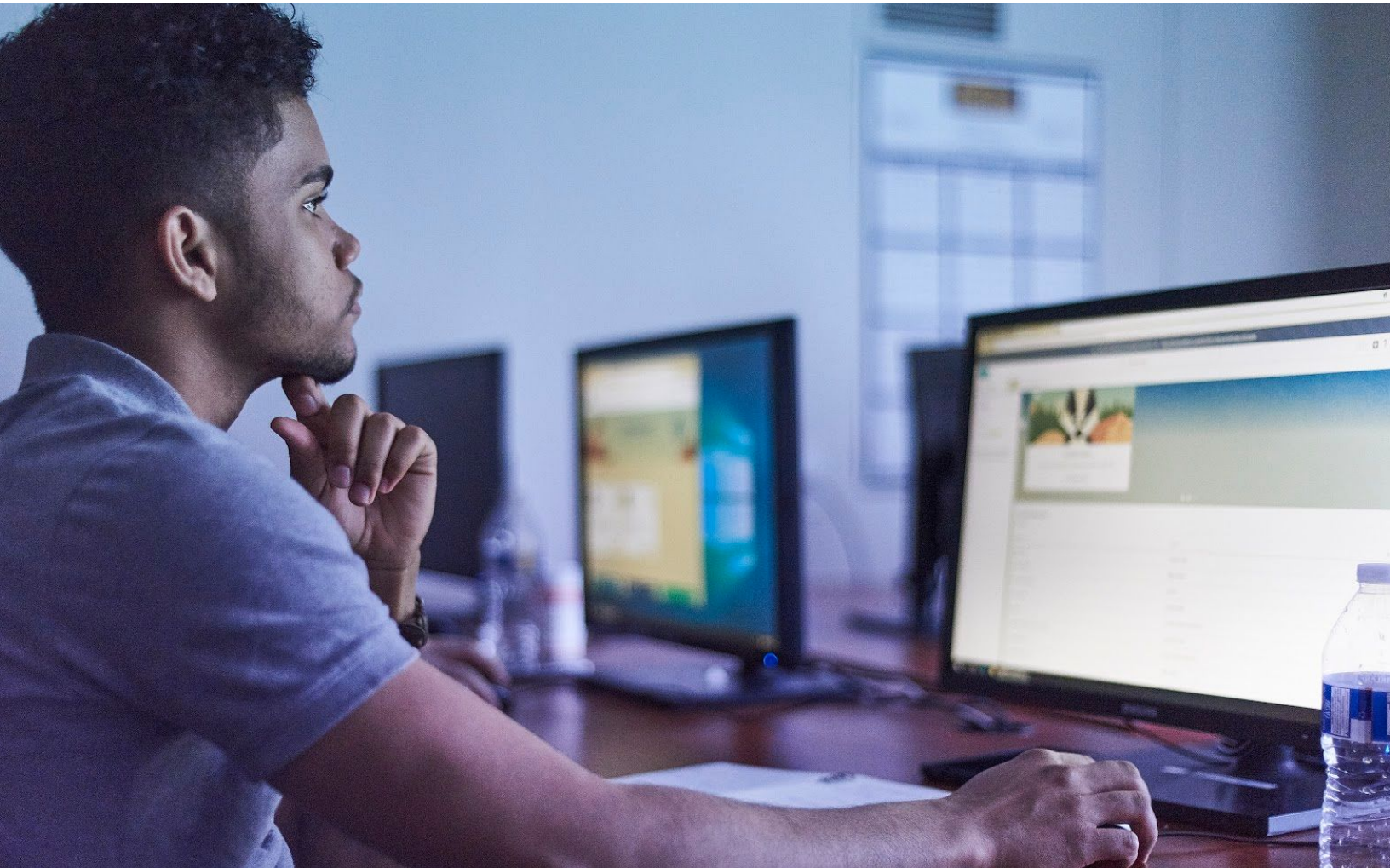# Reskilling the American Workforce
Accelerated Rapid Response Training Program for Displaced Workers

2020 Salesforce NPSP Accelerated Training Program Description and Syllabus

Table of Contents

Organization Overview

Name of Organization	PepUp Tech, Inc
Executive Director	Selina Suarez
Organization Address	543 NW Lake Whitney Place Suite 104, Port St. Lucie, FL 34986
Contact Email	admissions@pepuptech.org

Program Summary

Program Name	Accelerated Rapid Response NPSP Training Program for Displaced Workers
Program Duration	2 Weeks
Program Start and End Dates	Offered Monthly
Total Program Days/Hours of Operation	Monday - Friday 3:00pm - 5:00pm EST/12:00pm - 2:00pm PST
Live Program Hours	20 hours live class time
Homework Hours	~20 hours
Primary Platforms Used	Zoom, Google Classroom, Trailhead
Requirements	Gmail Account, Internet, Working computer or laptop (with a video camera or stand alone video camera), and Microsoft Excel

Program Abstract

To date, 17 million Americans filed unemployment claims as a direct result of the economic downfall afflicted on the U.S. economy due to Covid-19. PepUp Tech is offering accelerated training opportunities for workers who have been negatively affected.

PepUp Tech's programs are driven by industry experts who give their time to teach students the technical and soft skills needed to grow a career in the tech industry.

Rationale

IDC reports that the Salesforce ecosystem will create 3.3M new jobs and $859M in additional revenue by 2022. (Gantz, John F. (Oct 2017) "The Salesforce Economy Forecast").

Benefits of enrolling in PepUp Tech Accelerated Training Program

- Live online training
- Accelerated coursework
- Real world examples and hands on experience
- Peer community
- Networking opportunities: Access to PepUp Tech ecosystem of Salesforce professionals
- Access to Alumni transition to career resources
  - Resume/CV /linkedin assistance
  - Professional coaching in group and/or 1:1 sessions: Alumni gain access to professional coaching resources focused on individual growth and development.
  - Workforce placement assistance
  - Career enhancement opportunities
- Certification pathways

Alumni Services

Students are invited to attend networking events, conferences, employer events and other onsite/virtual opportunities to network with PepUp Tech's vast network of partners, volunteers and professionals. Once a student becomes an alumni they become eligible for our workforce placement services.

Program Requirements

- A basic understanding of Salesforce, excel concepts, database structure and object-oriented programming.
- Individuals whose employment prospects have been negatively affected.
- Individuals who are interested in a career in nonprofit Salesforce Administration.

- Interest in technology, business consulting, analytics, or business analysis is required.

Prerequisites

- Salesforce Admin 201 Certification

OR

- Currently or formerly working as a Salesforce Administrator or Salsesforce Nonprofit Administrator

Who this program is for

- Individuals who are interested in a career working with nonprofits leveraging the Salesforce NPSP product.
- Interest in technology, business consulting, analytics, or business analysis is required.

Careers Explored

This course will focus on nonprofit careers available within Salesforce and the Salesforce ecosystem. We will cover various career paths, salaries, employment locations and the industry roadmap in general. Industry professionals will be on hand to deliver and guide training.

Program Goals

By the end of the PepUp Tech NPSP Accelerated Salesforce Admin Program you will understand the basics of the Salesforce platform for nonprofit application development, and administration.

Participants will explore careers and gain insight into the Salesforce ecosystem through the heavily active and engaged nonprofit Salesforce community. Professional nonprofit industry experts across the country will be on hand to guide learning, share insider knowledge, guide career exploration and offer opportunities for further mentorship and guidance. We utilize the case study methodology in our teachings and we reinforce learning with supplemented [Trailhead](#) curriculum.

Course Syllabus

Details:
- Monday - Friday
- 2 Hours a Day Live Class Instruction
- 2 hours a day Homework

Week 1	- What is NPSP, Nonprofit Use Cases for NPSP - Getting Started with NPSP, Post Install Configurations, NPSP Data Architecture - Households, Organizations, Contacts and Leads - Relationships and Address Management - Nonprofit Opportunity Donations - Campaign Management - Data Management - Guest Speaker
Week 2	- Managing Opportunity Donations - Batch Gift Entry - Recurring Gifts - Rollups - Soft Credits and Matching Gifts - Special Gift Types - Guest Speaker
Week 3	- Constituent Engagement - Campaigns - Data Importing, Updating and Exporting - Guest Speaker
Week 4	- Salesforce Certification Prep - Guest Speaker
Week 5	- Salesforce Certification Prep - Guest Speaker

Assessments

- Daily assessments (quiz) and homework assignments will be given.
- Plan for a minimum of 2 hours homework assignments daily.
- Salesforce Practice exams will be administered during the last two weeks of class.

Additional Resources (Coursework supplementation and homework)

- Trailhead Quizzes and Assessments
- Videos
- Articles
- Practice Exams
- Other Resources as assigned by Instructors