

SALESFORCE PROFICIENCY PACK FOR ADMINISTRATORS



OVERVIEW

Learn the fundamentals of being a Salesforce Admin – in just 30 days! The Salesforce Proficiency Pack for Administrators is a blended, prescriptive, expert-led training program that gives you a 30-day plan to learn what you need to be an awesome Salesforce Administrator, and fast tracks you to the Salesforce Certified Administrator certification. Accessed online and taking just a few hours a day, the program is a mix of engaging bite-sized Trailhead content, interactive eLearning modules, hands-on exercises, and certification prep guides and materials. The program also features live coaching from Salesforce Certified instructors, and includes a voucher to sit for the Salesforce Certified Administrator exam.

QUICK FACTS

- Self-paced online path to certification
- No travel required, so it doesn't conflict with other work
- A fraction of the cost of traditional expert-led training

WHO SHOULD TAKE THIS COURSE?

The Salesforce Proficiency Pack for Administrators is designed for anyone who wants to learn the ins and outs of Salesforce administration, but doesn't have the time to attend a 5 day class.



DURATION

30 days, with 1-2 hrs/day

DELIVERY FORMAT

The Salesforce Proficiency Pack for Administrators is a combination of expert-led virtual classroom sessions, self-paced online material, and supplemental, hands-on exercises.

CERTIFICATION

Salesforce Proficiency Pack for Administrators is recommended as preparation for the Salesforce Certified Administrator exam.

[REGISTER NOW →](#)



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WHEN YOU COMPLETE THIS PROGRAM, YOU WILL BE ABLE TO:

- Navigate Salesforce and personalize your experience
- Give your data structure with objects, fields, and relationships
- Identify the steps to set up and/or maintain a user
- Explain the various organization security options
- Describe the features and capabilities of the Salesforce sharing model
- Given a scenario, apply the appropriate security controls
- Describe the various settings and permissions a profile controls
- Troubleshoot common user access and visibility issues
- Recall the various UI features that an administrator controls
- Customize Salesforce, including page layouts, fields, tabs, and business processes
- Create a secure Salesforce environment
- Maintain and import clean data
- Create high-value reports and dashboards
- Set up workflow automation
- Maintain a Salesforce organization, responding to common business requirements, and performing administrative functions using the current version of Salesforce

ABOUT SALESFORCE UNIVERSITY

Salesforce University offers a comprehensive catalog of courses and certifications to help you administer, develop, and use your organization's Salesforce environment. Whether you need a customized private course for your whole team or an in-depth instructor-led classroom experience for one person, Salesforce University can help you take the next steps on your journey to success. Contact us today to learn how we can help you get the most out of your Salesforce investment.

REGISTER FOR SALESFORCE UNIVERSITY COURSES ONLINE OR SPEAK WITH AN EXPERT:



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