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SALESFORCE ADMINISTRATOR PROGRAM

Join our comprehensive Salesforce Administrator course and become a vital asset to any organization. Transform your career with our Salesforce Admin Bootcamp. Gain hands-on experience & unlock skills to excel in managing Salesforce platforms.

SCHEDULE

Mar. 31st, 2025

10 WEEKS

Don't miss this opportunity to accelerate your career in the thriving tech industry!

This non-credit online Clarusway partnership with the Division of Continuing Studies at the University of Wisconsin–Madison is designed to train students for Salesforce Administrator careers.

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ABOUT THIS PROGRAM

◆ **Embark on a transformative journey in our Salesforce Administrator Bootcamp!**
Master key concepts, gain hands-on experience, and unlock the skills to excel in managing
Salesforce platforms efficiently. Elevate your career prospects with practical knowledge and
expert guidance.

◆ **Targeted Salesforce training in our comprehensive Salesforce bootcamp boosts CRM
expertise.** Learn how to optimize platforms effectively. CRM (Customer Relationship
Management) is a system that helps businesses manage their interactions with customers and
prospects.

◆ **Transform your career with our Salesforce Administrator Bootcamp.** Gain the practical
experience necessary to excel as a Salesforce Administrator with the guidance of our
highly-trained educators and mentors.

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LEARNING OBJECTIVES

✔ Understand the fundamentals of structuring data within Salesforce for optimal efficiency and organization.

✔ Learn best practices for managing, importing, and exporting data to ensure data integrity and accuracy.

✔ Create customized layouts and define record types to tailor user experiences based on specific criteria.

✔ Utilize Salesforce's powerful low-code App Builder to create custom applications tailored to your organization's needs.

✔ Configure and manage organizational settings and security permissions to maintain data privacy and compliance.

✔ Develop reports and dashboards to visualize key metrics and drive data-informed decision-making.

✔ Streamline workflows and automate routine tasks using automation rules and Flows.

✔ Learn essential deployment strategies to efficiently move changes between Salesforce environments while minimizing risk.

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WHO SHOULD ATTEND?

This bootcamp is ideal for aspiring Salesforce administrators, professionals seeking to enhance their Salesforce skills, or anyone interested in pursuing a career in CRM administration.

Whether you're a beginner or have some experience, this program will provide valuable insights and hands-on training to help you excel in managing Salesforce platforms effectively.

Relevant Sectors:

- Information Technology (IT)
- Software Development
- Customer Relationship Management (CRM)
- Sales and Marketing
- Consulting and Professional Services
- Finance and Banking
- Healthcare and Life Sciences
- Education and Nonprofit Organizations
- Manufacturing and Retail
- Any industry utilizing Salesforce for managing customer data and workflows.

PROGRAM BENEFITS

- **Comprehensive Curriculum:**

  Dive deep into essential Salesforce concepts including data modeling, automation rules, and deployment strategies.

- **Hands-on Experience:**

  Gain practical skills through interactive exercises and real-world projects.

- **Expert Guidance:**

  Learn from experienced instructors who are industry experts in Salesforce administration.

- **Tailored Learning:**

  Customize your learning journey with flexible options to suit your schedule and skill level.

- **Career Advancement:**

  Elevate your career prospects with valuable Salesforce training and certification preparation.

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PROGRAM CURRICULUM

Duration: 10 weeks

Module 1   Week 1

Introduction to Salesforce, SDLC, and Agile
- Overview of Salesforce Platform
- Basic Navigation and Setup
- Introduction to Software Development Lifecycle (SDLC) Principles and Phases
- Introduction to Agile Methodology and Scrum Framework In-depth Agile
- Methodology Scrum Roles, Ceremonies, and Artifacts

Module 2   Week 2

Jira Project Management Tool, Data Modeling
- Introduction to Jira for Project Management
- Practical Exercises with Jira
- Introduction to Data Modeling Concepts
- Creating and Managing Custom Objects
- Field Types and Relationships

Module 3   Week 3

Data Management, Record Types, Page Layouts and Application Builder Basics
- Data Management Best Practices
- Understanding Record Types
- Creating and Customizing Page Layouts
- Assignment of Page Layouts and Record Types to Profiles
- Introduction to App Builder
- Data Import Wizard and Data Loader

PROGRAM CURRICULUM

Module 4   Week 4

Aggregation, Validation and Duplicate Rules
- Aggregation Techniques
- Creating and Managing Validation Rules
- Duplicate Management
- Practical Exercises in Aggregation and Data Validation
- Data Quality and De-duplication.

Module 5   Week 5

Workflow, Process Builder, Approval Process and Flows
- Workflow Rules and Actions
- Process Builder for Advanced Automation
- Creating and Managing Approval Processes
- Designing and Implementing Screen Flows
- Using Component Flows for Reusable Automation

Module 6   Week 6

Flows
- Auto-Launched Flow
- Record-Triggered Flow
- Platform Event-Triggered Flow
- Schedule-Triggered Flow
- Practical Exercises in Advanced Automation

PROGRAM CURRICULUM

Module 7   Week 7

Migration, Data Security, Reports and Dashboards

- Best Practices for Data Migration
- Practical Data Migration Exercises
- Profiles, Roles, and Permission Sets
- Organization-Wide Defaults, Sharing Rules, and Manual Sharing
- Data Security Best Practices
- Introduction to Salesforce Reports
- Creating and Customizing Reports

Module 8   Week 8

Organisation Setup, Lead & Case Management, Useful Tools and Application Creation

- Company Settings and Business Hours
- Fiscal Year and Currency Settings
- Multi-Language and Multi-Currency Setup
- Organization-Wide Email Footers
- Lead Management
- Case Management
- Practical Exercises in Lead and Case Management
- Salesforce Maintenance and Release Management
- Schedule Management and Task Automation
- Salesforce Adoption and Change Management
- Best Practices for Continuous Improvement.

Module 9   Week 9-10

Final Project

- Salesfoce Capstone Project

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PRICING PLAN

PRICE	UPFRONT (Discounted)	INSTALLMENT PLAN
$4,950	$4,500	$1,650 /mo. 3 Months

SALESFORCE ADMINISTRATOR CLASS SCHEDULE

Day	Time (CT)	Class
Monday	6:00 p.m. to 9:00 p.m.	Live Class (Online)
Tuesday	6:00 p.m. to 9:00 p.m.	Live Class (Online)
Wednesday	6:00 p.m. to 9:00 p.m.	Live Class (Online)
Thursday	6:00 p.m. to 7:30 p.m.	Teamwork/Workshop
Friday	6:00 p.m. to 9:00 p.m.	Live Class (Online)
Saturday	–	–
Sunday	–	–

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APPLICATION PROCESS

STEP-1

Let's get started to give your career a boost!

Review our schedule and pricing on page 10 so you know what to expect. Have a question? Schedule a time to talk to an academic advisor <u>HERE</u>.

STEP-2

Submit application

Let's get started!

Join our program by <u>submitting your application</u> and choosing a start date. General application will take approximately 3-4 minutes and does not contain a technical assessment. This is followed by a 30-minute interview with a member of our our Admissions Team.

STEP-3

Tuition & Financing

An Admissions Advisor will help you find the best solution for your budget. Don't worry, we offer a variety of plans to suit almost anyone.

STEP-4

Final step – it's go time!

Once you're accepted, you will receive an Enrollment Agreement. An Admissions Advisor will create your Learning Management System (LMS) log-in and Slack account. We will assist you in getting started so you're ready to go!

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CERTIFICATE OF COMPLETION

Division of Continuing Studies at the University of Wisconsin–Madison and Clarusway

certify that

Sally Johnson

has successfully completed the online program

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The image is for illustrative purposes only. The actual certificate is subject to change at the discretion of the Division of Continuing Studies at the University of Wisconsin–Madison

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Way To Reinvent Yourself

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APPLY NOW

+1 (571) 360 66 77

contact@clarusway.com

www.clarusway.com

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