

Business Reporting Automation Career Accelerator Program: Prerequisites and Curriculum



Microsoft Excel Prerequisites Skills

Participants are **required** to have basic Microsoft Excel navigation and workbook management skills before starting the program. These foundational abilities ensure learners can move efficiently through exercises, manage files, and focus on applying analytical concepts rather than learning introductory Excel mechanics.

Required Skills:

- Office 365 familiarity
- Creating new worksheets
- Hiding worksheets
- Deleting worksheets
- Locating a specific cell
- Data entry (inputting data into a cell)
- Understanding the difference between columns and rows
- Copying and pasting data
- Opening a workbook
- Understanding the difference between a workbook vs. worksheet
- Saving a workbook
- Inserting and deleting rows and columns
- Formatting (fonts, borders, alignments, data types)

Career Accelerator Program Overview

The **6-week Business Reporting Automation Career Accelerator** is designed to help participants move beyond learning Microsoft tools and begin designing automated business reporting solutions that solve real operational challenges.

Participants will work with a real-world payroll reporting process modeled after a corporate HR department at a large arts nonprofit in the Southeast. Throughout the program, they will transform weekly payroll data using **Power Query**, automate repetitive reporting tasks with **Power Automate**, leverage **Microsoft Copilot** to accelerate development, and manage business files using **SharePoint**.

Using realistic payroll datasets and business documentation, participants will analyze the client's current manual payroll reporting process before designing and implementing an automated solution that eliminates repetitive data preparation, standardizes reporting, and streamlines weekly operations. Along the way, they will gain experience cleaning, transforming, validating, and consolidating data while building automation workflows that mirror those used in modern business environments.

Throughout the Career Accelerator, participants will complete a portfolio-ready business automation project that demonstrates their ability to automate Excel-based reporting processes using Microsoft technologies. They will also learn how to document automation solutions, communicate business requirements, and leverage AI to improve productivity and workflow design.

At the conclusion of the program, participants will present their completed reporting automation solution, demonstrating how Power Query, Power Automate, Microsoft Copilot, and SharePoint work together to modernize a manual payroll reporting process and deliver a scalable business solution.

Participants will leave the program with **real-world project experience**, a **portfolio-ready business automation solution**, a **certificate of completion**, and practical guidance on how to showcase this experience on their résumé, LinkedIn profile, and during interviews.

What Participants Will Receive in the Accelerator

-
- **26 hours** of automation training using **Power Query, Power Automate, and AI (Copilot)** and **real-world automation and AI experience**
-
- Participate in **one – two live working sessions** with the **COO and HR Director**
-
- **Recruiter-led resume review** session (cohort-based)
-
- Instruction on how to position this experience on a resume
-

Program Flow

Weeks 1 – 3

Power Query

Students will use Power Query to automate the transformation and consolidation of weekly payroll data, replacing the organization's manual process of combining departmental payroll files into a single master report.

Weeks 4 – 6

Power Automate, SharePoint, and Copilot

Students will use Power Automate to automate the consolidation of Power Query output files into a centralized SharePoint repository. They will also integrate Microsoft Copilot and Power Automate to generate and distribute weekly payroll analysis reports to the HR Director and Chief Operating Officer (COO), while configuring automated data refreshes and scheduled email notifications.

Delivery Week

Final Presentation and Training to Client

Teams will document the end-to-end automation solution and present it to the client, providing training on the automated workflow, required file updates, and the reports and analyses that will be generated and delivered automatically each week.

Post Program

Resume Review and Portfolio Build

Participants will also take part in a recruiter-led résumé review and a portfolio development workshop focused on effectively showcasing their project work on their résumé, LinkedIn profile, and during interviews.

Software That Will Be Used



POWER AUTOMATE



COPILOT (AI)



SHAREPOINT



POWER QUERY

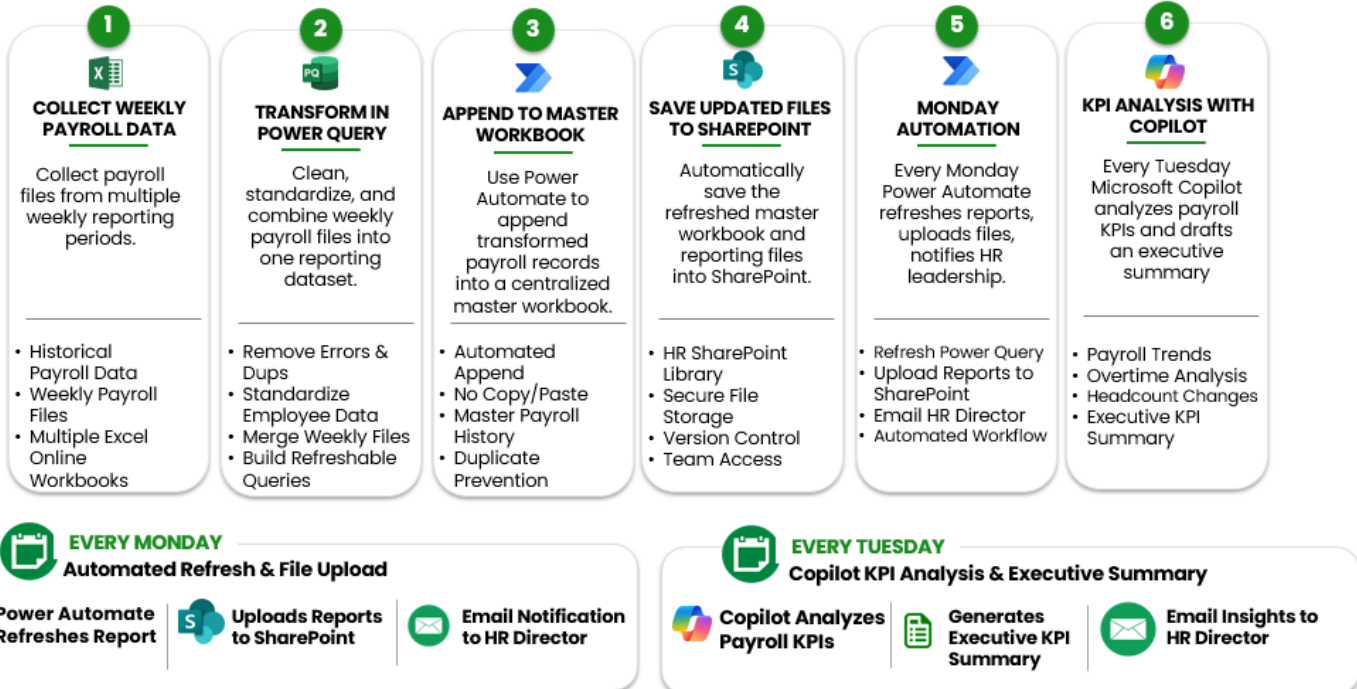


EXCEL ONLINE

Final Automated Process Workflow

BUSINESS REPORTING AUTOMATION CAREER ACCELERATOR

Automate the complete payroll reporting process—from raw Excel files to AI-powered executive insights.





DATA TELLS A STORY. BE THE STORYTELLER