

# Credentials Overview — Sales Coordinator



## Credential Options

## Cost Details

### Salesforce Administrator/Trailhead

\*recommended

The Salesforce Administrator requires approximately 50 hours of coursework and test preparation, which is all free through Trailhead. Users will learn the necessary features to house and analyze data. The exam itself covers the applications, features, and functions available to each user.

Completion Time: **Will vary by apprentice.**

Difficulty Level (Low, Moderate, High, Very High): **Very high.**

#### Exam:

- \$200.00

#### Preparation:

- Self-study free through Trailhead.

### Pathways Education Certificate/Toastmasters International

Apprentices may earn a certificate and a digital badge after completing one of Toastmasters' new Education Pathways. New members will be able to access one Pathway upon registration, and each pathway is comprised of five levels which increase in complexity as the learner progresses. The recommended pathways are **Dynamic Leadership, Leadership Development, Presentation Mastery, and Innovative Planning.**

Completion Time: **Will vary by apprentice.**

Difficulty Level (Low, Moderate, High, Very High): **Moderate.**

#### Cost Details

- \$20.00 for new members.
- \$45.00/month after first month.

### Microsoft Office Specialist/Microsoft

The MOS Certification consists of five exams. Each exam requires approximately 2-3 months of self study. Candidates can be certified in one specific program should they pass that exam.

Completion Time: **12-18 months.**

Difficulty Level (Low, Moderate, High, Very High): **Moderate.**

#### Exam:

- \$500.00 (\$100.00/exam)

#### Preparation:

- Free for online/self-study



# Credentials & Coursework — Sales Coordinator

## Higher Ed Coursework (Year 3)

Course	Description	Approx. Cost*
<b>BUS 115</b> Intro. to Business	Introduces the application of fundamental business principles to local, national, and international forums.	\$800
<b>COM 115</b> Public Speaking	Combines the basic theories of communication with public speech performance skills. Emphasis is on speech preparation, organization, support, audience analysis, and delivery.	\$800
<b>BUS 217</b> Business Communication	Emphasizes effective business writing and cover letters, memoranda, reports, application letters, and resumes.	\$800
<b>CIS 118</b> Introduction to PC Applications	This course introduces basic computer terminology, file management, and PC system components.	\$800
<b>MAR 216</b> Principles of Marketing	Presents the analysis of the theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer.	\$800

\*Training and Higher Ed Coursework may vary based on the needs of the employer and the trajectory of the apprentice. The above information suggests a sample of what the apprenticeship would entail.