CERTIFIED ADMINISTRATIVE AI MANAGEMENT PROFESSIONAL

Training & Certification Program

100,000+ Students have been Trained

since 1997

Who can do?

- This program is suitable for administrative managers, office managers, and operations professionals who want to Learn AI tools for daily administrative functions and improve efficiency, automation, and decision-making processes.

- Professionals, executive assistants, coordinators, and support staff can enroll to strengthen their skills in AI-driven workflow management, documentation automation, reporting, and digital administration systems.

- Graduates in business administration, or related fields seeking careers in AI-enabled administrative management and digital office transformation can benefit from the Certified Administrative AI Management Professional training.

Program is offered by

3D EDUCATORS - INT

22 Years of Excellence in Training & Development

Invest in People the only Asset that Appreciates

Table of Content

100,000+ Students
have been Trained
since
1997

Program Details

Inauguration

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

Program Structure

No of classes per week	**02 - Classes**
Duration of each class	**02 - Hours**
Guided Hours	**50 - Hours**
Non Guided Hours	**14 - Hours**
Total Hours	**64 - Hours**

Other Learning Activities

Classroom Assignment	**4**
Presentations by Trainees	**01**

About the Program Instructor

This Certified Administrative AI Management Professional program is an international-level course delivered by highly experienced senior professionals from the fields of administration, management, digital transformation, AI governance, and emerging technologies, with practical exposure to both local and multinational organizations.

• Senior Administrative Managers
• Executive Management Professionals
• Business Support Leaders
• Digital Transformation Consultants

The trainers are foreign-qualified professionals holding degrees such as PhD, MBA, MS, and M.Sc., along with internationally recognized certifications in management, artificial intelligence, project management, and digital transformation.

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

KNOWLEDGE AREAS

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

KNOWLEDGE AREAS

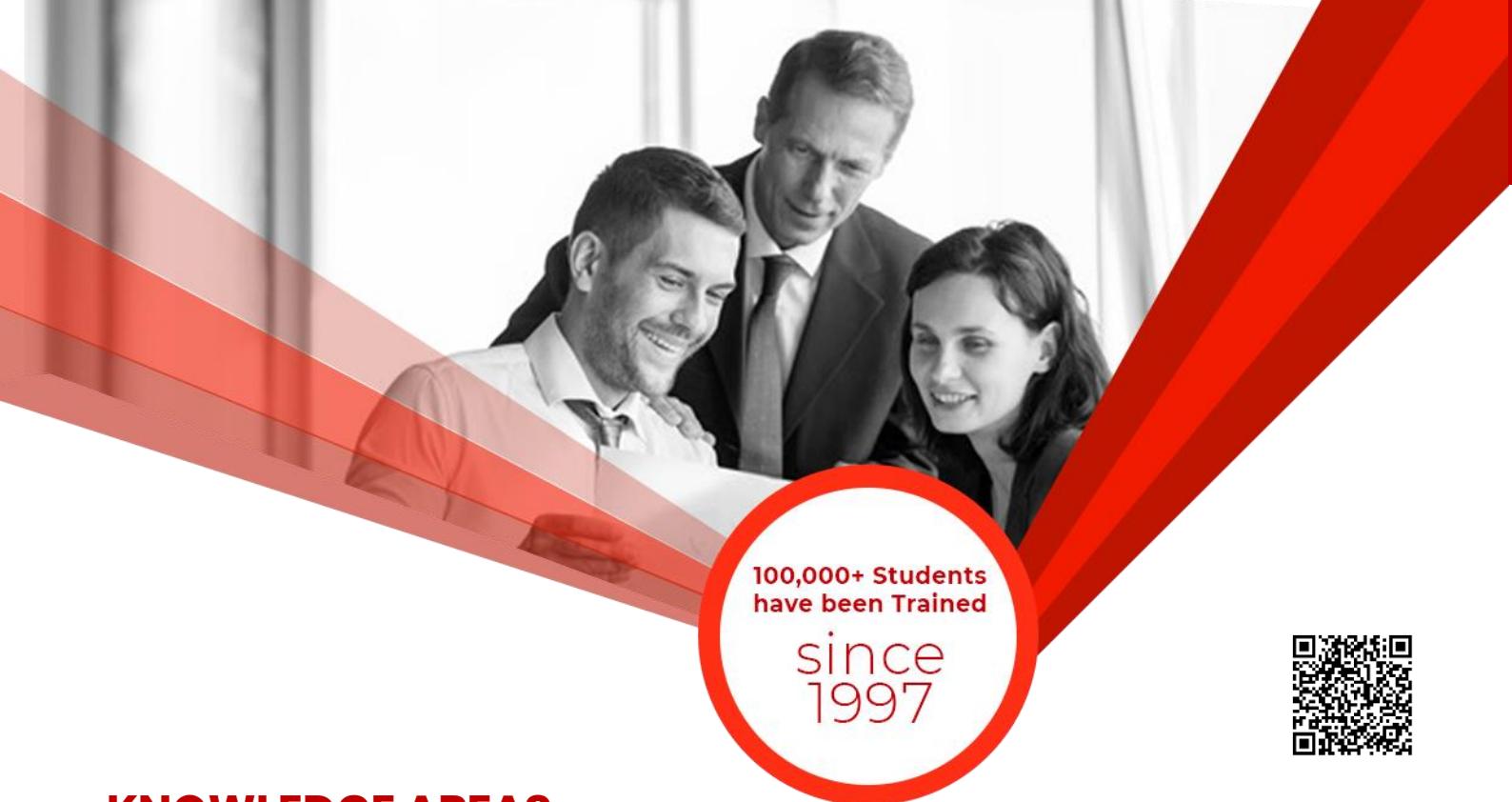| Domain 2: : OFFICE EQUIPMENTS AND COMPUTERS OPERATIONS	
Task 1	Office Equipment's Handling and its Proper Usage Effective use of Mobile Apps, widgets Know about how AI can help to monitor and handle office equipment
Task 2	Understanding Computer Operating System and its usage OPEN Applications / Software 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.

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, Deeply 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	Use AI to draft, review, and improve business correspondence. Apply AI contract review tools for legal documents. Use AI meeting transcription and summarization tools. Draft a contract using AI legal assistant and identify key clauses. Record a meeting and generate AI-based minutes with action items

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	Use AI career planning tools for skill gap analysis. Apply AI-driven e-learning recommendations. Use AI organizational knowledge systems for continuous learning. Create a personal career roadmap using AI skill analysis. Use AI to recommend relevant international certifications for your role.

100,000+ Students
have been Trained

since
1997

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

100,000+ Students have been Trained since 1997

Terms & Conditions

WITHDRAWAL FROM THE DIPLOMA/CERTIFICATION

Students are not allowed to withdraw from the Certificate. If a student cannot continue the Training his/her 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 Training – class participation, submission of assignments, quizzes and exercises.

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 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.

100,000+ Students
have been Trained

since
1997

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.

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

9221-34141329, 9221-34857148
+92-333-2402474

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

Get the Admission Form

Download Form ⬇

MANAGEMENT
3D EDUCATORS
TRAINERS & CONSULTANTS