

2 DAYS · IN PERSON · ENGLISH

Customizing AI Tools for Administration: Advanced Course

Design the Digital Office: Customize and Automate AI Tools.

COURSE DATE 2026-12-07–2026-12-08		PRICE €1,190 VAT-exempt	ENROLLMENT DEADLINE 2026-11-07
FORMAT	In person	LANGUAGE	English
DURATION	2 days	LOCATION	Berlin · EUREF Campus 9, Access via Torgauer Straße, 10829 Berlin
CERTIFICATE	Certificate of Participation		
EXPOSURE TIME			

Course Overview

The future of public administration lies beyond mere interaction with AI—it lies in the ability to tailor AI tools precisely to specific organizational needs. This two-day advanced course from the TU Berlin Academy empowers professionals to evolve from mere users to architects of their own digital solutions.

You'll explore the potential of Python-based AI applications and discover "Vibe Coding"—the revolutionary approach to creating software and automated workflows using natural language. Whether it's developing customized AI agents for research or integrating intelligent tools into existing organizational structures, this course will give you the technical confidence to drive digital transformation from the inside out.

Course Content

MODULE 1

Introduction to Python for AI-Powered Applications

- What is Python, and why is it used so often in AI?
- Basic programming concepts
- Variables and data types
- Simple functions
- Working with text and data
- Using Python libraries for AI
- Running simple Python scripts

MODULE 2

AI Agents for Organizational Workflows

- Understanding information flows within organizations
- Identifying repetitive tasks
- AI-powered documentation processes
- AI-assisted research and information gathering
- Integrating AI tools into existing workflows

MODULE 3

Vibe Coding: Creating Apps with AI

- What is Vibe Coding?
- AI-powered software development
- Prompting to generate applications
- Using AI coding assistants
- Rapid prototyping of simple digital tools
- Collaboration between domain experts and AI systems

MODULE 4

Design of AI-Powered Organizational Solutions

- Identifying AI potential within organizations
- Designing simple AI-supported tools
- Assessing benefits and risks
- Planning for responsible implementation
- Future developments in the field of AI-supported organizational work

Learning Goals

Upon completion of the course, participants will be able to:

- Use AI tools to assist with document creation, information processing, and organizational communication.
- Understand the concept of AI-assisted software development (Vibe Coding).
- Identify opportunities for the responsible integration of AI into organizational workflows.
- Recognize ethical, legal, and governance-related aspects associated with the use of AI.

Participation & Requirements

TARGET GROUP

This course is intended for: project managers, policy analysts, managers and team leaders, public sector employees, and administrative staff.

PRIOR KNOWLEDGE

No prior knowledge of programming, computer science, or AI is required.

TECHNICAL REQUIREMENTS

For the hands-on sessions, you must have your own laptop with administrator privileges (to install specific programs).

CERTIFICATE DETAILS

Upon successful completion, you will receive a certificate of completion from the TU Berlin Academy.
This course is recognized under Section 10(5) of the Berlin Educational Leave Act (BiZeitG).

Instructors

Prof. Dr. Hamid Mostofi

Prof. Dr. Hamid Mostofi is a professor of data science and artificial intelligence at SRH Berlin University of Applied Sciences and a senior researcher and project manager at TU Berlin, focusing on the application of AI in business and socioeconomic contexts.

His research interest lies in the application of data science techniques and artificial intelligence to sustainability concepts, taking into account social acceptance, perception, and attitude, as well as socio-economic factors.

He completed his PhD at TU Berlin with the grade "Summa cum laude." During his PhD, he worked as a research assistant at TU Berlin and was involved in the projects by the Federal Ministry for the Environment (BMU) and Federal Ministry for Economic Affairs and Climate Action (BMWK).

Currently he is the work package leader of MDZT (Mittelstand-Digital Zentrum Tourismus) funded by Federal Ministry of Economic Affairs and Energy BMWF since 2024 which is working on empowering SMEs by application of AI and digitalisation in Germany. Also, he was the visiting researcher by the University of California, Berkeley (UC Berkeley).

QUESTIONS ABOUT THIS COURSE?

Register Now

<https://academy-tu.berlin/en/courses/short/data-science/customize-ai-tools-administrative-workplace>
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QR code to the course page