



Hello and welcome to Excel!

I am excited to be your teacher for Excel this Winter semester - and hope you are equally excited about taking this course.

The class is structured to complete eight Modules in total. No matter where you are in your learning journey with the Excel program you should be able to complete this course. This is a fully online course with no face-to-face meetings. Between your textbook and Brightspace you should be able to complete the assignments.

The required textbook is:

Microsoft Office 365 Excel 2021 – Comprehensive

The Shelly Cashman Series

Print Book: 9780357676974

eBook: 9780357677001

Your Syllabus has the eight Modules outlined in more detail, important dates you should be aware of throughout the semester and resources if you need IT support.

If any questions arise, please do not hesitate to email me through BrightSpace messaging, call or text. I am always happy to help.

I look forward to our Winter semester together.

Sincerely,

Meghan Tomaskovic
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