You will have a variety of assignments through Cengage’s SAM platform (Skills Assessment Management) at sam.cengage.com to practice the use of Microsoft Excel.

Two options are available:

1. Buy “ SAM 2016 Assessment, Training and Projects “ access code ONLY for $99.00

 (buy at amazon.com or [www.cengage.com](http://www.cengage.com))

OR

1. Buy “Cencage Unlimited” access code and books for $119.00

(buy at [www.cengage.com](http://www.cengage.com) or the UH Bookstore)

[https://www.cengage.com/dashboard/#/course-confirmation/MTPQ3NDPCCRX/initial-course-confirmation](https://www.cengage.com/dashboard/%22%20%5Cl%20%22/course-confirmation/MTPQ3NDPCCRX/initial-course-confirmation)

Tutoring will be available in Melcher #133, hours posted at the door.

**Registration and Use:**

1. Register (create an account) at sam.cengage.com using:
	1. the access code (from above)
	2. your name
	3. email address

You will see a ‘free two week trial’ option . Work from this ‘free trial’ will not be accepted.

You must buy through (1) or (2) above.

1. Identify your University by entering the University of Houston iKey: T2034027

IF you have an account with Cengage already, THEN use your UH email or an email you have not used before so that you can enter your University of Houston iKey to avoid conflicts with previous classes.

1. Join the “Dr. Parks” section
2. Complete assignments BEFORE the last day of class (NOV 28)

Budget an hour per assignment (there are ten assignments)

You are responsible for completing the work individually.

Any content borrowed from a peer will be flagged by the grading system

1. Additional Help:

Click here to see a video for Student Registration and Login: <https://www.cengage.com/services/resource/7274>

Click here to download the Student User Manual:
<http://assets.cengage.com/pdf/gui_sam-stu-brief-user-guide.pdf>

Click here to see how to access the Cengage readings:
<https://www.cengage.com/services/resource/6943>