



# Workforce Preparation: Salesforce Administrator Certification

2023-2024  
Catalog

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## INFM 261 - Workforce Preparation: Salesforce Administrator Certification

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**PREREQUISITES/COREQUISITE:** [INFM 260 - Salesforce Administration](#)

PROGRAM: Informatics

**CREDIT HOURS MIN:** 1

LECTURE HOURS MIN: 1

DATE OF LAST REVISION: Spring 2022

The workforce preparation course is focused on the Salesforce Administrator Certification. This credential focuses on the features and functionality used to maintain a Salesforce implementation. Students can use this course as preparation leading to the certification or keeping the certification up to date. The preparation is designed to be a continued validation of one's expertise and a tool to expand one's skill set. Preparation includes practice tests and assignments based on the certification exam. Students are required to demonstrate course objectives through the appropriate certification exam preparation materials and completion of the appropriate certification exam at the end of the course. The fee for the certification exam is assessed upon enrollment in the course.

**MAJOR COURSE LEARNING OBJECTIVES:** Upon successful completion of this course, the student will be expected to:

1. Apply skills necessary to prepare for workforce employment.
2. Examine the objectives of the certification objectives.
3. Plan the approach to certification exam taking skills.
4. Explore the skills required in preparation for the workforce and the certification exam.

**COURSE CONTENT:** Topical areas of study include -

- Skills evaluation
- Skills development
- Workforce needs
- Certification preparation
- Certification objectives

**GRADING POLICY**

A.....90-100



B.....80-89

C.....70-79

D.....60-69

F.....0-59

[Course Addendum - Syllabus \(Click to expand\).](#)

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