

# BUS 2600 - Business Applications of Microsoft Excel

Fall 2026 Syllabus, Section 13, CRN 42063,

Credit hours: 3

## Instructor

Louise Campbell

Email: [lmcampbell03@ysu.edu](mailto:lmcampbell03@ysu.edu)

## Public Instructor Information

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

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

Office: Williamson 3334

Office Phone: 330-941-3164

## 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<br>Chapter 1 Practice/Homework: 8/30<br>Chapter 1 Exam: 8/31                              |
| 9/7     | Chapter 2             | Working with Formulas and Functions    | Chapter 2 SIMBook Training: 9/6<br>Syllabus Quiz: 9/6<br>Chapter 2 Practice/Homework: 9/8<br>Chapter 2 Exam Practicum: 9/9 |
| 9/14    | Chapter 3             | Creating and Editing Charts            | Chapter 3 SIMBook Training: 9/13<br>Chapter 3 Practice/Homework: 9/15<br>Chapter 3 Exam Practicum: 9/16                    |

|       |            |                                                        |                                                                                                                                                               |
|-------|------------|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9/21  | Chapter 4  | Getting and Managing Data                              | Chapter 4 SIMBook Training: 9/20<br>Chapter 4 Practice/Homework: 9/22<br>Chapter 4 Exam: 9/23                                                                 |
| 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<br>Linked-In Learning Based Review Activities due during class on 10/5 and 10/7                               |
| 10/12 |            | In-Class MOS Review                                    | Mandatory In-class Review on 10/12<br>Mandatory MOS Exam on 10/14                                                                                             |
| 10/19 | Chapter 5  | Exploring Data Tools, Data Types, and Illustrations    | Chapter 5 SIMBook: 10/20<br>Chapter 5 Practice/Homework: 10/20<br>Chapter 5 Exam: 10/21                                                                       |
| 10/26 | Chapter 6  | Exploring the Function Library                         | Chapter 6 SIMBook: 10/25<br>Chapter 6 Practice/Homework: 10/27<br>Chapter 6 Exam: 10/28                                                                       |
| 11/2  | Chapter 7  | Working with Templates and Collaboration               | Chapter 7 SIMBook: 11/1<br>Chapter 7 Practice/Homework: 11/3<br>Chapter 7 Exam: 11/4                                                                          |
| 11/9  | Chapter 8  | Developing and Using Macros                            | Chapter 8 SIMBook: 11/8<br>Chapter 8 Practice/Homework: 11/10<br>Chapter 8 Exam: 11/16 * moved due to Veterans Day                                            |
| 11/16 | Chapter 9  | Working with Data Analysis Tools                       | Chapter 9 SIMBook: 11/15<br>Chapter 8 Exam: 11/16<br>Chapter 9 Practice/Homework: 11/18 *due to holidays<br>Chapter 9 Exam: 11/23 * moved due to Veterans Day |
| 11/23 | Chapter 10 | Exploring Business Intelligence                        | Chapter 10 SIMBook: 11/22<br>Chapter 9 Exam: 11/23<br>Chapter 10 Practice/Homework: 11/25 * due to holidays<br>Chapter 10 Exam: 11/30 * moved due to holidays |
| 11/30 | Chapter 11 | Customizing Excel and Using OneDrive and Office Online | Chapter 11 SIMBook: 11/29<br>Chapter 10 Exam: 11/30<br>Yellow Belt Capstone: 12/1<br>MOS Associate Retake OR Expert Exam: 12/2                                |

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