

Welcome to the Microsoft Excel Online Course for the Summer Session 2025

In the fall/spring semester, this is a 10-week course. For the summer session, this 10-week course is condensed into 8 weeks of work. We will be discussing beginning, intermediate, and advanced Excel topics for this course.

I am extremely excited to teach this course on Brightspace! This course is hands-on and will require students to practice the functions and features learned to solidify their knowledge in Excel. Please read the syllabus to understand the structure of this course for the summer. There is a textbook for this course, along with video instruction and materials as learning aids. We will be utilizing this textbook: GO! Microsoft 365: Excel 2021, published 2022. ISBN-13: 9780137679690. Authors: Gaskin, Vargas.

This textbook is ideal for this course because it is self-paced, and it contains instructions and material that can be used after the course is completed. I urge you to purchase the textbook as soon as possible for weekly assignments. Every week, there will be an announcement with assignments posted on Brightspace in the Content section. Weekly, as new topics are introduced, students are expected to review the learning materials provided, complete lab assignments, and homework. The course will be divided into weekly modules to guide you through the learning material. These requirements must be completed and serve as prerequisites to access next week's material when it is released.

Even if your career path isn't related to business or finance, Excel is essential for any career path you select. You can apply the functions you've learned in Excel to most business and spreadsheet-type applications. For example: Google Sheets. It utilizes a vast majority of the features used in Excel, and Google products are in use at most organizations.

I have been teaching Microsoft Excel at Marist for over eight years. My background is in Technical Operations and Data Analytics, and I utilize Excel in complex cases to analyze, visualize, and organize data. During this course, I utilize real-world business problems that can be solved using Excel.

A letter grade is given at the end of this course. The letter grade distribution is listed on the syllabus. Hope you enjoy this online course, and if you have any constructive feedback, please let me know.

Listed below are important dates for this semester. It is also listed in your syllabus:

The Summer session is 8 weeks: June 2 – July 25, 2025

Add/Drop: 6/2-6/6 (Note: To add/drop, students must email Registrar@Marist.edu)

Last day for full refund: 6/6

Last day for ½ refund: 6/13

Last day to withdraw (W): 7/7

Withdraw/Fail begins (W/F): 7/8

Final grades due: 7/31