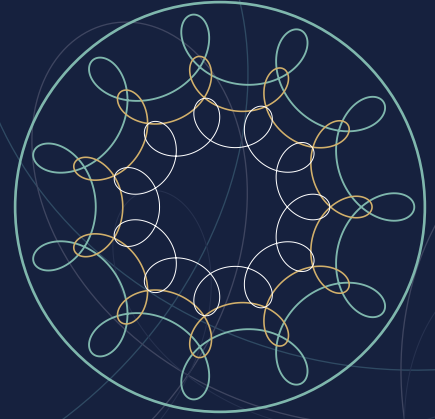




International Institute of
Applied AI Technology



Course guide for AI-CIO

Certified AI Executive: Chief Information Officer

Lead the use of AI across an organization's enterprise systems: bring AI into the platforms staff use, run it as a managed IT service, control access, data and records, and keep systems resilient as AI becomes part of daily work.

About This Course Guide

Lead the use of AI across an organization's enterprise systems: bring AI into the platforms staff use, run it as a managed IT service, control access, data and records, and keep systems resilient as AI becomes part of daily work.

This course guide outlines the AI-CIO 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 information officer (modules 5 to 8). Written for chief information 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 information officers, IT directors and heads of enterprise technology, and senior IT leaders preparing for those roles.
Recommended Experience	Open to anyone. Recommended for people with several years in senior leadership, such as leading an IT function, enterprise systems or a major IT service.
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
- Bring AI into the organization's enterprise systems through sound integration, architecture and an approved tool catalog
- Run AI as a managed IT service, from intake and governance to support, capacity and spend
- Control enterprise AI use through identity, data permissions, records retention and vendor terms
- Modernize the systems and data AI depends on and keep IT running when AI services fail

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: ISO/IEC 38500 and COBIT for IT governance, ITIL 4 and ISO/IEC 20000-1 for service management, TOGAF and enterprise architecture practice, the FinOps Framework, NIST's AI Risk Management Framework and zero trust architecture (NIST SP 800-207), the ISO/IEC 42001 AI management system standard, AI, privacy, records and operational resilience laws in the US, Canada, the EU and the UK, and standard third-party risk, business continuity and e-discovery practice. Most ask what an executive should do, decide or ask, or what a result means. A few are short calculations, such as cost per active user, usage cost, permission exposure or allowed downtime. 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-CIO 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 Information Officer

Written for chief information officers.

Module 5

AI Across Enterprise Systems

Most AI reaches staff through the systems the CIO already runs: SaaS suites, ERP and CRM platforms, collaboration tools and new copilots. This module looks at that spread from the CIO's seat: how to review AI features that vendors switch on, how to choose and roll out copilots, when to use a platform's built-in AI rather than a general assistant or a custom build, how to integrate AI with enterprise systems, and how enterprise architecture and an approved tool catalog keep the estate coherent.

- AI features arriving inside SaaS, ERP and CRM platforms
- Choosing and rolling out copilots for staff
- Integration patterns and enterprise architecture for AI
- Building and running an approved tool catalog

Module 6

The IT Operating Model for AI

AI tools must be requested, approved, supported, paid for and run like any other IT service, with some new demands. This module covers intake and demand management for AI, IT governance and decision rights, service management and support for AI tools, platform and capacity choices, and managing spend on AI licenses and usage.

- Intake, demand management and IT governance for AI
- Service management and support for AI tools
- Platform, infrastructure and cloud capacity choices
- Managing IT spend on AI licenses and usage

Module 7

Controlling Enterprise AI Use

The CIO turns AI policy into controls that work in daily use. This module covers finding and responding to shadow AI, making acceptable use operational, identity and access for AI tools and agents, the oversharing risk when copilots can search everything, records retention and e-discovery for AI content, and vendor terms on data use, with examples from the US, Canada and the EU/UK.

- Discovering shadow AI and making acceptable use operational
- Identity and access for AI tools and agents
- Data permissions and the oversharing risk of copilots
- Records retention, e-discovery and vendor terms on data use

Module 8

Modernization and Resilience

AI depends on the systems, data and integrations underneath it, and adds new ways for IT to fail. This module covers legacy systems and AI, data and integration readiness, keeping IT running when AI services fail, managing concentration on a few AI and cloud vendors, building IT skills for AI, and working with the CTO, CISO and CDO.

- Legacy systems, modernization and AI
- Data and integration readiness
- IT continuity and vendor concentration
- IT talent and working with the CTO, CISO and CDO

Preparing for the Exam

The AI-CIO 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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