CIS 110 Principles of Information Systems

Getting Started

Note: the following information is *essential* for you to know in order to complete this class. If you do not obtain the appropriate course material and understand the following information you cannot complete the class. Read the following information carefully.

TEXT BOOKS AND WEB-BASED INSTRUCTIONAL MATERIAL

Obtaining the necessary text book course material and the necessary access codes for each of the individual web-based components for the class can be "challenging."

The best way to obtain all of the text books and access codes for this class is to purchase the class material "bundle" available at the college book store. If you try to purchase the individual components separately the cost is significantly higher.

Each semester some students try to purchase individual components from independent sources and end up with incorrect products that are incompatible with the course. This leads to confusion, duplicate work, and lost time in the course. Several students have actually had to drop the class because of this issue. Once again, the best way to obtain all of the course materials in one location is to purchase the class material "bundle" from the college book store.

This issue is so significant that if you decide to purchase the course materials from any other source other than the college book store you will need to contact the individual publishers of each particular product for assistance--I will not be available to assist you with individual purchases.

The class "bundle" includes the following:

- Product #1
    - Text book: Computing Essentials 2017, 26th edition, Timothy J. O'Leary.
    - Web-based instructional material: Connect from McGraw Hill publishers (includes an access code)
- Product #2
    - Text book: Microsoft Office In Practice--Access 2013 (4 chapters).
    - Web-based instructional material: SimNet--Microsoft Access 2013 (includes an access code)
- Product #3
    - Text book: Microsoft Office In Practice--Excel 2013 (8 chapters).
    - Web-based instructional material: SimNet--Microsoft Excel 2013 (includes an access code)

To summarize, the bundle includes three (3) text books and four (4) access codes--yes, four. There is one access code for the Connect product and three (3) access codes for Office 2013 SimNet products. You must use the access codes and register and activate with each individual product (Connect and SimNet) in order to have access to all of the course material.

WEB BROWSERS TO USE WITH CONNECT AND SIMNET

The web-based instructional products Connect and SimNet require the use of Java. The web browser you use must support Java and have the latest version installed. You will need to use either Firefox or Safari as your web browser for this class. I know, I personally use Chrome for all of my web browsing but for this class I use Firefox. This is important--just use Firefox or Safari and all will be well!

The best way to enter a Connect or SimNet session for this class is to click on a link from the Weekly Materials menu item in the course Blackboard site. Entering either Connect or SimNet from the McGraw-Hill web site will not store your work for this class and will not record your grade.

COURSE MATERIAL REGISTRATION INFORMATION

- Connect Registration-- to register and activate your Connect account with this class go to the class Blackboard site and follow the instructions below
    - Click on the Weekly Materials menu item on the left side of the screen
    - Click on Week 01
    - Click on McGraw-Hill Connect Materials: This Week's Assignment
    - Click on the LS (Learn Smart) Chapter 1 link
    - Follow the registration instructions.
        - You can select a free, two-week trial of Connect at this point but ensure you purchase the product before the end of the free trial period to remain in the course.
    - Connect, Learn Smart, and Smart Book are the same thing and are used with the Computing Essentials 2017 text book.

- SimNet Registration-- to register and activate your SimNet account with this class go to the class Blackboard site and follow the instructions below
    - Click on the Weekly Materials menu item on the left side of the screen
    - Click on Week 02 (Week 02 is the first week containing a SimNet assignment)
    - Click on McGraw-Hill SimNet Course
    - Follow the registration instructions.
        - You can select a free, two-week trial of Connect at this point but ensure you purchase the product before the end of the free trial period to remain in the course.

IF YOU NEED HELP

- If you have trouble with registration contact McGraw-Hill Customer Support.
  - Web: http://mpss.mhhe.com/contact.php
  - Phone: **USA and Canada**
    800-331-5094 (toll-free)

    Sun: 11am - 1am
    Mon-Thurs: 7am - 3am
    Fri: 7am - 8pm
    Sat: 9am - 7pm
    (All times in Central Time)