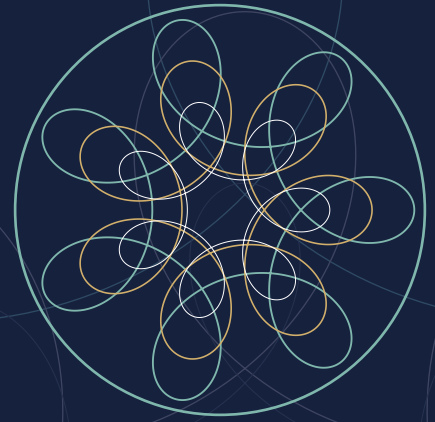




International Institute of
Applied AI Technology



Course guide for AI-CDO

Certified AI Executive: Chief Data Officer

Lead an organization's data for AI: decide which data matters and who owns it, make it fit and ready for AI, use it lawfully across borders, and build the data organization and platforms that AI depends on.

About This Course Guide

Lead an organization's data for AI: decide which data matters and who owns it, make it fit and ready for AI, use it lawfully across borders, and build the data organization and platforms that AI depends on.

This course guide outlines the AI-CDO certification: who it is for, what the exam is like, and what each module covers. It is written for senior leaders and concentrates on the decisions AI asks of them.

When you enroll, you receive the full study guide, which teaches each module in depth with worked examples, key terms, exercises and a glossary, to prepare you for the exam.

How the Program Is Organized

- Part 1: Executive core (modules 1 to 4). Part 1 is the same in every executive certification.
- Part 2: Chief data officer (modules 5 to 8). Written for chief data officers.

The exam draws on both parts.

Experience. Anyone can take this certification. It is written for experienced leaders, and we recommend it for people who hold, or are preparing for, a senior leadership role.

Who It Is For	Chief data officers, chief data and analytics officers, heads of data and data governance, and senior leaders preparing for those roles.
Recommended Experience	Open to anyone. Recommended for people with several years in senior leadership, such as leading a data, analytics or data governance function.
Study Time	About 40 hours
Exam	50 multiple-choice questions in 90 minutes, online. Pass mark 75%. Up to 3 attempts within 12 months of enrolling.
Certification	Valid for 3 years, with a downloadable certificate and a verifiable credential number.

Learning Outcomes

When you have completed this program you will be able to:

- Explain what AI can and cannot do, test a team's or vendor's claims, and count the true cost of using it
- Choose where AI creates value, build a business case on measured baselines, and move pilots to scale or stop them
- Set accountability, risk controls and compliance for AI using recognized frameworks and regulation

- Lead the organization through AI: operating model, skills, workforce commitments, change and adoption
- Set a data strategy tied to the AI portfolio, manage key data as owned products, and show what data is worth
- Judge whether data is fit and ready for an AI system, including content, labels, synthetic data and drift
- Decide whether data may be used for AI under privacy, licensing and transfer rules in the US, Canada and the EU and UK
- Choose the data operating model, platforms, funding and skills, and work with the CIO, CTO and CISO to deliver

The Exam and Where the Questions Come From

- Format: 50 questions in 90 minutes. The pass mark is 75%.
- Question bank: 144 questions. Each attempt draws 50, spread evenly across the 8 modules (about 6 each), so no attempt skips a topic and retakes get a different mix.
- Question style: Plain-English executive situations based on recognized practice: the DAMA-DMBOK, data quality dimensions and the ISO/IEC 5259 series on data quality for analytics and machine learning, data product and data mesh practice, metadata, catalog and lineage practice, de-identification practice, NIST's AI Risk Management Framework, the ISO/IEC 42001 AI management system standard, privacy principles and AI and privacy laws in the US, Canada, the EU and the UK, copyright and data licensing principles, and standard business-case and funding practice. Most ask what an executive should do, decide or ask, or what a result means. A few are short calculations, such as the use-based value of a data product, the share of records fit for use, the share of unique records or a showback amount. Questions on law test principles that apply in most countries; where a rule belongs to one country, the question names it and the study guide teaches it.

Module Outline

The AI-CDO syllabus has 8 modules. Each one below is outlined with its main topics; the exam draws on all of them.

Part 1: Executive Core

Part 1 is the same in every executive certification.

Module 1

AI Essentials for Executives

Leaders do not need to build AI, but they do need to judge it. This module explains the main kinds of AI system, what models can and cannot do, why data sets the limits, how AI costs behave, and the vocabulary and tests a leader needs to question a team or a vendor.

- Rule-based systems, machine learning, generative AI and AI agents
- What models do and where they fail: errors, bias, drift and explainability
- Data, economics and the vocabulary for questioning teams and vendors
- Spotting hype and testing vendor claims on your own data

Module 2

AI Strategy, Value and the Business Case

AI is worth funding only where it changes a measure that matters. This module covers where AI creates value, how to build and rank a portfolio of use cases, when to build, buy or partner, how to write a business case that counts the full cost and tracks realized benefit, and how to move from proof of concept to scale or stop.

- Where AI creates value and how to measure it
- Use-case portfolios: value, feasibility and risk; build, buy or partner
- The business case: baselines, total cost of ownership, payback and ROI
- Proof of concept, pilot and scale; why pilots stall; stage gates

Module 3

AI Governance, Risk and Regulation for Leaders

AI needs clear owners, a view of what is in use and controls that match the risk. This module covers accountability structures, risk tiering, the main frameworks and standards, how AI and privacy law apply in the US, Canada and the EU/UK, and the confidentiality, security, vendor and incident risks that leaders must manage.

- Accountability, the AI governance committee, RACI and the three lines
- AI inventory, risk tiering and risk appetite
- NIST AI RMF, ISO/IEC 42001, and AI and privacy law across jurisdictions
- Confidentiality, AI security, vendor risk and incident response

Module 4

Leading People and the Organization Through AI

AI value depends on how people and work are organized around it. This module covers operating models and leadership roles, AI literacy, workforce impact and honest commitments, change management, shadow AI and acceptable use, and how to measure real adoption and lead by example.

- Operating models and AI leadership roles
- AI literacy and workforce impact: tasks, redesign and reskilling
- Leading change: Kotter's eight steps, involvement and resistance
- Shadow AI, acceptable use, real adoption and communication

Part 2: Chief Data Officer

Written for chief data officers.

Module 5

A Data Strategy for AI

Every AI system depends on data, but not all data deserves the same investment. This module looks at data strategy from the chief data officer's seat: deciding which data matters most for the AI portfolio, managing key data as products with named owners, getting business executives to accept ownership, using metadata, lineage and catalogs as tools for speed and trust, and showing what data is worth.

- Linking the data strategy to the AI portfolio
- Deciding which data matters and managing it as products
- Ownership, stewardship and decision rights at executive level
- Metadata, lineage, catalogs and measuring data value

Module 6

Data Quality and Readiness for AI

Quality is judged against a purpose, and AI raises the bar. This module covers how a chief data officer decides whether data is ready for an AI system: quality dimensions applied to training and retrieval data, the state of unstructured content, the cost and limits of labels and ground truth, what synthetic data can and cannot do, and how to keep data fit once a system is live.

- Fitness for purpose and data readiness reviews
- Quality dimensions for training and retrieval data
- Unstructured content, labeling and ground truth
- Synthetic data, data drift and keeping data fit

Module 7

Data Rights, Privacy and Sharing

Having data is not the same as being allowed to use it for AI. This module covers, at the level of principle, the rights questions a chief data officer must answer before data trains or feeds a model: lawful basis and consent, purpose limitation, de-identification and the risk of re-identification, licensing and buying data, web scraping and training data rights, and moving data across borders, with examples from the US, Canada and the EU and UK.

- Lawful basis, consent and purpose limitation for AI uses
- De-identification and re-identification risk
- Licensing and buying data, web scraping and training data rights
- Cross-border transfers and recording permitted use

Module 8

Leading the Data Organization

A data strategy succeeds only if the organization behind it can deliver. This module covers how a chief data officer chooses an operating model for data, shapes the platforms that AI depends on, funds shared data work that no single business case will pay for, builds the skills the data organization needs, works with the CIO, CTO and CISO, and measures whether the data organization is making a difference.

- Central, federated and hub-and-spoke data operating models
- Data platforms for AI and their costs
- Funding shared data work and building skills
- Working with technology and security leaders, and measuring results

Preparing for the Exam

The AI-CDO exam has 50 multiple-choice questions drawn from every module. You have 90 minutes and need 75% to pass.

Before You Start

- Read this outline and decide whether the program fits your experience.
- Enroll to receive the full study guide, then work through every module and its exercises.
- Set aside uninterrupted time for the exam. The timer keeps running if you leave the page.

Taking the Exam

Log in to your account on the Institute's website and choose Take the exam. Check that your name is shown exactly as it should appear on your certificate. Your result is shown as soon as you submit, and if you pass, your certificate and credential number are issued straight away.

Each enrollment includes 3 attempts within 12 months of enrolling, and an attempt counts as soon as you start it. If you don't pass, you can try again after 24 hours. Each attempt draws a different set of questions.



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