

BUS 2600 - Business Applications of Microsoft Excel

Fall 2026 Syllabus, Section 08, CRN 44100,

Credit hours: 3

Instructor

Michele Schaper

Professional Qualifications:

Master of Business Administration (MBA), Youngstown State University, 2003

Bachelor of Arts in Art History (BA), Youngstown State University, 2000

Microsoft Office Specialist (MOS): Microsoft Excel Associate Certification, 2024

Professor

Email: mlschaper@ysu.edu

Office: Meshel Hall

Public Instructor Information

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Fall 2026 Office Hours:

By Appointment

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		

Required materials: Microsoft Office 365: Excel 2021, available for free to all YSU students

McGraw-Hill SIMNet Materials, electronic homework/study program – First Day Ready & billed to your YSU Account – Already loaded and available in Blackboard (can elect out if you wish - see email from YSU bookstore)

MOS Exam Review and MOS Exam Please follow the instructions for contacting product technical assistance that are included with the product if you encounter a problem.

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	Proposed Topic	Due/To Prepare for Class
8/24		Due 8/27 at 11:59pm: Intro Chapter - Windows, Office, and File Management
8/31		Due 9/3 at 11:59pm: Chapter 1 Training - Creating and Editing Workbooks
9/7		Due 9/7 at 11:59pm: Chapter 1 Homework Chapter 1 Practice Due 9/8 at 11:59pm: Chapter 1 Exam Due 9/10 at 11:59pm: Chapter 2 Training - Working with Formulas and Functions
9/14		Due 9/14 at 11:59pm: Chapter 2 Homework Chapter 2 Practice Due 9/15 at 11:59pm: Chapter 2 Exam Due 9/17 at 11:59pm: Chapter 3 Training - Creating and Editing Charts
9/21		Due 9/21 at 11:59pm: Chapter 3 Homework Chapter 3 Practice Due 9/22 at 11:59pm: Chapter 3 Exam Due 9/24 at 11:59pm: Chapter 4 Training - Getting and Managing Data
9/28		Due 9/28 at 11:59pm: Chapter 4 Homework Chapter 4 Practice Due 9/29 at 11:59pm: Chapter 4 Exam Due 10/1 at 11:59pm: Chapter 5 Training - Exploring Data Tools, Data Types, and Illustrations
10/5		Due 10/5 at 11:59pm: Chapter 5 Homework Chapter 5 Practice Due 10/6 at 11:59pm: Chapter 5 Exam
10/12		Due 10/13 at 11:59pm: MOS - Chapter 1 - Project MOS - Chapter 1 Training - Manage Worksheets and Workbooks MOS - Chapter 2 - Project MOS - Chapter 2 Training - Manage Data Cells and Ranges MOS - Chapter 3 - Project MOS - Chapter 3 Training- Manage Tables and Table Data MOS - Chapter 4 - Project MOS - Chapter 4 Training - Perform Operations by Using Formulas and Functions MOS - Chapter 5 - Project MOS - Chapter 5 Training - Manage Charts
10/19		Due 10/22 at 11:59pm: Chapter 6 Training - Exploring the Function Library

10/26	Due 10/26 at 11:59pm: Chapter 6 Homework Chapter 6 Practice Due 10/29 at 11:59pm: Chapter 7 Training - Working with Templates and Collaboration
11/2	Due 11/2 at 11:59pm: Chapter 7 Homework Chapter 7 Practice Due 11/5 at 11:59pm: Chapter 8 Training - Developing and Using Macros
11/9	Due 11/9 at 11:59pm: Chapter 8 Homework (Windows Only) Chapter 8 Practice Chapter 9 Training - Working with Data Analysis Tools
11/16	Due 11/16 at 11:59pm: Chapter 9 Homework Chapter 9 Practice Due 11/19 at 11:59pm: Chapter 10 Training - Exploring Business Intelligence Chapter 11 Training - Customizing Excel and Using OneDrive and Office Online
11/23	Due 11/23 at 11:59pm: Chapter 10 Homework (Windows Only) Chapter 10 Practice (Windows Only)
11/30	Due 11/30 at 11:59pm: In Practice Excel 365: Yellow Belt Capstone Project Due 12/4 at 11:59pm: Chapter 1 - Introduction to Power Query Chapter 2 - Introduction to Power Pivot Chapter 3 - Introduction to Power BI Desktop

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.