

Dear Students,

Welcome to MS EXCEL. This class will be taught entirely on-line. The course is delivered through Brightspace Platform our online collaborative learning environment. Students will use their Marist Account and password to access the contents of the course 24 hours a day, 7 days a week.

Marist's Winter-4week online course formats are equivalent to traditional semester- length Marist courses. Students spend at least five hours per week on the internet and roughly eight to twelve hours per week on homework (reading and completing the assignments).

Since communication is the key to successful online learning, I will communicate with you through Brightspace (Announcements, messages). My Marist email address is Leonard.Thambirajah@marist.edu

We will be covering a great deal of material in this Winter Session. You will have weekly reading, homework assignments, and quizzes (Related to your lab assignments). Each day I will post an announcement in Brightspace detailing your responsibilities for the Week. It is very important you keep up with the course assignments and assigned deadlines.

Each week you will have 4 assignments. You should submit your assignments as you complete them. All weekly Assignments should be submitted by Saturday of each week. No assignments will be accepted once the solutions are posted.

Additional help

I will be posting self-made videos and YouTube links and Notes to facilitate your labs and quizzes. This will be taught as a friendly introduction EXCEL. Please feel free to communicate with me if you need any additional help.

Textbook is not Required.

Notes will be posted.

Help Desk: 845-575-HELP

Marist Bookstore: 845-575-3260

Registrar: 845-575-3250

Digital Education: 845-575-3836

Division of Extended Learning (main number) 845-575-3202

Winter session runs: **December 13 – January 16**

Add/Drop: **12/13 – 12/17** (Email to the Registrar's Office)

Last day for full refund: **12/17**

Last day for ½ refund: **12/23**

Last day to withdraw (W): **1/2**

Withdraw/Fail begins (W/F): **1/3**

P/NC/U: **12/22**

Final grades due: **1/22**

***Students must pay in full before registering starting November 24th. Students may be financial deregistered after December 9th.**