

# WELCOME TO COMP1927

Hello, and welcome to COMP1927. My name is Farah Shafie and I will be your instructor for the duration of this course. In this course you will be introduced to computer skills that will be required for success both in school and in the workforce. You will learn the basics of Microsoft Word and Excel. You will practice using Microsoft applications to create and modify educational and workplace documents. Course material can be reviewed in the Course Information Folder.



Throughout this course you can reach me at my college email and we can set up time for a zoom meeting or teams chat. Or you can email me your questions and I will get back to you within 48 hours.

I look forward to working with you all!

## INSTRUCTIONAL PLAN

Begin this course by going through the "Instructional Plan" in eConestoga. The instructional plan gives you information on how to reach me, program specific notes, course specific notes, assignment and evaluation summaries. Lastly, the instructional plan gives you a course schedule week by week of what we will cover in this course.



## EXAM, TEST, AND ASSIGNMENT RULES FOR STUDENTS

Please take a moment to review the School of Workforce Development's rules for exams, tests and assignments. The link is provided to you in eConestoga under the "Course Information" folder. This is a requirement for ALL students.



## CONESTOGA COLLEGE'S ACADEMIC INTEGRITY POLICY

The Conestoga College's Academic Integrity Policy will be enforced for this course. It is the responsibility of ALL students to review the policy to be aware of your responsibilities. The link for Conestoga College's Academic Integrity Policy can be found in eConestoga under the "Course Information" folder.



## ACADEMIC INTEGRITY COMPLIANCE ACKNOWLEDGEMENT

Please review the Exam, Test, and Assignment Rules for Students and Conestoga's Academic Integrity Policy posted in the "Course Information" folder. By completing this quiz you are acknowledging the classroom Academic Integrity Rules. You will not be able to access any weekly content for this course until you have completed this quiz.



## E-TEXT - DIGITAL ACCESS CODE

Please follow the link in the "Course Information" folder on eConestoga to gain access to your e-text for this course. If you are unsure how to access your e-text, a link to a YouTube video has been provided in the "Course Information" folder to assist you with this.



## THREE (3) KEYS FOR SUCCESS

1. Come to Class. Be on time!
2. Get organized and stay organized.
  - a. Schedule/Classes/Assignments/Tests
3. Communication is KEY (eConestoga/Email)



**BE HAPPY ALWAYS**

