



# Robotic Process Automation: Automation Anywhere

## Course Overview

Automation Anywhere (AA) has been recognized as one of the leading Robotic Process Automation softwares available. Through this course, trainees will be asked to use technical and processing skills to identify key areas of automation and create virtual bots. This online certification course is ideal for anyone with a technical background, who wants to build or kickstart a career in Robotic Process Automation (RPA) including: product developers, business analyst, project managers, technology and solution architects, operations support professionals, team leads, product managers, business analysts, and sales engineers.

In this 2 week online training program, we will teach various Automation Anywhere concepts from basic to advanced. All of the concepts will be paired with real-time industry examples, helping you ace the Advanced Professional Exam at the conclusion of the course, if you choose to do so. At the end of every session, various optional Automation Anywhere University modules will be assigned, allowing you to obtain two badges throughout the course: Citizens Developer and Bot Developer. These will allow for additional practice of classroom learned material, as well as to assess your understanding. Students may also be asked to watch additional videos outside of course hours in preparation for assignment help and certificate completion. Open online group meetings will also be coordinated for students to have access to the instructor, in case questions arise from the topics discussed during course sessions.

Automation Anywhere University (AAU) is a free online platform available to any individual. You do not need to enroll in Lumination Technical Training School to gain access to the materials available on this site. AAU will serve as a beneficial supplement to materials learned during the course sessions. Many assignments given throughout the course will be based off of modules completed through Automation Anywhere University. This platform will also serve as the certifying body for the RPA Advanced Professional Exam.

## Total Number of Instructional Hours

20 Hours (to be completed virtually on Google Meet, via Google Classroom)

\*Students should expect to spend an additional hour after each session for assignments and additional trainings

## Course Schedule

Week 1: Monday through Friday, 8:00 am to 10:00 am EST

Week 2: Monday through Friday, 8:00 am to 10:00 am EST

## Minimum Entrance Requirements

High School Diploma or its equivalent.

Hardware: Access to a Computer with basic configuration (Operation system: Windows 10).

There are no other prerequisites required to participate in the **Robotic Process Automation (RPA) online training course**, having a basic knowledge of any programming language will be an added advantage. .

## Registration Fee

A non-refundable registration fee of \$50 will be charged to all participants at the time of registration.

## Tuition

\$1099.00 (includes live instructor sessions, access to supplemental material on Google Classroom, and extra support before taking Advanced Professional Exam)

\*Upon Enrollment, students will be given instructions on how to access Automation Anywhere University and how to install the AA Community Edition software, which are free platforms available to the public, regardless of enrollment in this course.

## List of occupations for which RPA Course will prepare students

\*Please Note: The following list is by no means comprehensive nor do we guarantee placement in one of the below fields.

- Business Process Analyst
- RPA Consultant
- RPA Engineer or Developer
- RPA System Administrator
- RPA Business Analyst
- RPA Solutions Architect

## Course Objectives

- By the end of this **Robotic Process Automation (RPA) Online Training**, students will have practical and theoretical knowledge about RPA and tools (Automation Anywhere) to accomplish the following:
  - Understand Robotic Process Automation (RPA) and its value proposition.
  - RPA industry use cases across Banking, Insurance, Healthcare, IT, Finance and SCM, etc.
  - RPA Project life cycle and documentation procedure.
  - Learn RPA's Automation Anywhere software and how to use different components to automate processes.

- Learn Automation Anywhere tool installation, Bot creator, Bot runner and control room. • Learn to create task bot development, MetaBOT development, IQ Bot and BOT deployment.
- Learn Workload Management (Queue).
- Understand the business functionalities
- Know how these RPA can be utilized across the Organizations
- Implement RPA functions across the Organizations to boost revenues
- Create automation with applications
- Debug and handle exceptions in workflow automation.
- Preparation for the Automation Anywhere Advanced Professional Certification Exam

## Course Outline

- **Day 1: Introduction & Overview of RPA**
  - Logging In & Gaining Access to Automation Anywhere University and Community Edition
  - Introduction to Automation Anywhere and RPA
  - Benefits and Advantages of RPA
  - Example Use Cases & Processes that often use RPA
  - Questions & Answers Session
  - **Homework 1:** Introducing Robotic Process Automation (25 min), Did you Know (5 min) + Identifying Use Cases for Creating Bots (25 min)
- **Day 2: Use Cases and Automation Anywhere Explorations**
  - Review Day 1 Materials & How to Access Automation Anywhere Platform
  - Identify Potential Use Cases for Automation (from Homework)
  - Introduce different elements of Automation Anywhere: Control Room, Bot Creator, and Bot Runner
  - Walkthrough creation of first bot, “Hello Bot”
  - Question & Answers Session
  - **Homework 2:** Hello Bot: Getting Started with Building Bots (60 min)
- **Day 3: Recorder, Files, and Web Browser Cloning**
  - Review Day 2 Materials & Answer Any Remaining Questions
  - Introduce the Recorder Function & Walk Through Example
  - Walkthrough Files & Folders Commands
  - Combine Applications to Introduce Object Cloning on Web Browsers
  - Questions & Answers Session
  - **Homework 3:** Automating Tasks Using Universal Recorder (45 min)
- **Day 4: Error Handling, Emails & Universal Recorder**
  - Review Day 3 Materials, especially File & Folder Commands
  - Use Day 3 Bot (File & Folder) to implement Error Handling
  - Discuss the benefits of Error Handling and when to use it
  - Introduce Send Email Command and the different ways to connect to a server
  - Use Case on Read data from CSV file and update in application

- Finalize bot by creating table from Universal Recorder and sending the table through email as a saved CSV
- Questions & Answers Session
- **Homework 4:** Automating Tasks Using Excel Commands (45 min)
- **Day 5: Excel & Other CSV/Database Commands**
  - Review Day 4 Materials, and Answer any Final Questions on Error Handling or Recorder
  - Walkthrough the Excel Basic & Excel Advanced Commands in the Control Room
  - Use Case on Excel Commands: Read, update, and delete data
  - Discuss different uses for Excel Commands in Different Industries (refer back to initial Homework Use Cases)
  - Questions & Answers on Excel Commands
  - **Homework 5:** Automating Tasks Using the Enterprise A2019 File and Folder Packages, Email Action Package, and Identifying Citizen Developer Tasks in Enterprise A2019
- \*Completion of Citizens Developer Badge**
- **Day 6: Email, PDF, and String Operations**
  - **Final Assessment:** Introduce Bot Creation Final Assessment
  - Review Week 1 Materials & Answer Any Questions
  - Brief Review of Email Commands & How To Connect to Server
  - Introduce PDF Integration & String Operation with Use Case
  - Discuss Scripts in AA, OCR, and PGP Command
  - Questions & Answers Session
  - **Homework 6:** Building Resilient Bots (45 min)
- **Day 7: Master Bot, Windows, and MetaBot**
  - Review Day 6 Material
  - Introduction to the Master Bot Concept
  - Overview of Windows Commands: Actions & Control
  - MetaBOT Introduction & Example Use Case
  - API's, Image Recognition, and XML Commands (Time Permitting)
  - Questions & Answers Session
  - **Homework 7:** Implementing Front Office Automation Using Automation Anywhere Robotic Interface (45 min) & Submit Bot Proposal for Approval
- **Day 8: Practice Use Cases & Introduction to the IQ Bot**
  - General Course Review / Q&A Session
  - Mainframe & SAP Application
  - Wait Commands & BOT Dependencies
  - Use Case #1: Email, PDF, and Excel File
  - Use Case #2: Excel, Macro, Database, Email & Web Application
  - FTP & SFTP Commands
  - Introduction to IQ BOT (Use Case if time permits)
  - Questions & Answers Session
  - **Homework 8:** Implementing Back Office Automation Using Automation Anywhere Robotic Interface (45 min)

- **Day 9: Exploring the Control Room & Credential Locker**
  - Review Day 8 Material & HW Questions
  - Introduction to AA Control Room
  - Overview Roles, Functions, and Triggers between CR & Client
  - Schedule Bot from Control Room & Client
  - Credential Locker: How to Create, Users, and How to Share
  - Workload & Use Case on Workload
  - Questions & Answers Session
  - **Homework 9:** Automating Business Processes Using AISense (30 min) & Writing Inline Scripts (20 min)
  - **Final Assessment:** Submit Final Bot
- \***Completion of Bot Developer Badge**
- **Day 10: Variables, Triggers, and Review**
  - Review Day 9 Material & Answer any Remaining Questions
  - Presentation of Bots
  - Final Review of Automation Anywhere & Practice Questions
  - **Homework 10:** Course Evaluation Survey

## Attendance Policy

Participants in Lumination Technical Training School courses are required to attend a minimum of 80% of all training sessions (8/10 classes). Attendance is noted as logging into each class session and participating in a timely and substantive manner.

Students who have missed one class, will be reminded via email of the attendance policy. After a second class is missed, a warning will be sent from the instructor, informing them that any subsequent absence will result in failure of the course.

Please Note: Failure to attend the required number of modules may result in ineligibility of program certification. In extenuating circumstances in which a participant must be absent, the course instructor will make determinations on a case-by-case basis in excusing an absence. Students are responsible for obtaining course information from the instructor and making up all work missed due to an absence.

## Grading

At the conclusion of each course session, participants will be assigned quizzes and other activities to assess their understanding of course materials on Google Classroom. A final assessment will also be given through the demonstration of creating a bot. All homework assignments and assessments are outlined in the above Course Outline. The grading distribution will be as follows:

**Quizzes:** 45% of overall grade

**Bot Proposal:** 10% of overall grade

**Final Bot Submission:** 25% of overall grade

**Class Participation:** 20% of overall grade

\*Class Participation includes asking questions, participating in class discussions, and being on time for class sessions.

## Grading Policy

Participants in Lumination Technical Training School courses are expected to complete all assigned quizzes and other assignments. Students will be notified of any assignments that are missing when 50% of the coursework has been completed, as well as on the last day of training. If a student fails to complete all required assignments by the final due date (3 days after the course session has ended), they will not be eligible to receive a certificate of completion of the course, and as such, will fail the training course.

## Description of the Requirements for Certificate of Completion

In order to obtain a certificate of completion for this course, students must have attended **at least 80%** of all live training sessions. In addition, all coursework must be completed, with a passing grade of **70% or higher**. Written Progress Reports will be emailed and made available through Google Classroom to all participants at the conclusion of the first week of training, once 50% of the course has been completed. Extra support will be made available for those currently below or near the passing mark.

## How Certification Works

During the Robotic Process Automation course you will learn how to enroll and access supplemental materials in Automation Anywhere University, an online training program, where you can obtain badges and Professional Certifications. Throughout the two week training course, optional modules will be assigned daily to reinforce material and ensure understanding. These modules will consist of demonstrations, quizzes, and other activities. By completing all modules, students will earn a Citizens Developer Badge in their first week of training, and a Bot Developer Badge during the second week. Both badges are free of charge, and optional additions to the training course. A student's grade will in no way be affected if they choose to not complete these additional modules.

Upon completion of the training course, students should feel prepared to take the Automation Anywhere RPA Advanced Professional Exam. This exam will be conducted through Automation Anywhere University, and consist of a timed 2 hour exam, with 60 multiple choice questions. A score of 80% or higher will be needed to obtain the Advanced Professional Certification. Students who do not successfully obtain this mark, will have the opportunity to take our course again, as well as the exam, at no extra cost (Please review the "Our Commitment to You" for further details)..

## Estimated number of students to be enrolled in the program

In order to maintain a strong learning environment, courses will ideally be taught with a group of 10-15 students per training session. This is subject to change, based on demands.

## 2021 Course Calendar

| <b>Session (Weekdays 8-10am EST)</b> | <b>Course Start Date</b> | <b>Course Completion Date</b> | <b>Last Day of Access to Materials*</b> |
|--------------------------------------|--------------------------|-------------------------------|---|
| Session #1: June 2021                | 06/07/2021               | 06/18/2021                    | 07/02/2021                              |
| Session #2: July 2021                | 07/05/2021               | 07/16/2021                    | 07/30/2021                              |
| Session #3: August 2021              | 08/02/2021               | 08/13/2021                    | 08/27/2021                              |
| Session #4: September 2021           | 09/06/2021               | 09/17/2021                    | 10/01/2021                              |
| Session #5: October 2021             | 10/04/2021               | 10/15/2021                    | 10/29/2021                              |
| Session #6: November 2021            | 11/01/2021               | 11/12/2021                    | 11/26/2021                              |
| Session #7: December 2021            | 12/06/2021               | 12/17/2021                    | 12/31/2021                              |

\*PLEASE NOTE: All participants will have access to course materials for up to 14 days after the last day of the course session (as indicated above).

Lumination Technical Training School will be closed on weekends, for all Federal Holidays, in addition to the Day after Thanksgiving. Otherwise business hours will be Monday - Friday: 9am - 5pm EST.

## Graduation Rates & Certification Rates

DISCLAIMER: Lumination Technical Training School has yet to complete a training course, thus no information is available on Graduation or RPA Advanced Professional Certification rates.