



International Management Research
and Technology Consortium – LLC - USA

CAAIMP CERTIFIED ADMINISTRATIVE AI MANAGEMENT PROFESSIONAL



www.imrtc.org



consortium@imrtc.org

Bridging The Gap Between
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Worldwide!

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Contents

| | |
|---|---|
| CERTIFIED ADMINISTRATIVE AI MANAGEMENT PROFESSIONAL | 2 |
| INTRODUCTION..... | 2 |
| ABOUT CAMP..... | 2 |
| AUDIENCE | 2 |
| THE CREDENTIALS | 2 |
| PRE-REQUISITE:..... | 2 |
| CERTIFIED ADMINISTRATIVE AI MANAGEMENT PROFESSIONAL | 2 |
| PROFESSIONAL BENEFITS OF PROGRAM | 2 |
| CERTIFIED ADMINISTRATIVE AI MANAGEMENT PROFESSIONAL | 2 |
| PROGRAM STRUCTURE | 2 |
| PROGRESSION OF THE PROGRAM | 2 |
| AWARDING OF CAAIMP CERTIFICATION | 2 |
| COURSE CONTENTS | 2 |
| DOMAINS AND TASKS..... | 2 |
| KNOWLEDGE AREAS | 2 |
| ASSESSMENT OF PROGRAM (ONLINE/PHYSICAL) | 2 |
| EVALUATION AND GRADING | 2 |
| CAMP ELIGIBILITY REQUIREMENTS | 2 |
| REGISTRATION AND PAYMENT PROCESS | 2 |
| REGISTRATION PROCESS..... | 2 |
| IMRTC EXAMINATION SYSTEM | 2 |
| PARTNER INSTITUTE INTERNAL EXAMINATION SYSTEM..... | 2 |
| IMRTC ONLINE EXAM SYSTEM..... | 2 |
| FEES STRUCTURE | 2 |
| TERMS & CONDITIONS RELATED TO EXAMINATION AND CERTIFICATION | 2 |
| PROCESS OF CERTIFICATION..... | 2 |
| EXAM CONTENT PERCENTAGE | 2 |
| CONTACT DETAILS | 2 |

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IMRTC

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CERTIFIED ADMINISTRATIVE AI MANAGEMENT PROFESSIONAL

INTRODUCTION

There is a global demand for highly professional competent administrative officers, assistants and secretaries, who can be able to work in this era of technology and prove their skills in the professional market. IMRTC professionals find the gap with the consultation with senior executives and trainers have come up with a comprehensive certification program; **THE CERTIFIED ADMINISTRATIVE AI MANAGEMENT PROFESSIONAL (CAAIMP)**

In this respect, IMRTC domain Experts designed a comprehensive training certification, which can provide facilitation to the professionals and also provide the structure to maintain and manage the technology in the organization. Therefore, with the consultation of senior executives and professional, and trainers have come up with a comprehensive certification program. **THE CERTIFIED ADMINISTRATIVE AI MANAGEMENT PROFESSIONAL (CAAIMP)**

ABOUT CAAIMP

CAAIMP – Certified Administrative AI Management Professional is designed to develop necessary expertise and skills required for office administration, management and AI with the goal of increasing cost effective productivity, that is efficiency and effectiveness.

CAAIMP covers the areas from office management to administration, from business communication to information technology, from organizing work schedules to interpersonal skills, from 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 etc.



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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

Candidates 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 requires a self-developed project on any case study provided by an accredited training institute or trainer. The project must be in soft form and submitted to our concerned training partners or chapters for assessment. After approval, the candidate can sit in the final examination of IMRTC.

After passing the certification examination the candidates can use this credential CAAIMP – Certified Administrative AI Management Professional after their name.

PRE-REQUISITE:

- 12 Years Education or equivalent or Baccalaureate, Associate's degree, or the global equivalent diploma is required to join this session.
- No Professional Experience is required to opt this course and certifications.

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A black and white photograph of a city skyline, featuring several tall buildings and skyscrapers. Overlaid on the center of the image is a dark rectangular button with the text 'JOIN NOW' in white capital letters.

CERTIFIED ADMINISTRATIVE AI MANAGEMENT PROFESSIONAL

PROFESSIONAL BENEFITS OF PROGRAM

For Individuals

- Career advancement into administrative roles.
- Improved understanding of how to align administration work with business goals.
- Recognition as a certified expert in administrative management.
- Using of emerging technologies with the business methodologies
- Developing skills of problem solving, communication skills, time management and interpersonal skills

For Organizations

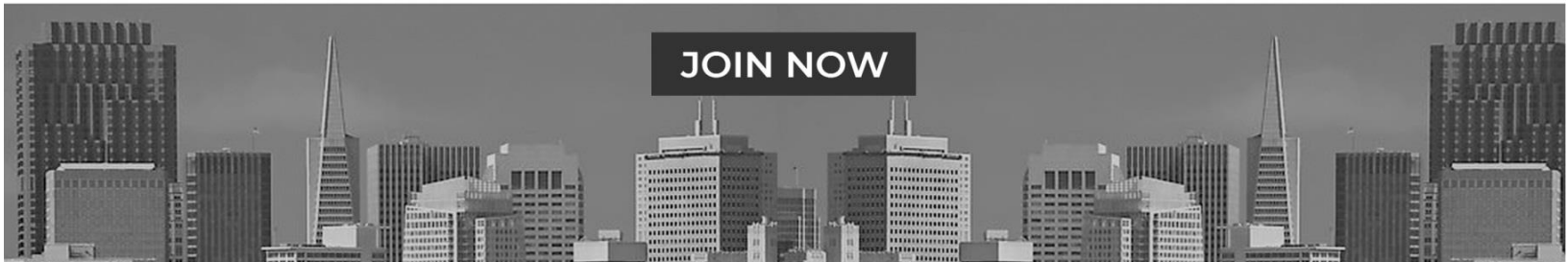
- Assurance of certified professionals with industry-recognized skills.
- Strengthened your strategy with management capabilities.
- Enhanced ability to adopt and integrate with latest methodologies of emerging technologies effectively.



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PROGRAM STRUCTURE

| | |
|------------------------|---|
| Total Domains | 7 |
| Lectures | Lectures can be delivered through partners and trainers |
| Accredited Trainers | Can Deliver the lectures |
| One Credit Hour | 30 Learning Hours |
| Total Credits Required | 3 Credit Hours |
| Registration Process | Register through our partners / Trainer |
| Assessment | Online / Paper based |
| Passing Criteria | 70 percent |



PROGRESSION OF THE PROGRAM

| | | |
|-------------------|---|--|
| Total Credentials | = | 3 Credit Hours |
| One Credit Hour | = | 10 Learning hours |
| Final Assessment | = | Online or physical assessment shall be taken by IMRTC Examination Department |

AWARDING OF CAAIMP CERTIFICATION

After getting 70 percent marks from the examination, the candidate will be awarded the CAMP Certification from IMRTC USA.



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COURSE CONTENTS

Certified Administrative AI Management Professionals cover theory, process, and professional practices for technology management

DOMAIN 1: OFFICE PROCEDURES

DOMAIN 2: OFFICE EQUIPMENTS AND COMPUTERS OPERATIONS

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

DOMAIN 4: UNDERSTANDING OF ENGLISH/FRENCH LANGUAGE

DOMAIN 5: COMMUNICATION SKILLS

DOMAIN 6: BASICS OF FINANCE

DOMAIN 7: CAREER GROWTH

A grayscale image of a city skyline, featuring several prominent skyscrapers, serves as the background for the bottom section of the page.

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DOMAINS AND TASKS

In this document, you will find an updated structure for the IMRTC Standard Examination Content. Based on Experience Consultants and stakeholders, we have devised and simplified the format so that the IMRTC Examination System can be easier to understand and interpret.

The domain and task are well-defined on the following pages:

Domain: Defined as the high-level knowledge area that is essential to the practice of CAAIMP.

Tasks: The underlying responsibilities of the Management Consultants within each domain area.

CAAIMP Course examination will include all tasks for a domain and will adhere to the percentage of coverage at the domain level as outlined in the further pages.

A grayscale image of a city skyline, featuring several prominent skyscrapers, including the Transamerica Pyramid. The image serves as a background for the 'JOIN NOW' button.

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KNOWLEDGE AREAS

Domain 1: OFFICE PROCEDURES

| | |
|---------------|--|
| Task 1 | <p>Overview of Office Administration/Secretarial Duties</p> <p>Daily Routine of an Administrative Assistant/Secretary</p> <p>Effective Use of Telephone, Handling of Latest Features of Telephonic System</p> |
| Task 2 | <p>Mail Service and Shipping</p> <p>Travel Arrangement</p> <p>Meeting Arrangements</p> |
| Task 3 | <p>Time Management</p> <p>Filing and Record Keeping / E-Filing</p> |
| Task 4 | <p>Introduce AI-powered scheduling assistants (e.g., Microsoft Copilot, Google Gemini) for meeting, travel, and task management.</p> <p>Use AI chatbots for routine queries and office support.</p> <p>Automate document classification and e-filing with AI-based OCR (Optical Character Recognition) tools</p> <p>Use an AI tool to optimize a week's meeting schedule with minimal conflicts.</p> <p>Apply AI-based e-filing software to organize scanned documents by topic.</p> |



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KNOWLEDGE AREAS

| Domain 2: : OFFICE EQUIPMENTS AND COMPUTERS OPERATIONS | |
|--|--|
| Task 1 | Office Equipment's Handling and its Proper Usage Effective use of Mobile Apps, widgets Know about how AI can help to monitor and handle office equipment |
| Task 2 | Understanding Computer Operating System and its usage OPEN Applications / Software and understanding of Internet and its usage |
| Task 3 | Office Emails and Drafting of office noting Proper use of the Internet in Office Administration Use of AI technology in office administration |
| Task 4 | Online Conferencing through Electronic System Physical and Electronic Security Awareness AI calendaring |
| Task 5 | Basic Computer Troubleshooting Office Ergonomics |
| Task 6 | Integrate AI-based predictive maintenance for office equipment. Use AI mobile apps for expense scanning, translation, and workflow automation. Understand AI cyber threat detection for physical and electronic security. AI-based system monitoring to predict printer or server failures. Set up AI-powered translation in video conferencing. |



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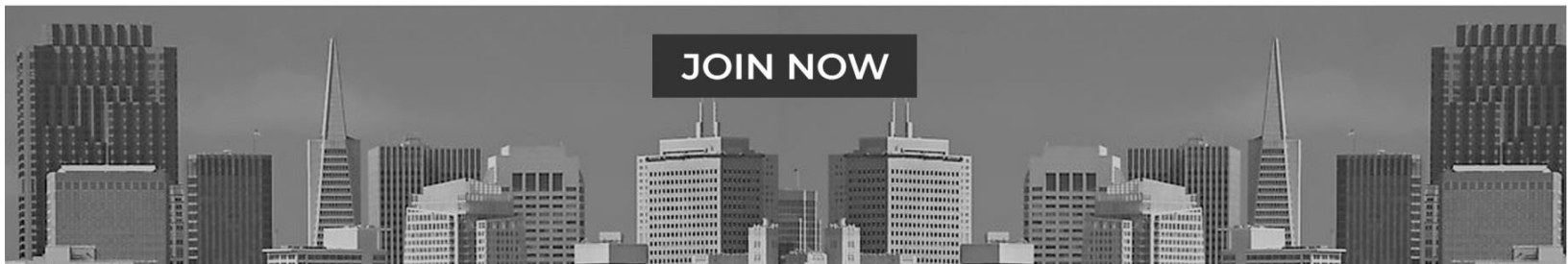
KNOWLEDGE AREAS

| Domain 3: WORD EDITOR, SPREAD SHEETS & E-PRESENTATION | |
|---|--|
| Task 1 | Word Processor Spread Sheets |
| Task 2 | Presentation Development Software Open Office Features and its usage |
| Task 3 | Publishing Management Software Text Editor |
| Task 4 | Email POP Software Usage Web Applications Search Techniques and Usage |
| Task 5 | Use AI writing assistants for drafting business letters, reports, and proposals. Apply AI data analysis in spreadsheets Create AI-generated slide decks for presentations. Generate a monthly report using AI data summarization from spreadsheet sheets. |



KNOWLEDGE AREAS

| Domain 4: UNDERSTANDING OF ENGLISH/FRENCH LANGUAGE | |
|--|--|
| Task 1 | English/French Grammar Integrate AI grammar checkers (Grammarly, DeepL Write) for improved accuracy. |
| Task 2 | Language Usage and Style Use AI translators for multilingual communication. |
| Task 3 | Common Problems in English/ French Language Punctuation and Spelling |
| Task 4 | Numerals |
| Task 5 | Implement AI-driven language learning apps for staff skill-building. Translate a company memo into French using an AI tool and refine it manually. Use AI to analyze tone and clarity in a formal email. |



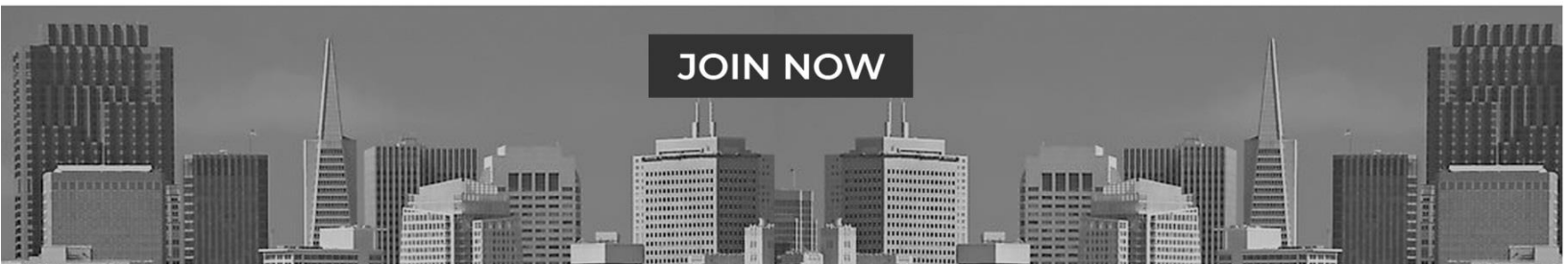
KNOWLEDGE AREAS

| Domain 5: COMMUNICATION SKILLS | |
|--------------------------------|---|
| Task 1 | Effective Business Letters Memos, Drafts, and Replies of Letters |
| Task 2 | Other Written communication skills Understanding of Legal Documents |
| Task 3 | Understanding of Contracts/Agreements/MOUS, Etc. Developing Contracts/Agreements/MOUS, Etc. |
| Task 4 | Interpersonal Skills |
| Task 5 | Effective Presentation Skills |
| Task 6 | <p>Use AI to draft, review, and improve business correspondence.</p> <p>Apply AI contract review tools for legal documents.</p> <p>Use AI meeting transcription and summarization tools.</p> <p>Draft a contract using AI legal assistant and identify key clauses.</p> <p>Record a meeting and generate AI-based minutes with action items</p> |



KNOWLEDGE AREAS

| Domain 6: : BASICS OF FINANCE | |
|-------------------------------|---|
| Task 1 | Basic Accounting and Book Keeping |
| Task 2 | Measuring and Monitoring Expenses Handling of Petty Cash |
| Task 3 | Handing of Daily Expenses Developing Daily Expenditures Sheets |
| Task 4 | Integrate AI for expense tracking and automated reconciliation. Use AI forecasting models for budgeting. Apply AI fraud detection in petty cash handling. Use AI to generate next quarter's budget forecast based on historical data. Analyze company expenses with AI anomaly detection. |



KNOWLEDGE AREAS

| DOMAIN 7 CAREER GROWTH | |
|------------------------|---|
| Task 1 | Plan your career |
| Task 2 | How the organization has to be developed career of employees |
| Task 3 | Training Requirement with International Certifications of the market |
| Task 4 | How to upgrade your skills and knowledge |
| Task 5 | How to organization can become a learned organization |
| Task 6 | <p>Use AI career planning tools for skill gap analysis.</p> <p>Apply AI-driven e-learning recommendations.</p> <p>Use AI organizational knowledge systems for continuous learning.</p> <p>Create a personal career roadmap using AI skill analysis.</p> <p>Use AI to recommend relevant international certifications for your role.</p> |



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ASSESSMENT OF PROGRAM (ONLINE/PHYSICAL)

- The exam paper will be online/physical as per the choice of the candidate, but it is preferable to give the exam online.
- The exam paper will cover the above topics domain-wise.
- The Passing marks will be 70%.
- Internal Marks can be adjusted in the final marks through accredited trainers by obtaining prior permission from our Examination Department of IMRTC.
- Those candidates who cannot be able to give online tests due to online facility. So they are allowed paper-based examinations. Otherwise, the partner must arrange the center for the online exam as per the guidelines of the Examination Department
- Assessment will be done according to the domains and tasks mentioned above through our online methodology

EVALUATION AND GRADING

- The student will be examined through exams conducted by IMRTC LLC USA. Total marks for passing the CERTIFICATION/DIPLOMA will be 70 out of 100.

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CAMP ELIGIBILITY REQUIREMENTS

To be eligible for the Certified Administrative AI Management Professional for any level, the candidates must have a 12-years Education or equivalent with no experience. The candidate should have to submit the credentials

| Educational Background | Accredited Training |
|---|--|
| 12 years Education or Equivalent (Baccalaureate, Associate Degree or Global Equivalent) | 3 PTH Training must be earned from any accredited trainer or any partner institute |
| Professional Experience | Certification/Diploma |
| No Professional Experience Required | After completing all the formalities and passing the test, will get the certification or diploma |

REGISTRATION AND PAYMENT PROCESS

REGISTRATION PROCESS

Registration of the program is to be completed through our registered partners and if the partners are not available in your city or country then you can download this registration form and submit the fee in our bank account directly and wait for the email or contact from our Registration or Examination Department. For further information to our examination department contact at registration@imrtc.org.



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IMRTC EXAMINATION SYSTEM

CERTIFIED ADMINISTRATIVE AI MANAGEMENT PROFESSIONAL

PARTNER INSTITUTE INTERNAL EXAMINATION SYSTEM

The concerned partner/institute/trainer will take examinations online and submit to the International Management Research and Technology Consortium Examination Department.

IMRTC ONLINE EXAM SYSTEM

IMRTC will provide access to all partners to schedule the exams of the particular courses of any individual candidates. Therefore, according to the availability, the partner institutes will schedule the exam of individual candidates' subjects or courses/certifications.

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FEES STRUCTURE

CERTIFIED ADMINISTRATIVE AI MANAGEMENT PROFESSIONAL

| S. No | Description | Fees |
|-------|------------------------------------|---------|
| 1. | Membership Fee | USD 50 |
| 2. | Examination Fee For Members | USD 360 |
| 3. | Examination Fee For Non Members | USD 560 |



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PROCESS OF CERTIFICATION



To get the certification, 30-Professional training hours as PTH is mandatory from any concerned professional trainer or Partner, and participants should submit their training PTH with the Examination Application Form with the attachments of required qualifications and other experience certificates/letters. The Paper is based on 100 Questions with MCQs and 70% passing marks are required to pass the exam. Further, if the Project is also included in your exam, marks will be distributed according to course & certification.

TERMS & CONDITIONS RELATED TO EXAMINATION AND CERTIFICATION

- The 30-Training-hours as PTH are valid up to one year.
- If the candidate is failed in the examination then S/he has one more chance to attempt the paper within a year, and if the candidate cannot pass, then they have to pay the examination fee and re-appear in the examination.
- If the candidate cannot pass the examination within one year and after some time S/he would like to appear in the examination then the candidate must resubmit 30 Professional Training hours as PTH again required to appear in the examination.
- The examination system is online and candidate can book the exam anytime according to his or her availability.
- Those countries, that do not have the facility of online examination facility then they can give the paper-based examination, which can be sent to authorized partner/trainers/examiners. The assessment time will be a month and we will send the results to the concerned partner.
- The candidate will get the certificate within one month and the administration will send to the concerned partners.
- To maintain the worth and eligibility in the market, the candidate must have to renew their membership on a 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% |



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