

# LUMINATION

Technical Training School

## Student Handbook & Catalog

Published: March 19, 2021

2021



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# Welcome to Lumination Technical Training School

## Foreword

This handbook has been prepared to provide valuable information to students. Answers to many questions regarding training courses with Lumination Technical Training School can be found in this handbook. For specific information regarding an individual course or clarification of any item in this handbook, please email [contact@lumaxia.com](mailto:contact@lumaxia.com).

We sincerely hope your experience with our course will be enjoyable, will diversify your skillset and will set you on the path to the right future!

Aida Regardiz-Vuppala  
President

## Our Values

### Mission Statement

We are committed to preparing each of our students for success in their certification exams. Our standard is that no student should feel like one of the many. The Lumination School's objective is to provide students with the tools necessary for short term success in their certification exams while providing access to career guidance that will ultimately lead to long term growth and achievement. Here at the Lumination Technical Training School, we are equipped to help you in elevating your career as we assist you in crafting your future. There are no limitations here at the Lumination School; only possibilities and tools for success.

### Core Values

- We guarantee personalized assistance for both course material and career advice.
- Your success is our success, and we will do all we can to ensure you are equipped to pass the certification exams.
- We might be virtual but each of our courses will be interactive, informative, and hands-on as one would find in a classroom setting.
- Our services do not end in the classroom. Our resume and career services are open and accessible to all students during and after the course.

## Why Lumination Technical Training School?

### Our No-Fail Guarantee

Lumination is committed to your success! In addition to providing supplemental modules after each training session, and individualized training when needed, if you don't pass your

Certification Course, we will allow you to take our Training Session all over again, at NO ADDITIONAL CHARGE! This will allow you to become even more prepared with course material and feel ready to begin your career as a Robotics Process Automation Professional.

## **Personalized Training**

Course sizes are limited for throughout each training session, to ensure you are receiving as much hands on training as possible. Throughout each session, there is time dedicated specifically to answering your questions and reinforcing any material that you need. Assignments will also be given after each class, to further advance your understanding of the discussed topics. If you are still struggling, or need any extra help, our instructor will work with you one on one, to ensure your success.

### **Completed the course, but don't feel ready to take the exam yet?**

Upon completion of the technical training course, you will be eligible for an additional week of extra help and tutoring from the instructor. This may include practice exams, one-on-one tutoring, crash course sessions, or anything else that will help you feel confident in your technical capabilities.

## **Career and Resume Services**

Lumination Technical Training School intends to provide the most current information about the industry and ensure each student is marketable to prospective employers upon completion of training. Resume services, assistance with interviewing and job placement, as well as potential consulting opportunities are offered to students who receive a certification of completion at no additional cost.

\*Note: Job Placement is not guaranteed through taking this course, but you will have the opportunity to share your Resume with our Talent Acquisition team upon certification.

## **Admissions and Enrollment**

Admission to the Lumination Technical Training School is available to persons 18 years of age and older. Prospective students must complete the enrollment process including submission of a current resume.

# **RPA: 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. At the end of every session, various 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 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.

## **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**

There are no 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.

**Hardware:** System with basic configuration (Operation system: Windows 10).

## **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 Automation Anywhere University, the latest Community Edition (currently A2019), and extra support before taking Advanced Professional Exam)

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

Business Process Analyst  
Back Office Processor  
IT Professionals  
BPO/Support Officials  
RPA Consultant  
RPA Engineer or Developer  
RPA Developer  
RPA Technical Leader  
RPA System Administrator  
RPA Business Analyst  
RPA Solutions Architect  
RPA Bot Administrator  
RPA Applications Manager

## 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 all sessions for the entire duration. Attendance is noted as logging into each class session and participating in a timely and substantive manner.

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.

## 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**. Progress Reports will be distributed at the conclusion of the first week of training, and extra support will be made available for those currently below or near the passing mark.

## How Certification Works

Enrollment in the Robotic Process Automation course will also enroll you in Automation Anywhere University, an online training program, where you can obtain badges and Professional Certifications. Throughout the two week training course, 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. 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.

## 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>
Session #1: May 2021	05/03/2021	05/14/2021
Session #2: June 2021	06/07/2021	06/18/2021
Session #3: July 2021	07/05/2021	07/16/2021
Session #4: August 2021	08/02/2021	08/13/2021
Session #5: September 2021	09/06/2021	09/17/2021
Session #6: October 2021	10/04/2021	10/15/2021
Session #7: November 2021	11/01/2021	11/12/2021
Session #8: December 2021	12/06/2021	12/17/2021

## Graduation Rates & License Rates

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

## School's Payment & Withdrawal Policy

### Payment

Lumination Training School accepts all major credit cards as payment for training programs. Participants will be required to pay 50% of tuition at the time of enrollment. The remaining 50% of tuition must be paid upon completion of the course. Participants must complete Lumination Training School's Credit Card Authorization Form at the time of enrollment.

### Withdrawal & Refund Policy

Lumination Training School follows Massachusetts law, outlined below, when processing refunds.

REFUND POLICY (AS PER M.G.L. CHAPTER 255, SECTION 13K):

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.

3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

In addition, any students receiving funds from Title IV programs are subject to the U.S. Department of Education's Federal Return to Title IV (R2T4) policy. The return of your funds to Title IV is separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The school may also charge you for any Title IV program funds that the school was required to return.

<b>REFUND AMOUNTS</b>				
<b>COURSE</b>	<b>TUITION</b>	<b>75%</b>	<b>50%</b>	<b>25%</b>
RPA	\$ 1,099.00	\$ 824.75	\$ 549.50	\$ 274.75

### **REFUND SCHEDULE FOR RPA COURSE**

**\*Please note that registration fees are non-refundable**

<b>DATE OF TERMINATION</b>	<b>DAY OF COURSE</b>	<b>ELIGIBLE REFUND</b>	<b>REFUND AMOUNT</b>
Within 5 days of Enrollment Agreement	N/A	Full Refund	\$ 1,099.00
Before Commencement of Program	N/A	Full Refund	\$ 1,099.00

During First Quarter of Program	Day 3 of 10	75% Refund	\$ 824.25
During Second Quarter of Program	Day 5 of 10	50% Refund	\$ 549.50
During Third Quarter of Program	Day 8 of 10	25% Refund	\$ 274.75
During Fourth Quarter of Program	After Day 8	No Refund	\$ 0.00

# Lumination Technical Training School Rules & Policies

## Student Complaint & Resolution Policy

It is the policy of Lumination Technical Training School to maintain a harmonious and positive environment for its students. Lumination Technical Training School encourages its students to express concerns about course-related and other issues to their instructor. Participants who have concerns or complaints prior to commencement of their course, should direct such concerns to the following email address: [registration@lumaxia.com](mailto:registration@lumaxia.com). Lumination Technical Training School will respond to student complaints within 30 days from the submission of the complaint by the student in writing, to the school.

## Rules & Standards of Conduct

Lumination Technical Training School's rules and standards of conduct are essential to a productive learning environment. As such, students are expected to familiarize themselves with, and be prepared to follow, the Company's rules and standards.

While not intended to be an all inclusive list, the examples below represent behaviors that are considered unacceptable at training facilities. Behaviors such as these, as well as other forms of misconduct, may result in expulsion from the training program.

- Theft or inappropriate removal / possession of property
- Possession, distribution, sale, transfer, manufacture or use of alcohol or illegal drugs
- Fighting or threatening violence
- Threatening, intimidating, coercing or otherwise interfering with the learning of fellow students
- Negligence or improper conduct leading to damage of company-owned property
- Smoking in the training facility
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism

Other forms of misconduct not listed above may also result in expulsion from the training program. If you have questions regarding Lumination Technical Training School's standards of conduct, please direct them to your instructor.

## **Emergency Closing**

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a training facility. The decision to close or delay regular operations will be made by Lumination Technical Training School management. When a decision is made to close a training facility, students will receive notification from the company or the course instructor.

## **Electronic Device Policy (Cell Phones / Mobile Communication)**

Students may have "silenced" cell phones and mobile communication devices on their person while attending a training course. The use of these devices during instructional time without the permission of the instructor, or in a disruptive manner in the training setting is prohibited.

## **Smoking**

Lumination Technical Training School provides a smoke-free environment for its students, employees, customers and visitors. Smoking, including the use of e-cigarettes and vaporizers, is prohibited throughout our facilities.

## **Guidance and Counseling Policy**

It is the goal of Lumination Technical Training School to provide counseling to all students throughout the training process. Instructors are available to provide assistance and ensure each student has a strong understanding of the material. Any student struggling with the course material is encouraged to seek assistance from the instructor.

## **Sexual Harassment and Other Forms of Unlawful Harassment**

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcome physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters

- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive and unrelated to the Company's legitimate business interests.
- Any other visual, verbal or physical conduct or behavior deemed inappropriate by the Company.

## **Anti-Discrimination Policy**

Lumination Technical Training School does not discriminate against any person in its provision of admissions or certification services on the basis of race, religion, sex (including sexual orientation and transgender status), pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

## **Privacy Policy**

Any personal information provided by the student to Lumination Technical Training School will be used for company purposes only, in order to provide our students with the best service possible.