BUS 2600 - Business Applications of Microsoft Excel

Fall 2026 Syllabus, Section 04, CRN 41663,

Credit hours: 3

Instructor

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Public Instructor Information

M.S., Information Sciences & Technology, The Pennsylvania State University, 2009

B.S.A.S., Computer Information Systems, Youngstown State University, 2007

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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	Microsoft Excel 365 In Practice (Online Textbook)	Stewart & Nordell	
Optional	LinkedIn Learning: Microsoft Office Specialist: Excel Associate (Microsoft 365 Apps) Cert Prep	McBee	
Optional	LinkedIn Learning: Microsoft Office Specialist: Excel Expert (Microsoft 365 Apps) Cert Prep	McBee	

The course readings are subject to change in the event of extenuating circumstances, research developments, current events, and/or to ensure better learning.

Schedule of Topics and Assignments

Week of	Reading(s)	Proposed Topic	Due/To Prepare for Class
8/24	Intro & Chapter 1	Intro & Creating and Editing Workbooks	
8/31	Chapter 1 & Chapter 2	Working with Formulas and Functions	Chapter 1 SIMBook Training: 8/30 Chapter 1 Practice/Homework: 8/30 Chapter 1 Exam: 9/1
9/7	Chapter 2	Working with Formulas and Functions	Chapter 2 SIMBook Training: 9/6 Syllabus Quiz: 9/6 Chapter 2 Practice/Homework: 9/8 Chapter 2 Exam Practicum: 9/10
9/14	Chapter 3	Creating and Editing Charts	Chapter 3 SIMBook Training: 9/13 Chapter 3 Practice/Homework: 9/15 Chapter 3 Exam Practicum: 9/17

9/21	Chapter 4	Getting and Managing Data	Chapter 4 SIMBook Training: 9/20 Chapter 4 Practice/Homework: 9/22 Chapter 4 Exam: 9/24
9/28		SIMnet MOS Review	MOS Skills (5 Trainings & 5 Projects) due 10/11
10/5		In-Class MOS Review	MOS Skills (5 Trainings & 5 Projects) due 10/11 Linked-In Learning Based Review Activities due during class on 10/6 and 10/8
10/12		In-Class MOS Review	Mandatory In-class Review on 10/13 Mandatory MOS Exam on 10/15
10/19	Chapter 5	Exploring the Function Library	Chapter 5 SIMBook: 10/20 Chapter 5 Practice/Homework: 10/20 Chapter 5 Exam: 10/22
10/26	Chapter 6	Exploring Data Tools, Data Types, and Illustrations	Chapter 6 SIMBook: 10/25 Chapter 6 Practice/Homework: 10/27 Chapter 6 Exam: 10/29
11/2	Chapter 7	Working with Templates and Collaboration	Chapter 7 SIMBook: 11/1 Chapter 7 Practice/Homework: 11/3 Chapter 7 Exam: 11/5
11/9	Chapter 8	Developing and Using Macros	Chapter 8 SIMBook: 11/8 Chapter 8 Practice/Homework: 11/10 Chapter 8 Exam: 11/12
11/16	Chapter 9	Working with Data Analysis Tools	Chapter 9 SIMBook: 11/15 Chapter 9 Practice/Homework: 11/17 Chapter 9 Exam: 11/19
11/23	Chapter 10	Exploring Business Intelligence	Chapter 10 SIMBook: 11/22 Chapter 10 Practice/Homework: 11/24 Chapter 10 Exam: 11/24
11/30	Chapter 11	Customizing Excel and Using OneDrive and Office Online	Chapter 11 SIMBook: 11/29 Yellow Belt Capstone: 12/1 MOS Certification Retake or Expert Exam: 12/3

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.