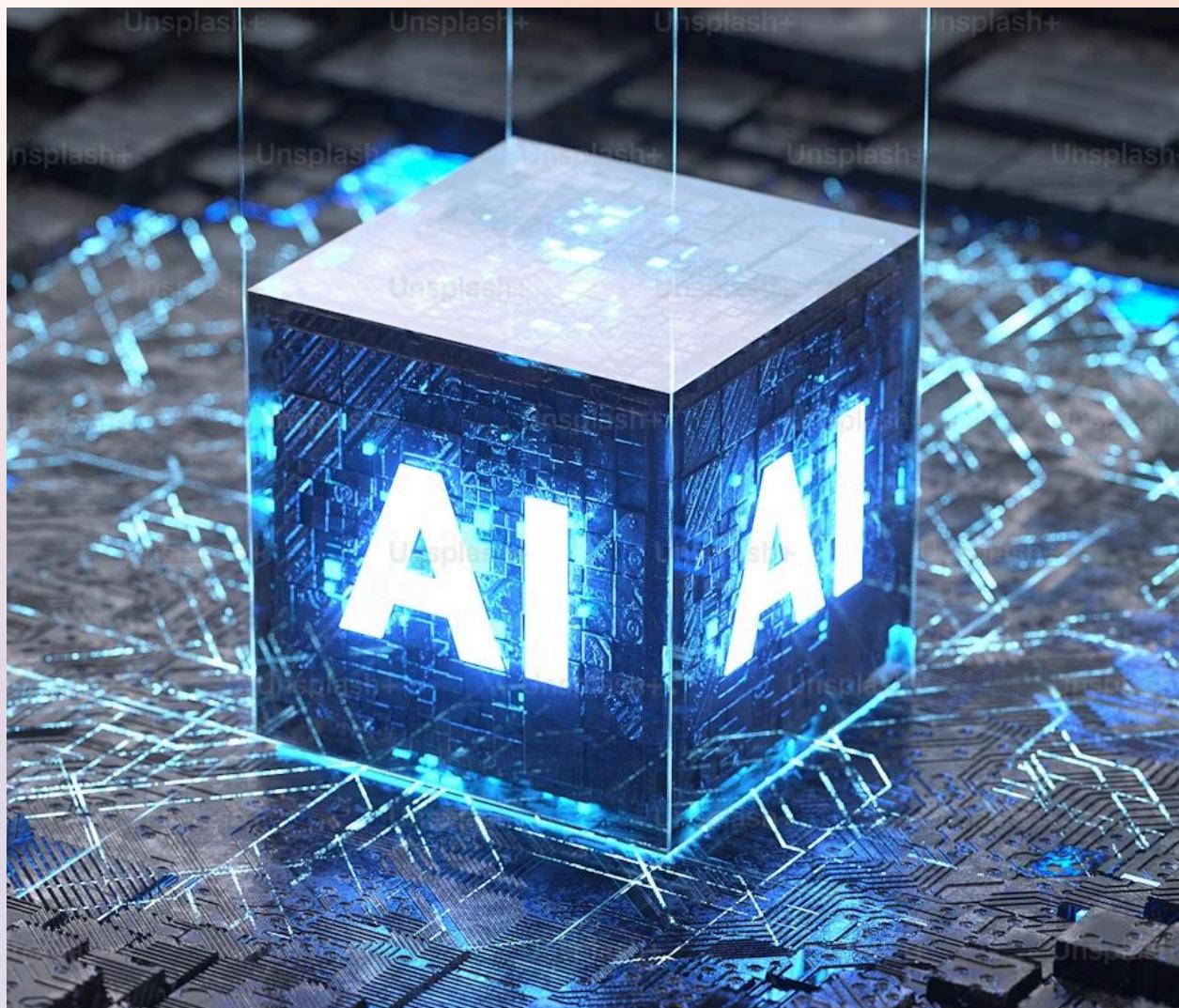


Course Package

AI Business Automation Specialist

15 weeks / online / fully fundable





15 weeks training
(3,5 months)
(5 days/ week, 9:00 - 16:30)



Beginner-friendly, online,
full-time



Personalized Career
Guidance
through our dedicated Career Center



At least one real world
project to showcase your
new skills in your portfolio

Why This Course?

- Enhance your job market chances with a comprehensive program blending theory and practice.
- Benefit from individual as well as collective learning through live sessions paired with recorded classes
- Build strong AI Automation skills and a stronger portfolio to showcase them to employers

Program Requirements



Don't worry, if you don't have a background in tech. You don't need any prior experience for our training – just curiosity, motivation, and a good level of English (B2 or higher).



The course is fully remote, so you can join from anywhere with a stable internet connection and a quiet space.



You'll need a Mac laptop to participate, but don't worry, we'll provide one for free for the duration of the course. All necessary tools and software are included.

Who Is This Course For?

This program is designed for professionals with experience in administration, operations, marketing, sales or management who want to acquire practical skills in AI-driven workflow and business automation. That means for example:

Office professionals

looking to reskill

Career changers

entering the tech & AI field

Analytical thinkers

who enjoy problem-solving

Project & operations managers

optimizing workflows

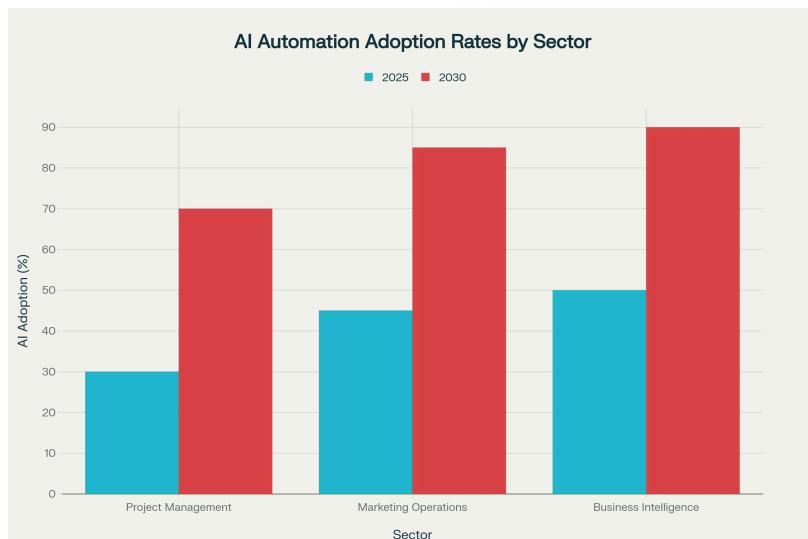
It is ideal **for career changers and upskillers** seeking to move into roles such as Automation Specialist, AI Operations Coordinator, or Digital Transformation Consultant.

What Will You Do After?

After graduation you can work in roles that bridge technology, business processes, and digital transformation – helping companies design, implement, and manage AI-powered automation solutions.

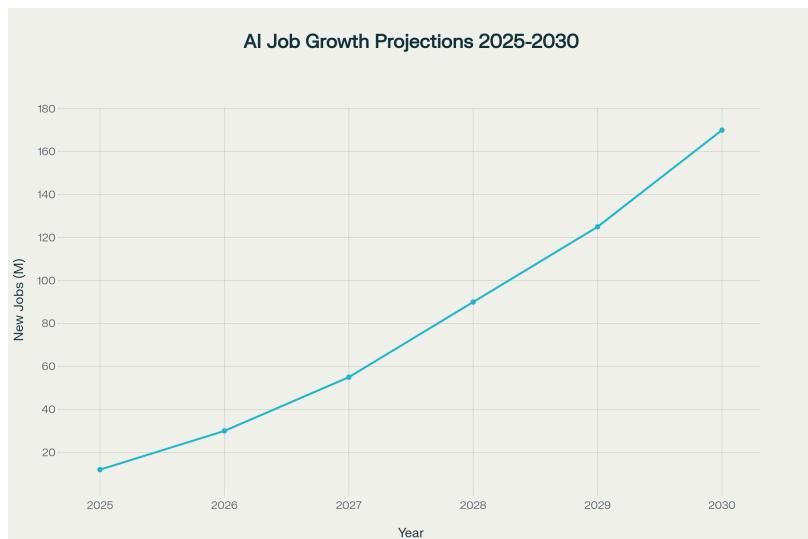
You Will be able to Apply To These Jobs:

- Automation Specialist / Automation Consultant
- AI Project Manager / Change Manager for Automation
- Business Intelligence or Data Operations Associate



Sources:

mckinsey.com
technologymagazine.com
pwc.com



Sources:

reports.weforum.org
sustainabilitymag.com
innopharmaeducation.com

What You Will Learn

Module 1

AI-Powered Process and Workflow Automation

Introduction to AI

Goal: Build foundational understanding of AI and automation in business contexts.

Duration: 40 TU (1 week)

Details: Evolution of AI: from automation to generative intelligence; Key concepts: machine learning, natural language processing, generative AI; Everyday business applications of AI (e.g. chatbots, data analysis, decision support); Introduction to no-code / low-code tools and AI platforms; Opportunities and limitations of AI in business settings; Ethical and compliance basics (transparency, bias, data protection)

Strategy: Consulting

Goal: Learn how to identify automation opportunities and translate them into actionable AI solutions..

Duration: 160 TU (4 week)

Details: Mapping business processes and identifying inefficiencies; Evaluating automation readiness within organizations; Building a use-case pipeline for AI & automation projects; Creating ROI and cost-benefit analyses for automation initiatives; Change-management principles for introducing new technologies; Communication and stakeholder alignment for AI adoption; Use of frameworks like Design Thinking & Lean Automation for solution design.

Application: Development & Integration

Goal: Gain hands-on experience building and integrating automated workflows.

Duration: 80 TU (2 week)

Details: Hands-on introduction to workflow builders (like n8n); Connecting and integrating common business apps (Google Workspace, M365, CRM systems); Automating repetitive office tasks: data collection, reporting, communication flows; Fundamentals of APIs and webhooks for non-developers; Using AI models and APIs (e.g. OpenAI, Gemini, Hugging Face) inside workflows; Introduction to prompt design and task automation with AI agents; Capstone project: Build an end-to-end automated business process using AI tools.

Module 2

Strategy and Business Transformation

Introduction to Legal and Data Infrastructure

Goal: Build foundational awareness of the legal, ethical, and infrastructural aspects of AI adoption.

Duration: 40 TU (1 week)

Details: Overview of EU AI Act, GDPR and ISO 27001 principles; Responsible AI frameworks (transparency, explainability, fairness); Data governance vs. data management – core concepts and terminology; Importance of data quality, security and access control; Key stakeholders in AI compliance (Legal, IT Security, Data Protection Officer).

Legal and Data Infrastructure

Goal: Learn how to design compliant, scalable, and sustainable data and AI infrastructures.

Duration: 120 TU (3 weeks)

Details: Building a data governance framework within an organization; Data architecture basics for automation and AI use-cases; Documentation and auditability of AI systems; Vendor management and third-party AI tools due-diligence; Creating internal AI policies and ethical guidelines; Practical case studies on AI risk assessment and compliance by design

Application: Development & Integration

Goal: Gain hands-on experience implementing AI solutions within existing business environments.

Duration: 80 TU (2 weeks)

Details: Designing AI-driven process improvement projects; Integrating compliance and data governance checks into automated systems; Connecting AI services to enterprise apps (ERP, CRM, Data Platforms); Building advanced workflows with AI APIs and RPA tools; Monitoring and evaluating automation performance (KPIs, dashboards).

Institutionalisation: Change Management, Adoption & Transformation

Goal: Enable participants to lead and manage organizational AI adoption strategies.

Duration: 40 TU (1 week)

Details: Building AI champion networks and internal advocates; Overcoming organizational resistance and fear of automation; Designing AI training and communication plans for teams; Measuring adoption success and continuous improvement; Ethical and human-centric transformation principles.

Final Project

Goal: Apply strategic and technical knowledge to a realistic AI business challenge.

Goal: Apply strategic and technical knowledge to a realistic AI business challenge.

Duration: 40 TU (1 week)

Details: Definition of a real case (own company, partner organization, or provided case study); Process analysis and problem statement; AI solution proposal (including tools, data flows and governance model); Cost-benefit and ROI estimation; Implementation roadmap and change management plan; Final presentation and peer review.

The Beam Career Center

At Beam, training to become an AI Business Automation Specialist is only the beginning. Our ultimate goal is to empower you to (re)enter the job market with confidence which is where our Career Center comes in.

From day one, you'll have access to personalized support designed to help you not only land a job, but build a career that truly fits your strengths and aspirations.

What's Included:

1:1 Career Coaching

Work closely with our career advisors to define your goals and build a strategy that works for you.

Pitch, CV & Cover Letter Training

Craft a compelling elevator pitch, write standout applications, and get noticed by the right employers.

LinkedIn & Networking Support

Sharpen your interview skills and master the art of negotiation so you can enter conversations with confidence.

Interview & Salary Prep

Sharpen your interview skills and master the art of negotiation so you can enter conversations with confidence

Your Personalized Career Plan

Together, we'll create a tailored job search roadmap based on your skills, goals, and preferred career path.

Internships

Benefit from internship placements in our partner companies, for even more hands-on experience and better chances of landing your dream job.

The Bildungsgutschein

– Get Your Course Fully Funded

If you live in Germany and are unemployed – or expect to be soon – you may be eligible to have the full cost of the program covered by the **Agentur für Arbeit** or **Jobcenter** through an **educational voucher (Bildungsgutschein)**

Here's how it works:

Be eligible

You must be a resident of Germany and currently registered as unemployed (or soon to be) with the Agentur für Arbeit

Have a case advisor

Make sure you have an assigned advisor (Arbeitsvermittler:In) at your local agency

Apply to our program

Submit your application for the course. Once accepted, we'll send you an official offer letter to share with your advisor

Talk to your advisor

Present the offer and clearly explain how the course will support your professional goals and improve your job prospects. If needed, we can help you prepare

Receive your Bildungsgutschein

If your advisor approves, they will issue the voucher. Please send it to us as soon as possible – your spot in the course is only secured once we receive it.

In Short



Apply

We verify your eligibility
and send you an offer

Send your offer to the Agentur für Arbeit /
Job Center and send us back the voucher
once you've received it

Start your course

A Day at Beam

This is a general indication. The actual structure of the day
might vary depending on the topic and the teacher.

- 9 am – 10.30 am: **Live session with the teacher**
- 10.45 am – 12.15 pm: **Live session with the teacher**
- 13.15 pm – 14.45 pm: Recorded Content
- 15.00 pm – 15.45 pm: Recorded Content
- 15.45 am– 16.30 pm: **Individual Study**

Program Details – Summary

Official Title of the Course	Weiterbildung zur/zum KI-Business-Automatisierungs-Spezialist:In
Number of Course / Maßnahmennummer	In Progress
Duration	15 weeks / 3,5 Months
Teaching Units	600
Commitment	Full time (9:00am - 4:30pm)
Holidays	Berlin national holidays and school closures
Location	Online / Remote
Course Language	English
Starting date	December 2025

Course Fee

Module 1: KI-gestützte Prozess-
und Workflow-Automatisierung

4,225.20 € - 280 TU

Module 2: KI-Strategie und
Business Transformation

4,937.60 € - 320 TU

Total: 9162.80 €/ Free through the Bildungsgutschein

Testimonials about Beam



“

Lenika Nuffer

Joining the program was an incredible experience. I had an interest in technology for a long time, but I didn't think I could be a fit in the industry because of my background. However, during my studies, I was able to use many of my skills and gain a good base to continue learning what is needed to achieve my new career goals. The support during the course, especially when working on personal projects, was essential in helping me build confidence in my new skills



“

Daniel Emilov

“Meine Gesamterfahrung im Webentwicklungsprogramm war unglaublich. Es war ein einjähriger Kurs, der meine Perspektive auf Technologie und Entwicklung komplett verändert hat. Die Highlights für mich waren definitiv die Frontend-Entwicklung, besonders die Arbeit mit CSS und verschiedenen Animationsbibliotheken. Ich habe es geliebt, wie das Beam Institute of Technology uns nicht nur technische Fähigkeiten beigebracht hat, sondern uns auch ermutigte, kreativ zu denken, was für mein Wachstum als Entwickler entscheidend war.”



“

Faisal Rehman

“My year at BIT has been nothing short of exceptional. The intensive front-end development course not only met but exceeded my expectations. The quality of education is top-notch, thanks to the expert instructors who bring real-world experience to the classroom. Their passion for web development is contagious.”



“

Valeriia Hubenko

Completing the program has been a significant step in my professional journey in Germany, and I truly appreciate the experience and support that helped me advance in my career

Contact Us

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<https://beaminstiute.org/>