

Textbook Information:

CIS 100

CIS 111

Excel 1

Excel 2

Keyboarding 1 & 2

1. Required Course Materials:

- CIS 100, CIS 111, and Excel classes use Cengage Unlimited for the course materials. Keyboarding classes use *Gregg College Keyboarding & Document Processing*. Both publishers allow students to create and use accounts at the beginning of the semester and use their products for a 14-day grace period. If you do not pay by the 14th day, the assignments in the accounts become deactivated and you will lose your completed assignments.
- All of the courses I teach require purchasing something. Cengage is a subscription purchase. Keyboarding classes use a digital online software product from McGraw Hill Publishing. The syllabus will indicate which materials to purchase.
- When purchasing directly from a publisher, you will be required to create a new account. I strongly recommend always using your personal email address and password for publishers' accounts. That way you won't forget the login information.
- If you already have a Cengage account, do not create a new one. Just login with the email address you used when you created your Cengage account and use the same password.
- After creating your Cengage account (or logging in to an existing account), add SAM 2019 (ISBN is in your syllabus) and [create a SAM account](#) using your personal email address and password. CIS 100, CIS 111, Excel 1, and Excel 2 will use the SAM account for training simulations, projects, and exam assignments. The login for your SAM account will be the same as the login for your Cengage account. Cengage and SAM have different login pages but use the same login information.
- Keyboarding students: Use this [link](#) to get started in your class.
- SAM does not expire. At the end of the course, you may continue to use SAM for additional training, projects, and assessments.
- The Keyboarding software expires after 1 year.
- With Cengage Unlimited subscription you can [access any Cengage materials](#) you are using across ALL of your courses AND a library of 20,000 ebooks, study guides, and reference materials. Do you have other classes at OCC that require Cengage materials?
- Keyboarding students do not use Cengage Unlimited. They use the Gregg College Keyboarding (aka GDP which stands for Gregg Document Processing).
- Students will have an option after purchasing to rent a 'real' textbook, but it won't be required.
- If you already have a SAM account, contact instructor by email.

CIS 100 students email me at:	maryann.watson.cis100@gmail.com
CIS 111 students email me at:	maryann.watson.cis111@gmail.com
Excel students email me at:	maryann.watson.excel@gmail.com
CIS 090 & 092 (Keyboarding)	online.watson@gmail.com

- Keyboarding students: If you are using GDP Keyboarding (from McGraw Hill Publishing), follow instructions in the weekly checklists for downloading (or opening) the ebook and beginning your first lessons. The GDP software will lead you through lesson by lesson.

ISBNs for hard copy textbooks (just in case you want to know the ISBN's):		
CIS 100	<u>MS Office 365 Office 2019 Introductory (Illustrated series)</u>	ISBN 9780357025673
CIS 111	<u>MS Office 365 & Excel 2019 Comprehensive</u>	ISBN 9780357026403
	<u>MS Office & Access 2019 Comprehensive</u>	ISBN 9780357026397
	<u>Discovering Computers ©2018: Digital Technology, Data, and Devices, 1st Ed</u>	ISBN 9781337285100
Excel 1	<u>MS Office 365 & Excel 2019 Comprehensive</u>	ISBN 9780357026403
Excel 2	<u>MS Office 365 & Excel 2019 Comprehensive</u> (Excel 2 uses the same book as Excel 1.)	ISBN 9780357026403
SAM 2019	<u>SAM is a digital product.</u> (Do not buy a used SAM access code. It won't work for OCC.)	ISBN 9780357366653
CIS 090 & 092	<u>Gregg College Keyboarding & Document Processing</u> (This digital product is not from Cengage.)	ISBN 9781259232114

- CIS 100, CIS 111, Excel 1, and Excel 2 students: If you have the textbooks but not a SAM account, you will need to purchase SAM 2019 through [Cengage Unlimited](#) and then [create a SAM account](#).
- Keyboarding students: If you have the textbook but not a GDP account, you will need to use this [link](#) to get started in your class.
- Digital products must be purchased new. Do not purchase used codes because they will not work for Orange Coast College.
- You may purchase access codes for Cengage Unlimited or for GDP Keyboarding in the OCC Bookstore, or online at the respective publisher's websites. Information for this is in your class syllabus.
- Students with aid vouchers should purchase from the college bookstore.
- Publishers allow a 14-day grace period at the beginning of the course to give allow time to purchase.

2. [Other classes at OCC using Cengage text materials.](#)

Click this link to view other courses at OCC using Cengage Unlimited. If you register in any other courses using Cengage materials, you will be able to use the course materials without incurring additional cost.

3. [Additional Required Materials for this class:](#) USB storage device, 1G or bigger.

4. [Print books:](#)

After you purchase a digital product from Cengage and create an account, you will have the opportunity to rent the ebook(s). For SAM, your print rentals will be available in your SAM section. Print rentals may be redeemed only within your SAM account and are shipped directly to you.

GDP Keyboarding (from McGraw Hill Publishing) will have an ebook or PDF option for reading on a split screen. (Press and hold the Windows key and then press either the Left or Right arrow key to split screen and multitask between what you see on the left and what you see on the right.)

5. [Used textbook option:](#)

If you have a used textbook, you must still subscribe to Cengage Unlimited to use SAM 2019. If students are using GDP Keyboarding, an access code must still be purchased. Do not purchase a used SAM or GDP product code. It will not work for Orange Coast College. If you already have a SAM account at OCC, let me know by sending me an email.

6. Additional Registration/Purchasing Support:

Additional guidance for SAM: <https://startstrong.cengage.com/sam-not-integrated-ia-no-2/>.

GDP Keyboarding: Each student must purchase a registration code—codes may not be shared. If you purchase a code from third-party sources, such sites do not always guarantee codes. Let the buyer beware!

7. Cengage Unlimited FAQ's

NOTE: Students should NOT purchase BOTH individual course materials AND product access codes—only ONE purchase is required. The price should be the same if you purchase from the OCC bookstore or from [Cengage Unlimited](#) (although the Bookstore may charge more).