BUS 2600 - Business Applications of Microsoft Excel

Fall 2026 Syllabus, Section A01, CRN 43245,

Credit hours: 3

Instructor

Dr. Connie Augustine

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Public Instructor Information

Senior Lecturer of Accounting

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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	Kathleen Stewart and Randy Nordell	n/a - First Day Ready

Text is part of First Day Ready program and will be included in your Blackboard course.

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

Tentative Course Outline

Week of	Reading(s)	Proposed Topic	Due/To Prepare for Class
8/24	Introduction & Chapter 1	Creating and Editing Workbooks	**SYLLABUS QUIZ MUST BE COMPLETED WITH A SCORE OF 100% BY 8/25/2026 TO ACCESS COURSE MATERIALS** Training due by 11:59pm ET on Wednesday / Practice & Homework due by 11:59pm ET on Friday / Exam due by 11:59 ET on Sunday
8/31	Chapter 2	Working with Formulas and Functions	Training due by 11:59pm ET on Wednesday / Practice & Homework due by 11:59pm ET on Friday / Exam due by 11:59 ET on Sunday
9/7	Chapter 3	Creating and Editing Charts	Training due by 11:59pm ET on Wednesday / Practice & Homework due by 11:59pm ET on Friday / Exam due by 11:59 ET on Sunday

9/14	Chapters 4 & 5	Getting and Managing Data / Exploring Data Tools, Data Types and Illustrations	Training due by 11:59pm ET on Wednesday / Practice & Homework due by 11:59pm ET on Friday / Exam due by 11:59 ET on Sunday
9/21	Chapter 6 and MOS Prep Assignments	Exploring the Function Library and MOS Prep	Training due by 11:59pm ET on Wednesday / Practice & Homework due by 11:59pm ET on Friday / Exam due by 11:59 ET on Sunday / MOS Prep Assignments (10) due 11:59pm ET on Sunday
9/28	Chapters 7 & 8	Working with Templates / Collaboration / Developing and Using Macros	Training due by 11:59pm ET on Wednesday / Practice & Homework due by 11:59pm ET on Friday / Exam due by 11:59 ET on Sunday / Yellow Belt Capstone Project due by 11:59pm ET on Sunday
10/5	Chapters 9, 10 & 11	Working with Data Analysis Tools / Emploring Business Intelligence / Customizing Excel & MS Office	Training due by 11:59pm ET on Wednesday / Practice & Homework due by 11:59pm ET on Friday / Exam due by 11:59 ET on Sunday / MOS Certification Exams this week - see Blackboard link to schedule your time

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.