

## SKILLSFUTURE SERIES FOR TECH ENABLED SERVICES

### CoC in Robotic Process Automation (RPA) for Beginners

#### Course Objective

With the rapid increase in companies adopting digitalization to improve productivity and business operations, RPA is gaining rapid market attraction as it handles repetitive and rule-based tasks without human intervention. The use of RPA enables organisations to automate repetitive functions and focus more on core business tasks to gain long-term profitable growth.

This course will equip participants with the knowledge to automate its work processes in order to achieve increase in productivity.

#### Course Content

- Introduction to RPA
- UiPath Interface
- Programming Concept
- Excel Automation
- Web Automation
- Email Automation

<https://www.youtube.com/watch?v=sSCI-0LLuaE#action=share>

#### Level of Proficiency

Basic

#### Entry Requirement / Course Advisory

This is an introductory course for learners who are new to the subject. No prior knowledge is required.

Participants should preferably have language proficiency at Workplace Literacy & Numeracy (WPLN) Level 5 in Speaking and Listening, and Level 4 in Reading and Numeracy.

#### Certification Awarded

Certificate of Competency

[Return to Course List – Tech Enabled Services](#)

#### Course Details

##### Duration (Hours):

7

##### Training Venue:

ITE College West  
1 Choa Chu Kang Grove Singapore 688236

#### Course Fees (inclusive of GST)

##### Full Fee

- \$ 235.40

##### NETT Fee

(after 70% course fee subsidy)

- \$ 70.62

- For Singapore Citizen & Permanent Resident

##### Mid-Career Enhanced Subsidy scheme (after 90% course fee subsidy)

- \$ 26.62

- For Singapore Citizen aged 40 & above

##### Workfare Training Support scheme (after 95% course fee subsidy)

- \$ 15.62

- For Singapore Citizen aged 35 & above, earning \$2000 or less per month