



Certified Professional Training

AI Automation

Practical Training on Real World Industrial Projects

Target Learners: Undergraduates and Job Professionals

Pre-requisite: Basic computer technological skills

Duration: 2 Months (2 sessions each week = Total 16 sessions)

Credit Hours: 32 (4 Hours each week)

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Enrollment Form: <https://forms.gle/wHUTGTGtAAba5AjN6>

Key Takeaways



During this course, student will be able to learn:

- Understand the fundamentals of Applied AI and how it transforms business workflows.
- Identify automation opportunities in marketing, HR, sales, finance, and operations.
- Write effective AI prompts for business tasks, reporting, content, and decision-making.
- Design no-code automation workflows using triggers, actions, and logic (tool-independent).
- Automate data tasks such as summaries, calculations, and report generation.
- Build task-specific AI assistants for communication, documentation, and daily operations.
- Create marketing and content automation systems for social media and branding.
- Develop customer support workflows including auto responses and helpdesk flows.
- Automate HR and admin tasks such as CV screening, attendance reminders, and approval flows.
- Complete real-world business automation projects and present a fully functional workflow.

Approved by



ViLabs Academy, Advisory Board Members (ABM) comprises senior educators, industry leaders, and global technology experts who provide strategic guidance across training design and curriculum development. The Board actively reviews course content, ensures alignment with current industry demands, and validates learning outcomes against global skill standards. Their involvement guarantees that all ViLabs Academy programs remain credible, practical, and workforce-ready, giving learners and partners confidence in the quality and relevance of our education.

Software/Tools to be learn



- ChatGPT
- Gemini
- Google AI studio
- And other tools

Course Outline



Month 1 – AI Foundations + Practical Business Automation

Introduction to Applied AI & Automation

- What Applied AI means in business
- Identifying processes that can be automated
- Case studies: marketing, HR, finance, e-commerce

Prompt Engineering for Business Tasks

- How to write effective prompts
- Templates for emails, reports, summaries
- Building reusable prompt workflows

No-Code Automation Foundations

- Understanding triggers and actions
- Workflow structure: input → process → output
- Build a simple lead capture → auto-response flow

Data & Spreadsheet Automation

- Working with structured data
- Data cleaning basics

- Auto-generated summaries & business reports

AI Assistants for Daily Operations

- Creating task-specific assistants
- Automated messaging
- Documentation & SOP automation

Marketing & Social Media Automation

- AI content generation
- Content calendar creation
- Auto-publishing workflows (conceptual)

E-Commerce Automation

- Automated product data
- Customer query assistant
- Order follow-up workflows

Month 2 – Business Systems Automation + Real Projects

CRM & Sales Automation

- Customer journey workflows
- Automated follow-ups
- Lead qualification models

HR & Admin Automation

- Attendance & reminders
- CV screening with AI
- Approval workflows

Customer Support Automation

- Creating helpdesk flows
- Auto-response systems
- Knowledge-base automation

Financial & Reporting Automation

- Automated invoices and reminders
- Profit/loss summaries
- Weekly/monthly report generation

Image & Document Automation

- Extracting text from documents
- Auto-sorting and categorizing
- Form-filling automation

Voice & Messaging AI Agents

- Voice assistant concepts
- Chat-based customer support flows
- Auto replies for inquiries

Build Real Business Workflows

- Students create two systems:
- HR automation
- Marketing automation
- Admin or operations automation (choose any)

Projects



1. Final Presentation & Certificate
2. Students present their full automation system
3. Final evaluation + certification