

2019.HS

| <b>Module Name: Project Management Certification</b>        |   |  |  |
|---|---|--|--|
| Module Code   | w.BA.XX.2ZPM.XX   |  |  |
| Module Description  | The students are prepared for the internationally recognized PMI CAPM Exam, "Certified Associate in Project Management", offered by the biggest project management association worldwide, the Project Management Institute (PMI).   |  |  |
| Program and Specialization                                  | <ul style="list-style-type: none"> <li>§ Business Administration - Accounting, Controlling, Auditing</li> <li>§ Business Administration - Banking and Finance</li> <li>§ Business Administration - Banking and Finance (FLEX)</li> <li>§ Business Administration - Banking and Finance (PIE)</li> <li>§ Business Administration - Economics and Politics</li> <li>§ Business Administration - General Management</li> <li>§ Business Administration - Risk and Insurance</li> <li>§ Business Information Technology</li> <li>§ Business Law</li> </ul>  |  |  |
| Legal Framework   | Academic Regulations BSc dated 29.01.2009, Appendix to the Academic Regulations for the degree programs in Business Administration, Business Information Technology, and Business Law, first adopted on 12.05.2009  |  |  |
| Module Category   | <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Module Type:</b><br/>Compulsory Elective</td> <td style="width: 50%;"><b>Program Phase:</b><br/>Main Study Period</td> </tr> </table>   | <b>Module Type:</b><br>Compulsory Elective | <b>Program Phase:</b><br>Main Study Period |
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| ECTS  | 3   |  |  |
| Organizational Unit   | W Zentrum Unternehmensentwicklung Ltg.  |  |  |
| Module Coordinator  | Toni Ruf (xrft)   |  |  |
| Deputy Module Coordinator                                   | -   |  |  |
| Prerequisite Knowledge                                      | <ul style="list-style-type: none"> <li>- Foundations of project management (e.g., BWL Skills) are a prerequisite. Students who do not already have this knowledge are required to acquire it on their own (self-study) at the beginning of the semester. Recommended textbook: "Grundlagen des Projektmanagements" by Tomas Bohinc (available as an e-book from the ZHAW library).</li> <li>- Good knowledge of English (most materials and most of the literature are in English)</li> </ul>   |  |  |
| Contribution to Program Learning Goals (Affected by Module) | <ul style="list-style-type: none"> <li>§ Professional Competence</li> <li>§ Methodological Competence</li> <li>§ Social Competence</li> <li>§ Self-Competence</li> </ul>  |  |  |
| Contribution to Program Learning Objectives                 | <ul style="list-style-type: none"> <li>Professional Competence <ul style="list-style-type: none"> <li>§ Knowing and Understanding Content of Theoretical and Practical Relevance</li> <li>§ Apply, Analyze, and Synthesize Content of Theoretical and Practical Relevance</li> <li>§ Evaluate Content of Theoretical and Practical Relevance</li> </ul> </li> <li>Methodological Competence <ul style="list-style-type: none"> <li>§ Problem-Solving &amp; Critical Thinking</li> <li>§ Scientific Methodology</li> <li>§ Work Methods, Techniques, and Procedures</li> <li>§ Information Literacy</li> <li>§ Creativity &amp; Innovation</li> </ul> </li> <li>Social Competence <ul style="list-style-type: none"> <li>§ Written Communication</li> <li>§ Oral Communication</li> <li>§ Teamwork &amp; Conflict Management</li> <li>§ Intercultural Insight &amp; Ability to Change Perspective</li> </ul> </li> <li>Self-Competence <ul style="list-style-type: none"> <li>§ Self-Management &amp; Self-Reflection</li> <li>§ Ethical &amp; Social Responsibility</li> <li>§ Learning &amp; Change</li> </ul> </li> </ul> |  |  |
| Module Learning Objectives                                  | <p>Students...</p> <ul style="list-style-type: none"> <li>§ pass the certification exam as „Certified Associate in Project Management“ (CAPM) of the ‚Project Management Institute‘ (PMI).</li> <li>§ are capable of efficiently participating in projects - as project manager, subproject manager, in a project office.</li> <li>§ can list a project manager's responsibilities as well as the responsibilities of a project team and know the relevant project management methods and tools.</li> <li>§ speak the PMI project management language and apply the terminology concisely and accurately.</li> </ul>  |  |  |

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| Module Content                      | § The course communicates the basic principles, the PMI terminology, and the ground rules of the PMI/CAPM certification exam.<br>§ The input is focussed on the exam and includes exercises, examples, and exam questions.  |  |                              |
| Links to other modules              | The content of this module is linked to the following modules:<br>w.BA.XX.2ITPM-WIN.XX<br>w.BA.XX.2Skill.XX<br>w.BA.XX.2SPM.XX  |  |                              |
| Methods of Instruction              | § Lecture<br>§ Interactive Instruction<br>§ Application Tasks<br>§ Case Studies<br>§ Exercises<br>§ Problem-Oriented Teaching<br>§ Literature Review<br>§ Discussion  | <b>Social Settings Used:</b><br>§ Individual Work<br>§ Pair Work<br>§ Group Work |                              |
| Digital Resources                   | Multiple Choice Tests   |  |                              |
| Type of Instruction                 | <b>Classroom Instruction</b>  | <b>Guided Self-Study</b>   | <b>Autonomous Self-Study</b> |
| Large Class                         | 24 h  | 18 h   |                              |
| Small Class                         | -   | -  |                              |
| Group Instruction                   | -   | -  |                              |
| Practical Work                      | -   | -  |                              |
| Seminar                             | -   | -  |                              |
| <b>Total</b>                        | <b>24 h</b>   | <b>18 h</b>  | <b>48 h</b>                  |
| Performance Assessment              |   |  |                              |
| <b>End-of-module exam</b>           | <b>Form</b>   | <b>Length (min.)</b>   | <b>Weighting</b>             |
| -                                   | -   | -  | -                            |
| <b>Permitted Resources</b>          | -   |  |                              |
| <b>Others</b>                       | <b>Assessment</b>   | <b>Length (min.)</b>   | <b>Weighting</b>             |
| External CAPM certification         | Grade   | 180  | 100,00 %                     |
| Classroom Attendance Requirement    | -   |  |                              |
| Language of Instruction/Examination | German  |  |                              |
| Compulsory Reading                  | § Mulcahy, R. (2018). CAPM Exam Prep. 4th edition. RMC Publications. ISBN 9781943704132.<br>§ X-AM CAPM online exam simulator by STS (Login to be provided by ZHAW)<br>§ Various ZHAW slide presentations   |  |                              |
| Recommended Reading                 | § Project Management Institute A Guide to the Project Management Body of Knowledge (auf Deutsch oder Englisch). 6th edition. ISBN 978-1628251845.   |  |                              |
| Comments                            | <p>Students take the CAPM certification exam independently, which is offered by an external provider. The time window for this is expected to start one day after the last ZPM session and end on a day to be determined during the official SML end-of-module exam weeks (exact dates will follow in the first session).</p> <p>There are several test centers in the Winterthur area. Alternatively, the exam can also be taken online at home as a so-called 'online proctored exam' during which the candidate is observed via webcam.</p> <p>The certification is a 3-hour MPC exam and there are additional costs of \$257 for part-time students and \$300 for full-time students, based on PMI's pricing policy. This fee must be paid by the students themselves. The exam questions themselves are in English, but a second language (e.g., German) can be selected.</p> <p>The results of the external CAPM certification exam will be transferred into the ZHAW grade system. Students will, therefore, not have to write an additional end-of-module exam. As a result, all students will benefit from an internationally recognized CAPM certificate.</p> |  |                              |