

CERTIFIED ADMINISTRATIVE MANAGEMENT PROFESSIONAL (CAMP)

Develop Your Careers

Who can do?

- People who are involved in the Administrative Work in office
- People who would like to enter in the work of administration
- People who are engaged in the Secretarial Duties or administrative work can join in this course.
- People who are already working in the administration and would interested to have an International Certification.

**100,000+ Students
have been Trained**

**since
1997**

**Program is
offered by**

**3D EDUCATORS
INT**
22 Years of
Excellence in
Training &
Development

**Invest in
People the
only Asset
that Appreciates**



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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.



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Program Details

Inauguration

The Training Program will be inaugurated by a senior member of 3DEducators

Program Structure

No of classes per week	01 Class
Duration of each class	02 - Hour
Total Duration	24 Hours

Other Learning Activities

Classroom Assignments	02
Presentations by Trainees	01

About the Program Instructor

The “Certified Administrative Management Professional CAMP” Program has been designed and will be conducted by Senior most Managers and consultants who having the huge experience of training and marketing. They have worked with various large multinational organizations and provide the trainings in local and abroad.

The Trainers who are conducting this program are having on the position of the following:

Senior Marketing and Product Manager

They trainers are foreign qualified and having the degrees of MBA.

As Consultant & Senior Trainers the team of trainers from Marketing side we 3D Educators – Trainers & Consultants would not compromise on the faculty.

In Affiliation with





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CERTIFIED ADMINISTRATIVE MANAGEMENT PROFESSIONAL

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



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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

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



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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: Handling 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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TERMS & CONDITIONS

WITHDRAWAL FROM THE YOUNG PROFESSIONAL PROGRAM - YPP

Students are not allowed to withdraw from the YPP. If a student cannot continue the YPP fee will be forfeited.

CONDUCT AND DISCIPLINE

A disciplinary action, leading to rustication, will be taken against students whose conduct is found objectionable at any time during the course of study. Reference will be made to 3D Educators code of conduct.

EVALUATION AND GRADING

The performance of students is evaluated through continuous observation of a student's performance in the CERTIFICATION/DIPLOMA/YPP – class participation, submission of assignments, quizzes and exercises.

The student will be examined through exams conducted by 3D. Total marks for passing the CERTIFICATION/DIPLOMA/YPP will be 70 out of a total of 100.

Students who do not meet the attendance or any other eligibility criteria will not be allowed to appear in the final examination.

The following grading plan will be applicable for the CERTIFICATION/DIPLOMA:

A	B+	B	C+	C	F
87-100	81-86	72-80	66-71	60-65	Below 60

Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. 3D EDUCATORS and their partners reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will be resubmit the examination fee and sit the future schedule exam. Without passing of the exams no certification will be awarded.



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ONLINE LIVE CLASSES FACILITY AVAILABLE

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website <http://www.3deducators.com>. Fill it properly and attached the required document along with Picture and send back to info@3deducators.com with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it info@3deducators.com. Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.

DISTANCE NOT MATTER

You can join in the live classes Sessions of 3D EDUCATORS – TRAINERS & CONSULTANTS from anywhere of the world.



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PRECAUTIONARY MEASURES

- During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.
- Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.
- If you have taken the admission in the course online lonely, then ethically it is recommended and suggested that you alone in the class.
- Recording of Lectures are not allowed at your end.

This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.

CONTACT US

021-34141329, 0333-2402474
021-34857148

info@3deducators.com
<http://www.3deducators.com>

Get the Admission Form

Download Form 

**MANAGEMENT
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TRAINERS & CONSULTANTS**



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Global Recognized Certification from IMRTC USA

CERTIFICATE
OF EXCELLENCE

IMRTC USA Recognized

CERTIFICATION



This is to Certify That

Mr. Danny Jones Wales

*has successfully met the certification requirements as outlined in
IMRTC content and the policies adopted thereunder, hereby grants the*

Certified Administrative Management Professional

Student ID: IM864532201

Date of Commencement: Jul 04, 2019

Date of Ending: Jan 01, 2020



Cheryyel Rhodes

Principal of Institute

Director Affiliations and Official Affairs

INTERNATIONAL MANAGEMENT RESEARCH & TECHNOLOGY CONSORTIUM

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