

## Advice to YOU from Students from COT 151 Last Semester

At the end of COT 151 last semester, I asked students to provide advice to YOU, the students in this class this semester. Here's what they recommend for you to be successful in COT 151.

- My advice to future COT-151 Students would be, to be prepared. It is very helpful to complete the in-chapter exercises. This class requires your time and focus, just like any other. I have used Word at work and at home, and thought this class would be a breeze. You will be surprised by the amount of things this program can do. Good luck and have fun with it.
- Dear Future COT 151 Students,  
RUN... RUN AWAY... AS FAST AS YOU CAN! Just kidding! My advice is to be prepared for a lot of work. This is a condensed course and you have many assignments each week. I would also suggest that you pay careful attention to the discussion due dates, the first post is due three days before the two posts to other students, so if you are doing them by the due date that's shown it will be late. I really enjoyed the class and what I learned. I have used Word for several years and thought that this class would be easier than it was, but you'll be grateful for the knowledge and how you can apply it to what you're doing. Good luck and enjoy!
- My advice would be to study hard and make sure you do all of the exercises in the book. This is a compressed course and it can become very frustrating at times, however, it is a fun course and can be very helpful in the workplace or at home. Pay attention to the discussion areas as they are due BEFORE the actual assignments. I have really liked this class and am looking forward to continuing the book. Oh, don't forget your professor, she is there to help and will whenever she can. Good luck to all!
- My advice is to pay close attention to the rubrics for each individual assignment, as well as the due dates and times. I've regrettably missed several assignments due to missing the deadline by only a few minutes. Allot yourselves enough time to complete your assignments well before they are due, just in case you run into a problem and need extra time to figure your way through it.
- My advice to future students, first of all, would be to pay close attention to assignment due dates, I mean close attention ha. I read the assignment due date and it went in one eye and out the other and missed turning in my first assignments. Second would be to allow yourselves plenty of time to complete your assignments. This to me was a hard one working 8:00-3:00, getting home taking care of a 21 month old, doing chores, then my homework. I felt like I never

had time. But hey it can be done, so my advice would be to give yourself plenty of time to complete assignments that way you can ask for help for those assignments that give you a hard time.

- I work from 5:30 am to 5:30 pm and have a 3 year old. It was tough but I found my groove. I pretty much made sure all my homework for the next week was done on the weekends during nap times, that way I did not have to worry too much about it during the workweek. I would make a list of any questions that I had as I went then I would email the instructor on Sunday night then that gave me until Wednesday to make the corrections needed.
- My Advice for new COT-151 students is to motivate yourself to finish assignments, with simple things like post-its at the end of each chapter, like “well done!” and “you finished, congratulations!” Time management was a big one for me. It is extremely important to have a strong will, and use an agenda to schedule yourself to finish important things, like homework, etc. It is a compressed class, but the good news is that time goes by very quickly and you'll have learned a lot of interesting functions in Word.
- My advice for the future COT-151 students would be don't give up. Read your materials, do the practice exercises and don't be afraid to ask for help. You have to be prepared and manage your time wisely. Good Luck!
- My advice for COT 151 students is to be on top of the assignments and reading. This class has a lot of information in a limited amount of time. They should make sure they read the chapter thoroughly and don't wait until the last minute to start their assignments. They should start their assignments with enough time that they can ask questions if needed. Making sure they understand what they are reading is key in doing the assignments properly. The exercises in the chapter are very helpful in making sure you understand the material. Be prepared to work hard and enjoy what you learn!
- The advice I would give the students who take this class next is to ask questions and practice the setting tabs portion of the book extensively. I really enjoyed this class and the teacher was very helpful with all aspects of the course. Stay focused and use the video record option for discussions as it will give you practice with public speaking as well. Good luck students! One more thing, make sure you have the latest version of the Word software!