



UNIVERSITY OF TORONTO
SCHOOL OF CONTINUING STUDIES

COURSE OUTLINE (Business & Professional Studies, online no proctored exam)

COURSE CODE: 3757

COURSE TITLE: Robotic and Intelligent Process Automation

INSTRUCTORS: Darshan Jain, BSC, MBA – Managing Partner at Reveal Group; **Alan Man CPA, MBA** - Senior Consultant at Reveal Group; **Enkel Doci, BSC** – Senior Consultant at Reveal Group

Lead Instructor: Alan Man and Enkel Doci

Phone: n/a

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Darshan.Jain@revealgroup.com

* email contact preferred

DAY/TIME: October 27, 2020 – December 8, 2020, Tuesdays, 6:30 pm to 9:30 EST. Online with Real Time Meetings

WEBINAR SCHEDULE:

- Tuesday, Oct 27TH, 2020 - from 6:30PM to 9:30PM EST
- Tuesday, Nov 3RD, 2020 – from 6:30PM to 9:30PM EST
- Tuesday, Nov 10TH, 2020 - from 6:30PM to 9:30PM EST
- Tuesday, Nov 17TH, 2020 - from 6:30PM to 9:30PM EST
- Tuesday, Nov 24TH, 2020 - from 6:30PM to 9:30PM EST
- Tuesday, Dec 1ST, 2020 - from 6:30PM to 9:30PM EST
- Tuesday, Dec 8TH, 2020 - from 6:30PM to 9:30PM ES

TEXTS PROVIDED WITH REGISTRATION: No textbook required. The Power Point slides in pdf format will become available before each Module and serve as text book along with supplemental materials.

RECOMMENDED TEXT(S) AND OTHER RESOURCES: N/A

PREREQUISITE(S)/ RECOMMENDATIONS: N/A

CERTIFICATE: N/A

COURSE FEE: \$ 795

COURSE REGISTRATION: <https://learn.utoronto.ca/programs-courses/courses/3757-robotic-and-intelligent-process-automation>



ANY QUESTIONS: Please email Alan Man or Enkel Doci: Alan.Man@utoronot.ca;
Enkel.Doci@utoronto.ca

COURSE DESCRIPTION:

If you're looking to build your skills in robotic process automation (RPA), this seven-week course is for you. You'll learn conceptual and practical elements of RPA and how it fits within digital transformation initiatives. You'll explore adjacent technologies now in the marketplace, such as intelligent OCR, machine learning and NLP. You'll emerge with the skills you need to build intelligent automations that align with established governance structures, and transition from a general analyst role to that of a hands-on RPA developer.

LEARNING OUTCOMES:

- Understand what RPA is, market size, business value, how it fits within digital transformation initiatives, and how organizations can benefit
- Learn how to get started with RPA, the necessary governance structure, and capabilities to establish a successful operating model within your organization
- Enhance the value you bring to your organization by gaining hands on experience by developing your own automation at the end of the course following industry best practices
- Gain both conceptual and practical knowledge using UiPath StudioX to lay foundation for further developer certifications from one of the leading RPA platform providers

COURSE FORMAT:

Course Format	Definition
Online with Real Time Meetings	Instructor-led online learning may include: -Synchronous learning activities such as webinars which are also recorded -Asynchronous learning activities -Peer to peer interaction, group work -Pre-defined schedule with firm start and end dates



COURSE PLAN:

MODULE/DATE	TOPIC/LESSONS	READINGS, ASSIGNMENTS, ACTIVITIES, ETC.
<p>Module 1 – Introduction to Intelligent Automation and UiPath Overview</p> <p>Tuesday, Oct 27th 6:30 PM to 9:30 PM EST</p>	<ul style="list-style-type: none"> • Kick-Off and Introductions • Introduction to RPA and Intelligent Automation • How Do Organizations Successfully Integrate Intelligent Automation? • Overview of UiPath Enterprise Platform <ul style="list-style-type: none"> ○ Discovery ○ Build ○ Manage ○ Run ○ Engage ○ Measure ○ Community Ecosystem 	<p>Sign-Up for UiPath community Edition, download, and install UiPath StudioX</p>
<p>Module 2 – StudioX and Planning Your Automation</p> <p>Tuesday, Nov 3rd 6:30 PM to 9:30 PM EST</p>	<ul style="list-style-type: none"> • Recap of Module 1 • Discover: <ul style="list-style-type: none"> ○ How do Organizations Uncover Automation Opportunities? • Get Started with StudioX <ul style="list-style-type: none"> ○ Interface and Features ○ Activities and Resources • Plan and Map Automation Builds <ul style="list-style-type: none"> ○ Human Path / Current State ○ Robot Path / Future State • Automate with StudioX <ul style="list-style-type: none"> ○ Find your Unicorn Name ○ Send an Email with your Unicorn Name ○ Currency Converter • Enable Successful Automation Programs <ul style="list-style-type: none"> ○ Vision & Strategy ○ Program Governance ○ Organization & People 	<p>Homework: RoboPath</p> <ul style="list-style-type: none"> • Build an Automation: Enter a New Supplier



MODULE/DATE	TOPIC/LESSONS	READINGS, ASSIGNMENTS, ACTIVITIES, ETC.
	<ul style="list-style-type: none">○ Capability & Training○ Change Management	
Module 3 – User Interface Automation and Project Notebook Tuesday, Nov 10 th 6:30 PM to 9:30 PM EST	<ul style="list-style-type: none">● Recap of Module 2● User Interface Automation with StudioX<ul style="list-style-type: none">○ Introduction to UI Automation○ Recording UI Interactions○ Build Automation: Generate a Strong Password○ Troubleshooting and Debugging UI Automation○ Build Automation: The RPA Challenge● The StudioX Project Notebook<ul style="list-style-type: none">○ Introduction to Project Notebook○ Configuring Project Notebook○ Demonstration of Project Notebook● Discover Automation Opportunities<ul style="list-style-type: none">○ Intake Approach○ Opportunity Assessment	Homework: Think about tasks you can automate!
Module 4 – Decisions, Iterations and Scenarios with StudioX Tuesday, Nov 17 th 6:30 PM to 9:30 PM EST	<ul style="list-style-type: none">● Recap of Module 3● Decisions, Iterations and Scenarios with StudioX<ul style="list-style-type: none">○ If statements○ Looping activities○ Switch Statements● Build Automation:<ul style="list-style-type: none">○ The RPA Challenge with Iterations○ Working with Multiple Templates● Deliver Automation Projects<ul style="list-style-type: none">○ Delivery Methodology	Homework: Personal Task Automation - build your personal automation (Human Path/Robot Path)



MODULE/DATE	TOPIC/LESSONS	READINGS, ASSIGNMENTS, ACTIVITIES, ETC.
	<ul style="list-style-type: none">○ Technical Best Practice○ Testing Approach○ Tools to Manage Projects: RoboManager	
Module 5 – Microsoft Office Automation Tuesday, Nov 24 th 6:30 PM to 9:30 PM EST	<ul style="list-style-type: none">● Recap of Module 4● Excel Automation with StudioX<ul style="list-style-type: none">○ Reading / writing data in Excel○ Data extraction○ Misc. excel activities● Files and Folder Automation with StudioX<ul style="list-style-type: none">○ Basic file and folder automation activities● Outlook Automation with StudioX<ul style="list-style-type: none">○ Basic email activities● Word Automation with StudioX<ul style="list-style-type: none">○ Setting data fields● Operations to Support RPA Programs<ul style="list-style-type: none">○ Business as Usual○ Support Model○ Permissions & Credential Management	
Module 6 – Error Handling and Automation Lifecycle Tuesday, Dec 1 st 6:30 PM to 9:30 PM EST	<ul style="list-style-type: none">● Recap of Module 5● Error Handling in StudioX<ul style="list-style-type: none">○ Basic troubleshooting (Validate/Analyze)○ Troubleshooting best practices UiPath● Running StudioX Automation<ul style="list-style-type: none">○ Publishing StudioX automations○ Robot Assistant○ Citizen Delivery lifecycle○ Best Practices lifecycle & governance	Homework: Research what limitations you see with how RPA currently works?



MODULE/DATE	TOPIC/LESSONS	READINGS, ASSIGNMENTS, ACTIVITIES, ETC.
	<ul style="list-style-type: none">○ Citizen Delivery Document● Demonstration: Intelligent Document Processing● Other RPA Platforms: Blue Prism; Automation Anywhere; Power Automate	
Module 7 – Virtual Automation Bootcamp and Intelligent Automation Demo Tuesday, Dec 8 th 6:30 PM to 9:30 PM EST	<ul style="list-style-type: none">● Recap of Module 6● Virtual Automation Bootcamp<ul style="list-style-type: none">○ Forwarding Inventory Data○ The reconciliation of 2 reports○ Handling Patient Information● Demonstration: Intelligent Automation in Action – Intelligent document processing + RPA	

CLASS CANCELLATIONS:

In the event that your class is cancelled at the last moment due to instructor illness or other unfortunate circumstances, etc., we will notify you as soon as possible. Please ensure that you have provided a daytime phone number or email in your student profile. Efforts will be made to make up any missed class time.

AUDIO/VIDEO RECORDINGS:

You are not permitted to record classes without the written consent of your instructor(s).

ACADEMIC ACCOMODATIONS:

If you require accommodation for a disability, please contact Enrolment and Learner Services at 416-978-2400, email scs.accessibility@utoronto.ca or fill out the form at the following link to arrange this service. <https://learn.utoronto.ca/help/forms-and-applications/accommodation-request-form>