

Fall 2026

BUSINESS 3000-07 Intermediate Professional Skills: Microsoft Excel Expert Certification

A course description including learning objectives that students are expected to achieve by the end of the course

Course Description:

Experiential course focuses on the professional skills expected by employers; may include self-awareness of personal values/traits; assessment of communication, interpersonal, and thinking skills; career management; business professionalism; professional use of business software. Topics vary by section and semester. Pass/no credit only. Prerequisite(s): BUSINESS 2000 or consent of Wilson College of Business advisor; may be repeated in subsequent semesters; business majors only.

Course Level Learning Objectives:

By the end of this course, students will be able to:

1. Manage workbook options and settings to prepare advanced Microsoft Excel workbooks for professional business use.
2. Manage, format, and analyze data using advanced Excel features, including specialized formatting and data validation techniques.
3. Create and manage advanced formulas, functions, and data analysis tools to solve complex business problems.
4. Create and manage advanced charts and tables, including PivotTables and PivotCharts, to analyze and communicate business data.
5. Use advanced Excel features to improve workbook efficiency, accuracy, organization, and usability.
6. Demonstrate proficiency in the advanced skills measured by the Microsoft Office Specialist (MOS) Excel Expert certification exam.

A general outline of the topics to be covered throughout the course:

The course is organized around the major skill areas required for Microsoft Excel Expert certification. Topics include:

- Managing workbook options and settings
- Managing and formatting advanced data
- Creating advanced formulas and using specialized functions
- Performing advanced data analysis and troubleshooting formulas
- Creating and managing advanced charts, PivotTables, and PivotCharts
- Applying advanced Excel skills in business-oriented tasks and scenarios
- Preparing for and completing the Microsoft Office Specialist Excel Expert certification exam

List of required textbooks, readings, and other materials necessary for the course

Required course materials include access to Microsoft Excel (Microsoft 365/Office), assigned LinkedIn Learning Excel Expert training, GMetrix practice and assessment materials, and the Certiport Microsoft Office Specialist Excel Expert certification exam. Practice files, and course materials will be provided through the course learning management system.

General description of the types of assessments used in the course:

Assessment in this pass/no credit course is based on demonstrated completion and proficiency. Assessments may include assigned LinkedIn Learning modules, GMetrix practice activities and practice exams, Excel skill-based assignments, and the Microsoft Office Specialist Excel Expert certification exam administered through Certiport. Students must complete the required course components and certification requirements established for the section to earn a passing grade.