

Course Schedule Fall 2020 Trimester

Below is a list of the courses for the Fall 2020 trimester, including days/times for each course. Course summaries can be found on the following page for reference. Classes begin the week of August 31, 2020 and continue through the week of December 14, 2020. Information about Fall trimester holidays is available in the [Academic Calendar 2020](#).

Note that there will be additional class days/times and courses offered each trimester, as you move through the program.

COURSE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
PRO-104: Clear Communication	5pm - 6:30pm PT 6pm - 7:30pm MT 7pm - 8:30pm CT 8pm - 9:30pm ET		5pm - 6:30pm PT 6pm - 7:30pm MT 7pm - 8:30pm CT 8pm - 9:30pm ET	
PRO-105: Working with Others		5pm - 6:30pm PT 6pm - 7:30pm MT 7pm - 8:30pm CT 8pm - 9:30pm ET		5pm - 6:30pm PT 6pm - 7:30pm MT 7pm - 8:30pm CT 8pm - 9:30pm ET
BUS-211: Salesforce Admin Super Set Foundations*		6:30pm - 8pm PT 7:30pm - 9pm MT 8:30pm - 10pm CT 9:30pm - 11pm ET	6:30pm - 8pm PT 7:30pm - 9pm MT 8:30pm - 10pm CT 9:30pm - 11pm ET	6:30pm - 8pm PT 7:30pm - 9pm MT 8:30pm - 10pm CT 9:30pm - 11pm ET
BUS-215: Project Management Foundations*	6:30pm - 8pm PT 7:30pm - 9pm MT 8:30pm - 10pm CT 9:30pm - 11pm ET	6:30pm - 8pm PT 7:30pm - 9pm MT 8:30pm - 10pm CT 9:30pm - 11pm ET	6:30pm - 8pm PT 7:30pm - 9pm MT 8:30pm - 10pm CT 9:30pm - 11pm ET	
BUS-212: Salesforce Admin Super Set Skills**		4:30pm - 6pm PT 5:30pm - 7pm MT 6:30pm - 8pm CT 7:30pm - 9pm ET	4:30pm - 6pm PT 5:30pm - 7pm MT 6:30pm - 8pm CT 7:30pm - 9pm ET	4:30pm - 6pm PT 5:30pm - 7pm MT 6:30pm - 8pm CT 7:30pm - 9pm ET
BUS-216: Project Management in Practice**	6pm - 7:30pm PT 7pm - 8:30pm MT 8pm - 9:30pm CT 9pm - 10:30pm ET	6pm - 7:30pm PT 7pm - 8:30pm MT 8pm - 9:30pm CT 9pm - 10:30pm ET	6pm - 7:30pm PT 7pm - 8:30pm MT 8pm - 9:30pm CT 9pm - 10:30pm ET	

Prerequisites:

* The first credential course is only open to students who have mastered, or are taking and on track to master, a minimum of two (2) Professional Skills courses.

** The second of the credential courses is only open to students who have mastered the first course in the credential series.

Course Introductions

Below is an introduction to the courses available for the Fall 2020 trimester.

PRO-104: Clear Communication

Effective communication skills are important in all aspects of our lives. Communication, though, is a two-way street: it means both understanding what others say and write—and effectively conveying your own thoughts through speech or writing. According to the National Association of Colleges and Employers, 73.4% of employers want a candidate with strong written communication skills. Employers also rank reading comprehension as an important skill for workplace success. This course will help you to improve your verbal and written communication skills as well as your ability to understand and analyze what you read. You will learn to read critically, develop your own arguments, write specific kinds of communications, and communicate more effectively with others and in groups.

PRO-105: Working with Others

Skills that help people to work with others—including relationship management, working in teams, and communication skills—are already in high demand among employers, and will be in even higher demand in the coming years. In fact, even companies like Google and Amazon value such skills more than narrow technical skills. In this course, you will build these important skills and learn how to apply them in your work. These skills will not only help you work more effectively with others, but also will help you adapt and succeed in the years to come.

BUS-211: Salesforce Admin Super Set Foundations

Salesforce is an American cloud-based software company providing customer relationship management services used by more than 150,000 companies worldwide. IDC, an independent provider of market intelligence for the information technology market, predicts that Salesforce's ecosystem will create 3.3 million jobs by 2022. The Salesforce Admin Super Set credential is designed to prepare students for an entry-level Salesforce administrator job. During this first course in the two-course sequence, students learn the basics of the Salesforce platform and become familiar with the vocabulary, functions, and interface of the Salesforce software. The curriculum consists of learning to create and modify reports and dashboards, manage access to information to ensure data security, customize an organization's data model, and manage users. Students also work to earn the first of three Salesforce Admin Super Set "Superbadges," the Business Administration Specialist Superbadge.

BUS-212: Salesforce Admin Super Set Skills

This is the second in the two-course sequence of the Salesforce Admin Super Set credential courses. In this course, students build on the skills they've learned in the first course (BUS-211 Salesforce Admin Super Set Foundations) and develop a deeper understanding of reporting and security in Salesforce. The curriculum consists of learning advanced skills in reporting, data security, and data modeling, as well as learning how to transition an organization from Classic to Lightning Experience in Salesforce. Students work to earn the second and third "Superbadges," the Lightning Experience Reports & Dashboards Specialist Superbadge and the Security Specialist Superbadge. The culmination of this course and successful completion of the three Superbadges achieves the Salesforce Admin Super Set Credential, which demonstrates a student's development of hands-on skills with real-world business scenarios that show expertise across reports and dashboards, business administration, and security.

BUS-215: Project Management Foundations

According to the Project Management Institute, a professional association for project managers, employers will need 87.7 million individuals working in project management-oriented roles by 2027. The Project Management Credential two-course series is designed to teach students in the two most common project management methodologies: Waterfall and Agile. During the first course, students learn project management basics: how to initiate, plan, execute a project, monitor/control a project, and finally close a project. Specifically, they learn to identify stakeholders, project costs, timelines, and project risks—and they create schedules, communication and quality and risk management plans. Finally, they learn to assemble, develop, and manage a project team to successfully execute a project.

BUS-216: Project Management in Practice

The second of Foundry College's two-course Project Management credential series will provide additional foundational knowledge while also teaching agile and hybrid project management methodologies. Students will work on real-world scenarios and come out of the course with a portfolio of waterfall, agile, and hybrid project plans. Understanding different methodologies and learning from case studies provides students with a versatile and unique set of skills and tools to manage projects of various sizes across different industries. Upon successful completion of this course, students will have sufficient preparation to take the CompTIA Project+ certification exam.