CAMP Course Syllabus

Course Title: Certified Asset Management Professional
Contact Information: [Email: info@iaitam.org , Phone Number: 330.638.3012, Office Hours: 9am – 5pm ET]
Class Schedule: 9am – 4pm, conducted online via Zoom. The time zone will be determined based on the participant's purchase choices.

Course Description

The IAITAM **Certified Asset Management Professional (CAMP)** course provides a comprehensive introduction to the best practices and processes of IT Asset Management (ITAM). This course equips participants with insights into effectively embracing diverse organizational frameworks like ITAM and IT Service Management (ITSM). The surge in technological integration within businesses has been remarkable over the last three decades and continues to accelerate daily. This progress emphasizes the imperative of ITAM, as well as the significance of comprehending its essence, organizational advantages, and its seamless integration across all functional business domains.

Designed to cater to these demands, the course provides in-depth knowledge about each of the 12 Key Process Areas (KPAs) outlined in the IAITAM Best Practice Library. This approach ensures the optimal harmonization of these frameworks, magnifying organizational efficiency and ultimately enhancing the return on investment (ROI) for the organization's IT portfolio.

Designed for beginners in the field, this course assumes a foundational understanding of the IT Asset Management industry among all attendees. After successfully finishing the course, participants will have the chance to achieve certification and earn the esteemed CAMP Certification.

Course Objectives

By completing the **Certified Asset Management Professional (CAMP)** course, participants will be able to:

1. **Enhance Visibility and Control in IT Asset Processes**: Maintain oversight of IT asset processes and apply lifecycle management controls to maximize savings, uncover value, and improve organizational efficiency.
2. **Develop and Implement ITAM Program Frameworks:** Create, implement, and promote robust policies, processes, and procedures to support a comprehensive IT Asset Management (ITAM) program.
3. **Ensure Legal Compliance for IT Asset Usage:** Educate stakeholders on legal requirements and ensure adherence to regulations related to IT asset usage and management.
4. **Strategize Vendor Management Programs:** Provide strategic direction for developing and maintaining an effective Vendor Management program that aligns with organizational goals.
5. **Empower Asset Management Teams:** Support, train, and empower personnel responsible for IT Asset Management to ensure effective program execution.
6. **Foster Cross-Functional Collaboration:** Build and nurture productive relationships across business units, including IT and customer-facing functions, to strengthen ITAM integration and impact.
7. **Secure Executive Support for IT Initiatives:** Advocate for and sustain executive management support for IT-related projects and strategies through alignment with business objectives.
8. **Promote Asset Management Awareness:** Develop and implement communication strategies to increase employee awareness and understanding of Asset Management practices.
9. **Bridge ITAM and ITSM Disciplines:** Provide thought leadership to integrate and align IT Asset Management (ITAM) and IT Service Management (ITSM) for optimal results.

10. **Support CITAM Responsibilities:** Execute tasks and responsibilities in alignment with Certified IT Asset Manager (CITAM™) program objectives, ensuring adherence to best practices and standards.

Required Materials – Access to Materials provided 48 hours prior to course

- Course book: Certified Asset Management Professional

- Presentation: Certified Asset Management Professional (CAMP)

- Student guide to Preparing for Exam Success

- Software/Technology: Computer, internet connection, Zoom Access

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Who Should Attend

The IAITAM CAMP Certification Course is designed for individuals with little to no experience in IT Asset Management. It provides an essential foundation for those beginning their journey as Asset Managers, as well as for professionals involved in supporting asset management, resource budgeting, finance, software licensing, contract management, strategic planning, and IT service delivery. This course has no prerequisites, and participants have the option to take the CAMP certification exam upon completion to earn their certification.

Schedule – Times are approximate depending on Course Discussion

Time	Topics Covered	Assignments/Exams Due
1 hour	Welcome/Course Expectations, IAITAM Mission, Resources, and Services, What is ITAM?	Heavy note taking
1 hour	The 12 IAITAM KPAs for ITAM, ITAM Business Practices Find Savings, Core Functional Areas	Heavy note taking
1 hour	Software Asset Management, Hardware Asset Management, ITAM Program Core Functional Components	Heavy note taking
1 hour	ITAM Roles and Responsibilities, Program Management, Acquisition Management	Heavy note taking
1.5 hour	Asset Identification Management, Communication & Education Management, Compliance Management	Heavy note taking
1 hour	Disposal Management, Documentation Management, Financial Management, Legislation Management	Heavy note taking
1 hour	Policy Management, Project Management, Vendor Management	Heavy note taking
4 Hours	Read and Review the CAMP Manual	Read full Manual
2 Hours	Exam Prep	Review PowerPoint and Preparing for Exam Success Doc.
3 Hours	Exam	3 hour timed exam

Note: Schedule is subject to change.

Grading and Attendance Policy

- Certification Exams: - 3 hours to complete 100 questions. Multiple choice, Single choice, True and false

- Participation: Must participate for the duration of the course and complete attendance link to gain access to exam.

- Grading Scale:

  o Pass - 85% or higher on Exam

  o Fail - below 85% on Exam