


Session Plan				 ICTACADEMY
Salesforce Business Administrator				
Day	Session	Topic	Sub Topics	Methodology
Day 1	1	Trailhead and Trailblazer Community	Get Started with Trailhead and Trailblazer Community,Find Your Way Around	Lecture, Demonstration and Hands-on.
	Break			
	2	Trailhead and Trailblazer Community Part 1	Build Your Network with Trailblazer Community and Learning Objectives,Troubleshoot and Solve Problems Together	Lecture, Demonstration and Hands-on.
	Lunch			
	3	Salesforce Platform Basics	Get Started with the Salesforce Platform,Discover Use Cases for the Platform,	Lecture, Demonstration and Hands-on.
	Break			
	4	Salesforce Platform Basics Part-1	Understand the Salesforce Architecture,Navigate Setup,Power Up with AppExchange	Lecture, Demonstration and Hands-on.
Day 2	1	Trailhead Playground Management	Create a Trailhead playground,Get username and Password,Install pckages in playground	Lecture, Demonstration and Hands-on.
	Break			
	2	Data Modeling	Understand Custom & Standard Objects	Lecture, Demonstration and Hands-on.
	Lunch			
	3	Data Modeling Part 1	Create Relationships, Work with schemea Builder	Lecture, Demonstration and Hands-on.
	Break			
	4	Picklist Adminitration🔗	Get Started with Picklists,Manage Your Picklist Values🔗	Lecture, Demonstration and Hands-on.
	1	Picklist Adminitration Part 1🔗	Share Values with Global Value Sets🔗	Lecture, Demonstration and Hands-on.
	Break			
	2	Formula Validations	Use Formula Fields,Implement Roll-Up Summary Fields	Lecture, Demonstration and Hands-on.

Day 3	Lunch			
	3	Formula Validations Part 1	Create Validation Rules	Lecture, Demonstration and Hands-on.
	Break			
	4	Reports & Dashboards for Lightning Experience ²	Introdution Reports,Create Reports ²	Lecture, Demonstration and Hands-on.
Day 4	1	Reports & Dashboards for Lightning Experience ² Part 1	Formulate,Visualize and Extend Reports ²	Lecture, Demonstration and Hands-on.
	Break			
	2	Data Management ²	Import,Export data ²	Lecture, Demonstration and Hands-on.
	Lunch			
	3	User Management ²	Add , Control Access to user ²	Lecture, Demonstration and Hands-on.
	Break			
Day 5	4	Data Security ²	overview of Data security, Control Access to objects ²	Lecture, Demonstration and Hands-on.
	1	Data Security Part 1	Control Access to filelds, Control Access to Records ²	Lecture, Demonstration and Hands-on.
	Break			
	2	Data Security Part 2	Role Hierarchy, sharing Rules ²	Lecture, Demonstration and Hands-on.
	Lunch			
	3	Build a space staion App ²	Create space staion app,Build the object model ²	Lecture, Demonstration and Hands-on.
	Break			
	4	Build a space staion App Part 1	Modify user experience,add bussiness logic,dash boards and reports ²	Lecture, Demonstration and Hands-on.