This course is based on the PMBOK 6th edition and aims to provide clarity on the project management processes and their inputs, tools and techniques, and outputs.

You can review the course syllabus [here](#).

QQI/FETAC

There is no QQI/FETAC qualification associated with this course.

Certification

On successful completion of the examination, you will be awarded an industry qualification from the Project Management Institute (PMI). To maintain your CAPM, you must retake the exam every five years.

The qualification name is **Certified Associate in Project Management (CAPM)** – [click here](#) for more information.

PMI Membership

eCollege does not provide you with PMI Membership, and we pay for the exam itself but not membership.

Examination

Exam Costs

SOLAS will cover the cost of your exam.

Exam Format

- 150 multiple-choice questions
- Time Limit: 3 hours
- PMI does not release percentages; you are assessed in different categories and must gain an overall "above average" grade. *Aim for over 70% on your exam. You should answer more than 105 questions correctly.*
- Closed book

Register for the Examination

You will be able to register for the exam once you have completed all the topics, including the Test Preparation topic. After these are all successfully completed, the Exam Booking topic will be available to you.

At this point, eCollege administration staff will work with you to purchase the exam from PMI. This process will require you to create a PMI account and complete a registration form for them.

Once eCollege completes the purchase with PMI you will then need to book your exam, in an exam centre, through Pearson VUE. We would strongly advise you to sit your exam as soon as you complete the course, as the course information is still fresh. In our experience, the longer you leave it, the less likely you are to have a successful outcome.

There are PEARSON VUE test centres countrywide:

(this list may change)

- Dublin
- Kildare
- Galway
- Cork
- Letterkenny
- Killarney
- Waterford
- Limerick
- Athlone

Each test centre will have different times and dates available in their public calendar. PEARSON VUE and PMI govern the test centres rules and regulations concerning this exam. As such, please read any instructions you receive by email from them.

There is also an option to complete your exam at home. [Click here](#) for more information on this.

Refund of Public Travel Expenses

You may have to travel to a test centre; we can refund the cost of any public transport used. Please keep your receipts.

Exam Support

If you require accommodation (support for any documented learning difficulties), you need to apply for this in advance. Any request for additional support **will require documented evidence** from a medical professional.

We cannot request additional support on your behalf due to data protection. There is no requirement to start this process now. You will be able to do this once you have reached the Exam Booking topic. Please consult this [link](#) for information.

Course Content

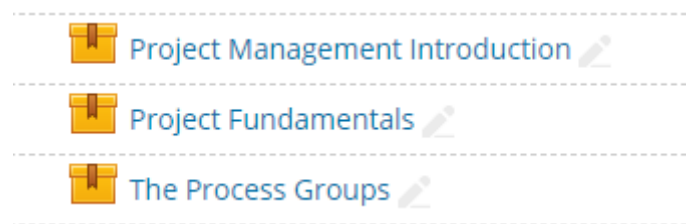
Live Classes

There are no live classes. The course content is laid out for you in interactive tutorials that can be accessed anytime once you are logged into eCollege.

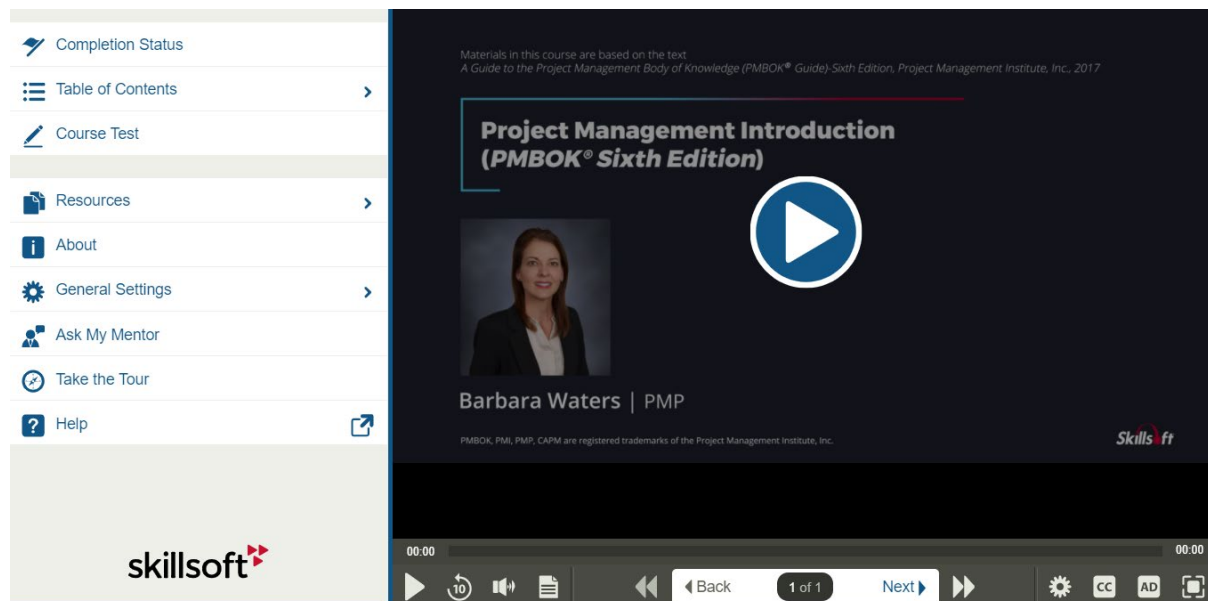
Skillsoft Interactive Tutorials

Course content is created and designed by a company called Skillsoft. Skillsoft supply eCollege with relevant course content aligned to the course syllabus. These interactive tutorials are found within each topic. They cannot be viewed offline.

Within the Topic, Skillsoft interactive tutorials appear like this:

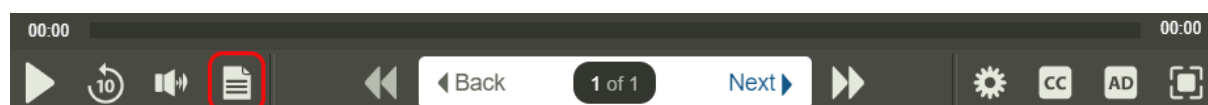


These icons launch **Skillsoft** video content.



Skillsoft Interactive Tutorials – Transcripts

Skillsoft supply transcripts of the interactive tutorials. Transcripts are found within each interactive tutorial or within the information we supply at the top of the topic. We have provided these in Word format, so you can use them to add your own notes and screenshots.




Coursework

The first step is to review the following SCORM package. This is your course content. You will need to ensure you have pop-ups enabled in order to review this activity.

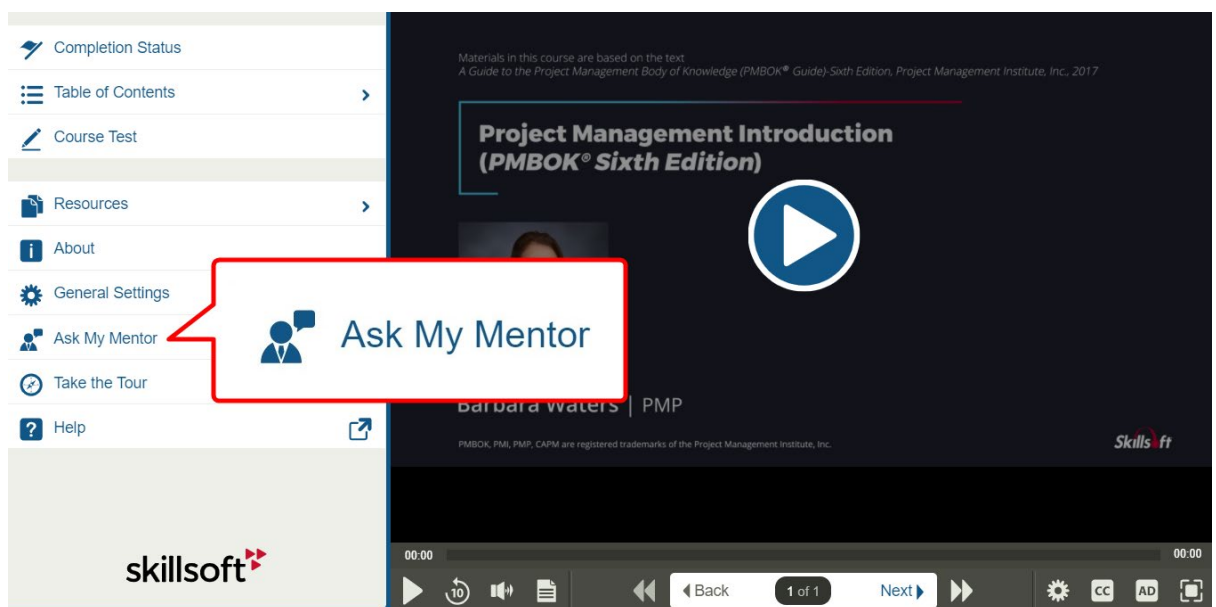
You can download the transcripts of the SCORM packages. [Click here for topic 1 transcripts](#); these can be used throughout the topic to add notes to and screenshot anything important.

You are required to score $\geq 80\%$ **within** these SCORM activities.

Once you have achieved the required score in each SCORM, the box to the right of the SCORM will tick automatically. 

Skillsoft Interactive Tutorials - Ask My Mentor

Skillsoft also provide the Ask My Mentor support service, which you can access while you are in your course.



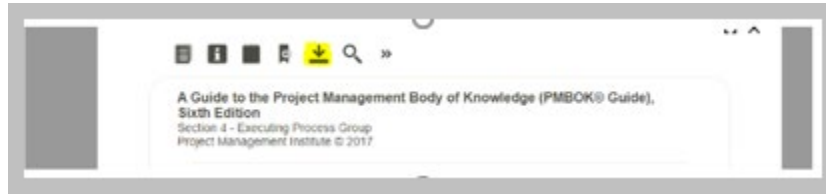
eBooks

We provide you with the official eBook, but we recommend you use this eBook for reference only as the course content required is included in the Interactive Tutorials.

You can access the official eBook online, which is a digital version. The eBook link is located in the Course Resources Topic.

Note: You can also only download 15 chapters every 90 days. We have no control over this limit.

To download the chapters, open the eBook from the course resources topic, go to the chapter you wish to download and when the chapter is open click the download icon as shown below.



How to approach the course

We advise that you take the following approach to the course:

- Review the interactive Tutorials (Starting in Topic 1: M1: Essentials).
- Use the Skillsoft interactive tutorial transcripts; these can be edited to add your notes.
- Use the official eBook to review diagrams of processes; we do not advise reading the book in its entirety as it also covers the more advanced PMI examination.

eCollege Support

We have a reliable support system in place, and you can contact us via email for any questions or concerns. You can request a phone call if you wish to speak to eCollege.

eTutor

There is an eTutor assigned to your course who is available via email if you have any subject matter related queries. Your eTutor will email you to welcome you to the course. You can also see their contact information on the course homepage.

Administration and Helpdesk

We have a team of administrators who can help with general course questions and technical support.

Technical Requirements

Most eCollege courses will require you to have a Windows PC, especially any Microsoft courses. Other courses may allow the use of an Apple device.

We recommend:

- Dual-core processor
- 4GB of RAM or higher
- The latest up-to-date operating system
- Chrome or Firefox web browser
- Minimum screen resolution of 1024 X 768
- High-speed broadband – we do not recommend the use of mobile dongles

A printer is not required.

Pop Ups

You must enable popups to allow the interactive course material to run. Please add the following URL as an authorised site for popups: <https://ecollege.etbonline.ie/>. Do not turn off popup blockers completely.

How to do this per browser:

- [Chrome](#)
- [Firefox](#)
- [Internet Explorer](#)
- [Edge](#)

eLearning General Information

We are aware that eLearning has its challenges that can prevent you from absorbing the content and the critical aspects of the course.

We are also aware that you may be on-the-go and don't have a lot of time to devote to the eLearning experience.

You can overcome this by engaging your course in bite-sized chunks when you are ready to learn. You should also avoid lengthy study sessions; by doing this, you give yourself the chance to acquire and retain information more effectively.

We also offer the opportunity for peer collaboration through the various discussion forums within the course, where learners can collaborate on the subject matter. If you have a specific issue with the course, we advise you to contact the eCollege team.