LUMSx

Robotic Process Automation (RPA) for Professionals

LIVE ONLINE

Starting: 15 July, 2025

REGISTER NOW   www.lumsx.lums.edu.pk

LUMSx is the center for online learning and professional development at LUMS. We extend LUMS' excellence in teaching and research beyond its borders by leveraging technology and innovative pedagogy. Our courses aim to bridge critical knowledge & skill gaps for Pakistani learners and to meet their diverse learning needs, we offer **Self-Paced Courses**, **Hybrid (Online-Cohort) Courses**, **Synchronous (Live-Online) Courses**, and **Free Open Online Courses** (OpenCourseWare). We intend to harness technology for enhancing access, improving educational quality, and amplifying education's impact.

Course Format: Live Online
Language: Bilingual

Course Dates: July 15, 2025 – August 26, 2025
Registration Deadline: June 30, 2025
Class Timings: Tuesday and Thursday, 7:00pm - 9:00pm
Duration: 6 Weeks

Price: PKR. 25,000

ABOUT THIS COURSE

In today's fast-paced technological landscape, Finance and Business sectors are undergoing significant transformation, driven by the rise of Artificial Intelligence (AI) and Robotic Process Automation (RPA). These game-changing technologies enable professionals to streamline processes, improve accuracy, and elevate service quality, offering an opportunity to focus on more strategic initiatives.

This course, "Robotic Process Automation for Professionals," is designed to empower participants to develop intelligent robots that automate their routine tasks, allowing them to save valuable time for higher-level decision-making and strategic engagements. By leveraging cutting-edge tools like MS Power Automate Desktop, participants will gain hands-on experience through practical exercises and real-world case studies, making RPA a vital asset in their professional toolkit.

What Will You Learn:

By the end of this course, you will be able to demonstrate the following learning outcomes:

- Understand the fundamental concepts of Robotic Process Automation (RPA) and its application in business environments.
- Design, develop, and implement automated workflows using Power Automate Desktop to streamline repetitive tasks.
- Integrate RPA solutions with existing systems and applications to enhance productivity and reduce operational costs.
- Developing bots to automate Excel based activities including application of formulars, charts and running Macros
- Automate email workflows, including email generation, sorting, and response management, to improve communication efficiency.
- Implement web automation for tasks such as web scraping, form submission, data retrieval, and navigation across websites.

MEET YOUR INSTRUCTOR

Course Instructor

FAIZAN IRSHAD

Fellow Chartered Accountant, ICAP

Faizan Irshad is a Fellow Chartered Accountant (ICAP) and holds an MS in Business Analytics. He is also a gold medalist in Machine Learning, Deep Learning, and Big Data. Faizan has specialized in Robotic Process Automation (RPA) through UiPath and is certified in the Microsoft Power Platform.

He regularly conducts training and workshops on various topics, including RPA, Power BI, SQL, Big Data, Power Apps, Artificial Intelligence, Python and Data Analytics at renowned institutions. Faizan is also honored to have received the prestigious Professional Excellence Award from ICAP.

MEET YOUR INSTRUCTOR

Course Instructor

ABDUL RAUF

CEO,
Bizware Private Limited

Abdul Rauf is a Fellow Member of the Institute of Chartered Accountants of Pakistan, currently working as CEO of Bizware Private Limited, which provides strategic planning services, and functional consulting.

He has worked as a faculty member at the Business School of Lahore University of Management Sciences (LUMS), teaching courses on Accounting for Islamic Banks, financial reporting (IFRS), Auditing, and Information Systems. He has also designed academic and executive courses in these areas and developed study material for these courses.

Rauf has been assigned multiple administrative positions, including the Director Curriculum Development in Center for Islamic Finance, Convener of Center for Agribusiness Management, and Coordinator of the flagship undergrad program of the school.

Rauf started his career with A. F. Ferguson & Co. (a member firm of PwC Pakistan), where he served for almost six years as a trainee and then at a managerial position. At PwC, he worked in the Assurance and Advisory Services and led projects for both the public and private sectors.

COURSE OUTLINE

Module	Key Topics
Module 1: Introduction to Robotic Process Automation & Tools	• Introduction to Automation and Robotic Process Automation (RPA) • Importance and advantages of automation in business, operations, and finance • Overview of leading Robotic Process Automation (RPA) tools
Module 2: Google Form Automation	Developing multiple bots to automate the process of accessing Excel data and populating it into a customized Google form: • Automating data entry for a single record using the column index • Automating multiple records entry by looping through the column index • Automating multiple records entry by looping through the column name • Reading Excel data with a fixed number of records • Reading Excel data with a dynamic cell range
Module 3: Invoice Processing Automation	Develop bots to automate the processing of Sales Invoices in Accounting Software: • Introduction to "Fast Accounts Software" and its various modules • Automating the processing of Excel-based invoices in Fast Accounts for multiple customers, each with a single product, utilizing flow variables and date format adjustments • Automating the processing of Excel invoices in Fast Accounts for multiple customers with multiple products per invoice, through the use of Nested loops
Module 4: Data Extraction & Analysis Automation	Develop a bot to automate Data Extraction from Accounting Software: **Data Extraction:** • Extract sales data for selected customers from FastAccounts • Export the extracted data to Excel and save it in the default location **File & Folder Management:** • Retrieve files from the default folder based on file index • Move the files to a specified destination folder • Rename files to match customer names **Data Consolidation:** • Copy data from multiple files • Write the consolidated data into a single workbook for further analysis

COURSE OUTLINE

Module	Key Topics
Module 5: Email Automation	Develop multiple bots to automate email management activities: • Automate sending emails to multiple recipients, customizing the content for each individual while attaching a standard file. • Automate sending emails with customized attachments for each recipient, automatically identifying the correct file using conditional logic. • Automate the reading of received emails, saving attachments to a designated folder, and moving processed emails to specific folders. • Automate forwarding received emails with predefined forwarding rules, sending them to the appropriate team for necessary action.
Module 6: Conditional Actions	Creating attended bots for processing manual inputs (application parameters) and executing actions based on conditional logic and loops: • Implement If, Else, and Elseif conditions for decision-making • Utilize Input & Output Variables for dynamic processing • Display Messages to interact with users and provide updates • Use Loop Conditions to automate repetitive tasks
Module 7: Web Scraping	Development of bots to extract data from various webpages and save it in an Excel workbook: • Create a bot to extract data from an e-commerce site for a fixed number of pages, using a UI element as the pager. • Develop a bot to extract data for multiple products from an e-commerce site, dynamically determining the total number of pages to cover all available data. • Save the extracted data for multiple products into separate worksheets within a single Excel workbook, organized in tabular format with appropriate column headings.
Module 8: Excel Automation	Developing a bot to automate Excel based activities including • Applying Excel formulas • Creating charts & Dashboards • Running Macros

COURSE OUTLINE

Module	Key Topics
Module 9: Window Applications Automation	Working with window applications to launch power point, notepad, Oracle and other ERP applications: • Launching application through application path or application name • Working with power point using Power Automate • Working with notepad or other window applications using Power Automate
Module 10: Automating the Development of Bots	Use of Recorder for Automating the Development of bot: • Use of recorder to record and replicate manual processes without writing manual actions • Using Recorder in combination with manually defined actions
Module 11: PDF Automation	Developing bots for reading data from structured PDF files and extracting text and tables for further analysis and processing using pre-built templates • Extracting tables from PDF Files and saving into multiple excel worksheet • Modifying standard template to export different tables to a single worksheet
Module 12: Word Automation	Developing bots for reading data from MS word format files and extracting text and tables as well as writing data to MS Word file: • Extracting complete data i.e. all tables and text and saving into Excel • Extracting data from MS word file based on word matching criteria • Writing data or inserting images to MS Word Files

LUMSx

ROBOTIC PROCESS AUTOMATION (RPA) FOR PROFESSIONALS

ENROLL NOW

*As an **online learning gateway** of LUMS, we aim to extend LUMS' excellence in teaching and research **beyond its borders** by leveraging technology.*