

Master of Science in Business Class of 2022
Orientation Excel Self Study Preparation
To be completed prior to August 23

What equipment do you need?

- **Computer:** All University computers are PCs running Windows. It is advised that you use a PC machine, running the latest version of Windows, throughout the program. If you currently own a Mac, you are not required to purchase a new machine, but it is encouraged given differences between Windows and MacOS regarding Office 365.
- **Software:** We will be using [Office 365](#) which is free for students. Even if you have Office 2019 installed, it is recommended you subscribe as a student to Office 365. This will ensure that the latest features and functions are available and align with workshops and courses throughout the program.
 - We ask students to use the [online version of Excel](#) throughout orientation to ensure all users have the same experience.

How do you access the LinkedIn Learning materials?

Step 1: Pay your CUA deposit and receive your CUA email and ID (24-48 hours after paid deposit)

Step 2: Register for all Fall classes per prior instructions from Emily Casey

Step 3: Register for LinkedIn Learning here.

- [Registration Instructions for Students](#)

Step 4: This link will take you directly to the two video tutorials.

- [Pre-Orientation Excel Courses](#)
 - Complete the Associate video first, then move on to the Expert course.

Step 5: Complete the above workshops using the online version of Excel via this link

- [Microsoft Excel](#)
- This is to ensure that regardless of if you are a PC user (Windows) or Mac user (MacOS) all students have the same software experience.

Now you are ready to enter the wonderful world of Excel

- Once you have completed these courses, you will get a digital badge that will show up in your LinkedIn profile under “Licenses and Certifications”. You should have these badges prior to orientation.
- In your LinkedIn profile, under “Skills & Endorsements” you should take the “**Skill Quiz**” for Excel. You will take this quiz after Part 2 of the workshop and successful completion will earn you 2 extra-credit points in MSB 503. More importantly, recruiters will see that you are proficient in Excel.
- We highly recommend you earn the official Microsoft Office Expert Certification as discussed in the videos. This is not required but looks great on a resume and to recruiters. You may do this at any time. I suggest completing it prior to orientation or during the Thanksgiving or Christmas breaks. There is a \$100 cost and the test can be taken online. Plus, it is worth 3 extra-credit points in MSB 503.
 - [Microsoft Excel Expert](#)
- Recruiters do screen LinkedIn profiles on badges and certifications. Furthermore, LinkedIn algorithms will match you with job opportunities listing these skills.

Stuck on Something?

- The MSB program operates as a collaborative business team. We have resources to help you navigate these courses.
- Sean Wilson, an Excel expert and alum, will be available for support. Feel free to reach out to him directly to setup time at seanrussellwilson@gmail.com
- In the meantime, get yourself set up and start learning. Do NOT be intimidated if you are not a power user, you can do this!