

# BUS 2600 - Business Applications of Microsoft Excel

Fall 2026 Syllabus, Section 02, CRN 41661,

Credit hours: 3

## Instructor

Michael Bartolo

Email: mvbartolo@ysu.edu

## Public Instructor Information

Instructor Title: Professor: Michael V. Bartolo

Instructor Professional Qualifications:

Master of Business Administration, Major: Management; Youngstown State University

Bachelor of Business Administration, Major: Accounting; Youngstown State University

Retired Controller; consultant for local companies (accounting and Excel)

Recipient of the YSU Part-Time Faculty Teaching Excellence Award

Instructor Office Location: WCBA #3388

Instructor Office Phone:

## Course Description

2600. Business Applications of Microsoft Excel. This course starts with coverage of the basics of the Excel program. Students will then be taught Excel business applications with an emphasis on analysis and presentation of data. All students are expected to learn the necessary skills needed to pass the Microsoft Office Specialist (MOS) Certification. 3 s.h.

## Course Readings

| Group    | Title                                                                                                                                                                             | Author | ISBN |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------|
| Required | • McGraw Hill SIMnet Materials, electronic homework/study program – Barnes and Noble "First Day Ready" & billed to your YSU Account – already loaded and available in Blackboard. |        |      |

- The course readings are subject to change in the event of extenuating circumstances, research developments, current events, and/or to ensure better learning.
- McGraw Hill **SIMnet** materials, electronic homework/study program – Barnes and Noble "First Day Ready" & billed to your YSU Account – already loaded and available in Blackboard.

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## Schedule of Topics and Assignments

| Week of | Reading(s) | Proposed Topic                 | Due/To Prepare for Class                                                    |
|---------|------------|--------------------------------|-----------------------------------------------------------------------------|
| 8/24    | Chapter 1  | Creating and Editing Workbooks | SIMnet training due before class begins Thursdays - homework due 9.14.2026. |
| 8/31    | Chapter 1  | Creating and Editing Workbooks | SIMnet training due before class begins Thursdays - homework due 9.14.2026. |

|       |                                  |                                                                                                                                  |                                                                                                                                 |
|-------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| 9/7   | Chapter 1                        | Creating and Editing Workbooks                                                                                                   | SIMnet training due before class begins Thursdays - homework due 9.14.2026.                                                     |
| 9/14  | Chapter 2                        | Working With Formulas & Functions                                                                                                | SIMnet training due before class begins Thursdays - homework due 9.21.2026.                                                     |
| 9/21  | Chapter 3                        | Creating and Editing Charts                                                                                                      | SIMnet training due before class begins Thursdays - homework due 9.28.2026.                                                     |
| 9/28  | Chapter 4                        | Getting and Managing Data                                                                                                        | SIMnet training due before class begins Thursdays - homework due 10.5.2026.                                                     |
| 10/5  | Chapter 5                        | Exploring Data Tools, Data Types & Illustrations                                                                                 | SIMnet training due before class begins Thursdays - homework due 10.12.2026.                                                    |
| 10/12 | MOS Certification Prep           | MOS Certification Skills (5 Trainings and 5 Projects)                                                                            | NOTE: the MOS skills, trainings and projects sessions can be submitted separately, NOT ALL in one session; due October 19, 2026 |
| 10/19 | MOS Certification Exam Chapter 6 | The MOS Exam, conducted by the WCBA Center for Career Management, is required of all students.<br>Exploring The Function Library | Thursday, October 22, 2026 – Preliminary<br>SIMnet training due before class begins Thursdays - homework due 10.26.2026.        |
| 10/26 | Chapter 7                        | Working With Templates & Collaboration                                                                                           | SIMnet training due before class begins Thursdays - homework due 11.2.2026.                                                     |
| 11/2  | Chapter 8                        | Developing And Using Macros                                                                                                      | SIMnet training due before class begins Thursdays - homework due 11.9.2026.                                                     |
| 11/9  | Chapter 9                        | Working With Data Analysis                                                                                                       | SIMnet training due before class begins Thursdays - homework due 11.16.2026.                                                    |
| 11/16 | Chapter 10                       | Exploring Business Intelligence                                                                                                  | SIMnet training due before class begins Thursdays - homework due 11.23.2026.                                                    |
| 11/23 | Chapter 11                       | Customizing Excel & Using OneDrive and Office Online                                                                             |                                                                                                                                 |
| 11/30 | MOS Certification Exam           | Advanced Certification Exam, OR Retake Certification Exam-PRELIMINARY                                                            | NOTE: 12.3.2026 date is PRELIMINARY, set by our YSU Department Chair.                                                           |

The course schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better learning.