

# Overview of RPA Software and Tools for Non-Technical Users

## Course Description

This course provides an overview of Robotic Process Automation (RPA) and its applications in business. You'll learn how RPA can be used to automate repetitive tasks and streamline business processes. You'll also learn about the best practices for successful RPA implementation and how to manage and maintain RPA bots.

## Audience

This course is designed for business professionals who are interested in understanding the basics of RPA and its applications in business. No technical background is required.

## Pre-requisite Knowledge/Skills

There are no prerequisites or technical skills required for this course. Basic computer literacy is recommended.

## Course Objectives

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- Understand the basics of RPA and its applications in business
- Identify processes that can be automated using RPA
- Develop an RPA solution to automate a business process
- Implement RPA bots and manage the implementation process
- Maintain and troubleshoot RPA bots
- Explore advanced concepts in RPA, such as integrating RPA with other technologies

## Course Outline

The course comprises 8 hours of theory. It's divided into 6 different modules.

### Module 1: Introduction to Robotic Process Automation

- Understanding RPA and its benefits
- Overview of RPA software and tools
- Applications of RPA in different industries

### Module 2: Getting Started with RPA

- Identifying processes for automation

- Analyzing the process and designing an RPA solution
- Understanding RPA implementation process

### Module 3: Best Practices for RPA Implementation

- Best practices for successful RPA implementation
- Managing the RPA implementation process
- Ensuring RPA security and compliance

### Module 4: Process Optimization with RPA

- Improving processes using RPA
- Identifying process improvement opportunities
- Enhancing productivity and efficiency through RPA

### Module 5: RPA Maintenance and Support

- Maintaining and supporting RPA bots
- Troubleshooting RPA bots
- Upgrading and updating RPA bots

### Module 6: Advanced Concepts in RPA

- Artificial Intelligence and Machine Learning in RPA
- Integrating RPA with other technologies
- RPA in complex business processes