

**J. Sargeant Reynolds Community College
Course Content Summary**

Course Prefix and Number: BUS 298 **Credits:** 3

Course Title: Seminar and Project: CAPM® Exam Prep

Course Description:

Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. Provides a comprehensive study of the Project Management Institute's Project Management Body of Knowledge (PMBOK®) Guide and emphasizes preparation for the Certified Associate in Project Management (CAPM) certification exam. Lecture 3 hours. Total 3 hours per week. 3 credits.

General Course Purpose:

This course will provide students with the development of formal project management skills. Students will be introduced to the skills needed for leadership and project coordination roles. This course also provides students with the theory and concepts needed to sit for the Certified Associate in Project Management Certification (CAPM) Exam.

Course Prerequisites and Co-requisites:

Prerequisites: SDV 101 – Orientation to Business, BUS 100 – Introduction to Business, ITE 140 – Spreadsheets for Business, and BUS 204 – Project Management

Co-requisites: BUS 206 – Advanced Project Management, and BUS 266 Production and Operations Management

Student Learning Outcomes:

Upon completing the course, the student will be able to

- a. Demonstrate knowledge of project management terminology, processes, and knowledge areas aligned with the PMBOK® Guide.
- b. Apply project management concepts to case studies and scenarios that reflect real-world practices.
- c. Analyze project networks, schedules, and resource allocations to identify critical paths and potential risks.
- d. Evaluate professional responsibilities and ethics in accordance with the Project Management Institute's (PMI) standards and the CAPM® Exam Content Outline.
- e. Prepare effectively for the CAPM® certification exam by completing practice questions and mock assessments under exam-like conditions.

Major Topics to Be Included:

- Project lifecycles and organizational influences
- Project management framework
- Project integration management
- CAPM® Exam Preparation

Effective Date/Updated: October 2, 2025