

Master of Science in Business Class of 2023
Excel Self Study Preparation
Required for all Students

What equipment do you need?

- **All teaching modules and assignments are presented using a PC with Windows (version 10 or later) that runs [Microsoft Excel 365](#).**
 - Keep in mind that your workplace post graduation will almost certainly utilize Windows and Excel. Thus you should be familiar with this operating system and version of Excel. It will be useful to you professionally.
 - Please let Kevin Rensch (kevrench@gmail.com) know if you do not have a PC with Windows.
- **Software:** We will be using [Office 365](#) which is *free* for students.
 - [Use this link](#) and enter your @cua.edu email address to get Office 365 downloaded and installed.
 - 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.
 - Any previously created documents or One Drive files will be accessible and are compatible with the Office 365 version!

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: Setup access to LinkedIn Learning through CU University Libraries.

- [Instructions for Students](#)

Step 4: Bookmark the two required courses:

- [Cert Prep: Excel Associate - Microsoft Office Specialist for Office 2019 and Office 365](#)
(Total video length 3:34)
- [Cert Prep: Excel Expert - Microsoft Office Specialist for Office 2019 and Office 365](#)
(Total video length 4:43)

Step 5: Complete the two courses

- Complete the Associate video first, then move on to the Expert course.
- Suggested study approach:
 - The only method to effectively retain the skills and knowledge of Excel is by *completing the exercises and examples* either during or after watching the videos.
 - It's suggested to have Excel open while you watch the videos and to follow along in real time (e.g. either split screen or two monitors).
 - You should aim to spend 1-2 hours *per week* from mid-July to mid-September to complete these courses.
 - There are ~8 hours of course videos.
 - You should complete one hour of videos and one hour of practice per week.
 - Spreading out the course promotes long-term retention.
 - Each course has a challenge workbook at the conclusion. You should be able to complete this *on your own without notes/Google* after completing each course.
 - **Be prepared for a closed book benchmark exam within the first two weeks of the Business Intelligence course worth 15% of your grade.** You will do well if you have mastered the LinkedIn challenges.

Credentials

- After completing the courses above, you will get a digital badge that will show up in your LinkedIn profile under “Licenses and Certifications”. In your LinkedIn profile, under “Skills & Endorsements” you should take the “**Skill Quiz**” for Excel. Recruiters will see that you are proficient in Excel.
- It is also recommended to complete the Microsoft Office Expert Certification. (This is Microsoft’s independent certification exam; it is different from the LinkedIn credentials.) This is not required but looks great on a resume and to recruiters. There is a \$100 cost and the test can be taken online.
- Recruiters do screen LinkedIn profiles on badges and certifications. Furthermore, LinkedIn algorithms will match you with job opportunities listing these skills.

Stuck on Something?

- Email Kevin Rensch (kevrench@gmail.com) to setup a phone or video call to discuss any Excel issues/problems; be sure to include a few days/times that work for you to meet virtually.
- 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!