International Management Research
and Technology Consortium – LLC - USA

CAMP
CERTIFIED ADMINISTRATIVE MANAGEMENT PROFESSIONAL

🌐 www.imrtc.org
✉ consortium@imrtc.org

Bridging The Gap Between
Academia and The Industry
Worldwide!

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CAMP – CERTIFIED ADMINISTRATIVE MANAGEMENT PROFESSIONAL

Introduction:

There is a global demand for highly professional competent administrative officers, assistants and secretaries. Unfortunately, there is no recognized institute that offers a comprehensive training in this area. IMRTC after recognizing the need and in consultation with senior executives and trainers have come up with a comprehensive certification program: **THE CERTIFIED ADMINISTRATIVE MANAGEMENT PROFESSIONAL (CAMP)**

About CAMP

CAMP is designed to develop necessary expertise and skills required for office administration and management with the goal of increasing cost effective productivity, that is efficiency and effectiveness. CAMP covers the areas from office management to administration, from business communication to information technology, from organizing work schedules to interpersonal skills, form personal development to grooming subordinates. The program follows a systematic learning format with hands on approach including lot of exercises, quizzes, audio-visual aids, case studies, practice sessions and letter writing.

The Audience:

Anyone involved in administration and/or office management, an excellent professional qualification for administrators, executive secretaries, administrators in education sector, supervisors, officers, office assistants and assistant managers, etc.

The Credentials:

The Candidates who are looking to have this certification need a proper training of 32 Professional Training Hours (PTH) from any recognized institute and approved professional trainers of IMRTC.

The program also required a self-develop project on any case study which is provided by accredited training institute or trainer. The project required in soft form and submitted to our concerned training partners or chapters for assessment and after approval the candidate can sit in the final examination of IMRTC.

After passing the certification examination the candidates can use the credentials CAMP after their name.

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Program Content:

DOMAIN 1: OFFICE PROCEDURES

Chapter 1: Overview of Office Administration/Secretarial Duties

Chapter 2: Daily Routine of an Administrative Assistant/Secretary

Chapter 3: Effective Use of Telephone, Handling of Latest Features of Telephonic System

Chapter 4: Mail Service and Shipping

Chapter 5: Travel Arrangement

Chapter 6: Meeting Arrangements

Chapter 7: Time Management

Chapter 8: Filing and Record Keeping / E-Filing

DOMAIN 2: OFFICE EQUIPMENTS AND COMPUTERS OPERATIONS

Chapter 9: Office Equipment's handling and its Proper Usage

Chapter 10: Effective use of Mobile Apps, widgets

Chapter 11: Computer Operating System

Chapter 12: OPEN Applications/Software on Internet and its usage

Chapter 13: Emails and Drafting

Chapter 14: Use of Internet in Office Administration

Chapter 15: Online Conferencing through Electronic System

Chapter 16: Physical and Electronic Security Awareness

Chapter 17: Basic Computer Troubleshooting

Chapter 18: Office Ergonomics

DOMAIN 3: WORD EDITOR, SPREAD SHEETS & E-PRESENTATION

Chapter 19: Word Editors

Chapter 20: Spread Sheets

Chapter 21: Presentation Development Software

Chapter 22: Open Office Features and its usage

Chapter 23: Publishing Management Software

Chapter 24: Text Editor

Chapter 25: Email POP Software Usage

Chapter 26: Web Applications

Chapter 27: Search Techniques and Usage

DOMAIN 4: UNDERSTANDING OF ENGLISH/FRENCH LANGUAGE

Chapter 28: English/French Grammar

Chapter 29: Language Usage and Style

Chapter 30: Common Problems in English/ French Language

Chapter 31: Punctuation and Spelling

Chapter 32: Numerals

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CAMP – Certified Administrative Management Professional

Program Content:

DOMAIN 5: COMMUNICATION SKILLS

Chapter 33: Effective Business Letters
Chapter 34: Memos, Drafts and Replies of Letters
Chapter 35: Other Written Communications skills
Chapter 36: Understanding of Legal Documents
Chapter 37: Understanding of Contracts/Agreements/MOUS, Etc.
Chapter 38: Developing Contracts/Agreements/MOUS, Etc.
Chapter 39: Interpersonal Skills
Chapter 40: Effective Presentation Skills

DOMAIN 6: BASICS OF FINANCE

Chapter 41: Basic Accounting and Book Keeping
Chapter 42: Measuring and Monitoring Expenses
Chapter 43: Handling of Petty Cash
Chapter 44: Handing of Daily Expenses
Chapter 45: Developing Daily Expenditures Sheets

DOMAIN 7: CAREER GROWTH

Chapter 46: What's next?
Chapter 47: How to develop Effective Resume and Job Application
Chapter 48: Interviewing Skills

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PROCESS OF CERTIFICATION

To give the certification, 32-Professional Training-hours as PTH is mandatory required from any concern professional trainer or Partner and participants should have to submit their credentials with the Examination Application Form with the attachments of bachelor degree and other experience certificates. The Paper is based on 150 Question with MCQs and 70% passing marks is required to pass the exam. Further, if the Project is also included in your exam, then marks will be distributed according to course & certification.

TERMS & CONDITIONS RELATED TO EXAMINATION AND CERTIFICATION

1. The 32-Training-hours as PTH are valid up to three year.
2. If the candidate is failed in the examination then S/he has one more chance to attempt the paper within one year, and if you have not passed the exam then you have to pay the examination fee and re-appear in the examination.
3. If the candidate has not passed the examination within one year and after sometime S/he would like to appear in the examination then candidate must to submit 32-Training-hours as PTH again required to appear in the examination.
4. The examination system is online and candidate can book anytime the exam according to his or her availability.
5. Those countries, who would not have the facility of online examination facility then they can give the paper based examination, which can be sent to authorized partner / trainers / examiner. The assessment time will be a month and we will be sent the results to partner.
6. The candidate will get the certificate after one month and administration will courier to your defined partners or your address accordingly.
7. To maintain the worth and eligibility in the market the candidate must have to renew their membership on yearly basis.

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Exam Content Percentage

The table below prescribes the proportions of examination questions from each section or Knowledge Areas defined above. The exam will be based on multiple choice questions, fill in the blanks and letter writing.

CONTENT	DOMAIN WISE PERCENTAGE
DOMAIN I	10%
DOMAIN II	15%
DOMAIN III	15%
DOMAIN IV	20%
DOMAIN V	20%
DOMAIN VI	10%
DOMAIN VII	10%

Examination System

The Examinations shall be online through our accredited testing partner centers worldwide in each country chapter; In case chapter or partner is not available in a particular country then candidates can directly approach IMRTC USA examination body through email: examination@imrtc.org and they will be advised accordingly. The passing criteria shall be 70% of Whole Exam.

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