# Boost your course with Online Keyboarding in SAM™

sam

Online Keyboarding in SAM™ is now available for the popular Century 21® Jr. Computer Applications with Keyboarding for middle school and Century 21® Computer Skills and Applications for high school keyboarding classes teaching Microsoft® Office 2013 content. We have invested in this major platform upgrade to enhance the user experience for keyboarding students and instructors.
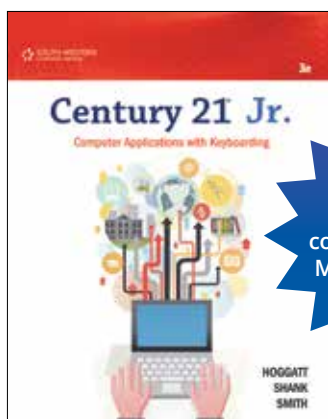
82 lessons of keying content for the Middle School level
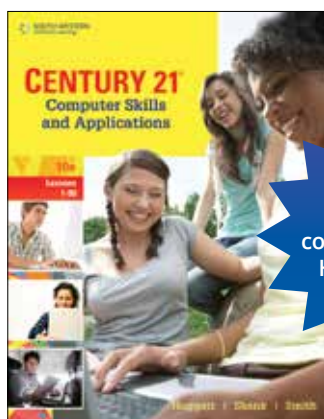
90 lessons of keying content for the High School level

sam What is SAM™?

Skills Assessment Manager (SAM™) has been training and testing essential Microsoft Office® skills starting with Microsoft Office® 97. Longtime users love that students engage in a hands-on simulated environment and then apply their skills to Microsoft Office® applications. Instructors save time and energy with SAM's auto-graded assignments and flexible reporting tools. SAM™ hosts a modern, well-trusted interface.

New Benefits

While **MicroType (CheckPro)** has helped thousands of students learn keyboarding skills with the Century 21® series, Online Keyboarding in SAM™ updates long-loved MicroType exercises with a modernized platform that allows for:

- Auto grading
- Fully online platform—no need for plugins, software installation, or CDs
- Content all in one place
- One click toggle between Instructor and Student View
- Detailed reporting across sections and at the individual or assignment level
- Instructor choice of Keyboarding Preferences, including:
  - ▸ Backspace On/Off
  - ▸ Errors Allowed per task or per minute per task
  - ▸ Time
  - ▸ Accuracy percentage
 - ▸ Emphasis (accuracy, speed, or a combination)

What's Included:

- **Full interactive ebook** with tutorial videos for new tasks, ReadSpeaker and Search functionality, Flashcards, Annotation Tools, and Merriam-Webster's Dictionary

- **Computer Concepts** Simulated Trainings and Exams with Introduction, Observe, and Apply modes. Topics range from Software/Hardware Basics to Managing Files and Folders.


Full interactive ebook

- **Microsoft Word® 2013** Simulated Trainings and Exams with Introduction, Observe, Practice, and Apply modes
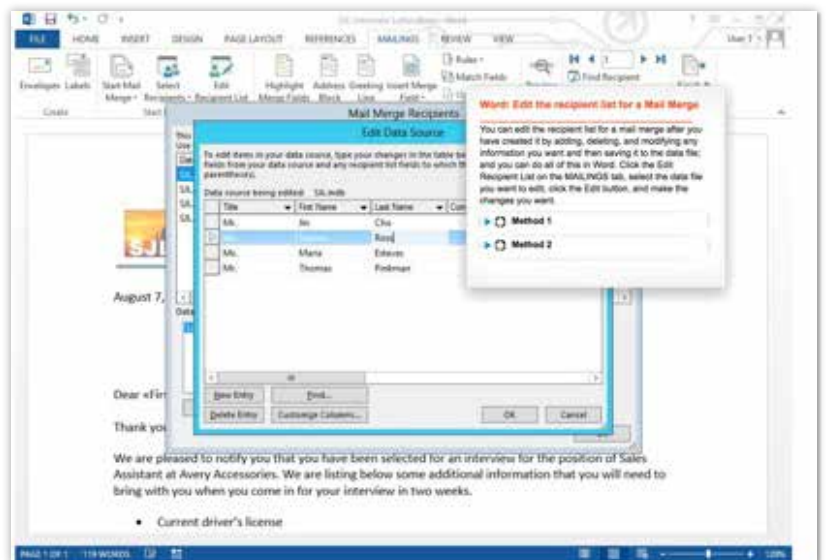
Microsoft Word® 2013

- **Keying Drills:**
  - ▶ **Warmup**
  - ▶ **Learn Keys:** Students view a digital keyboard as they learn new keys
  - ▶ **Practice Keying:** Students practice newly learned keys with exercises from the textbook, or by looking at the screen. They have the chance to check their progress and GWAM as well as errors.
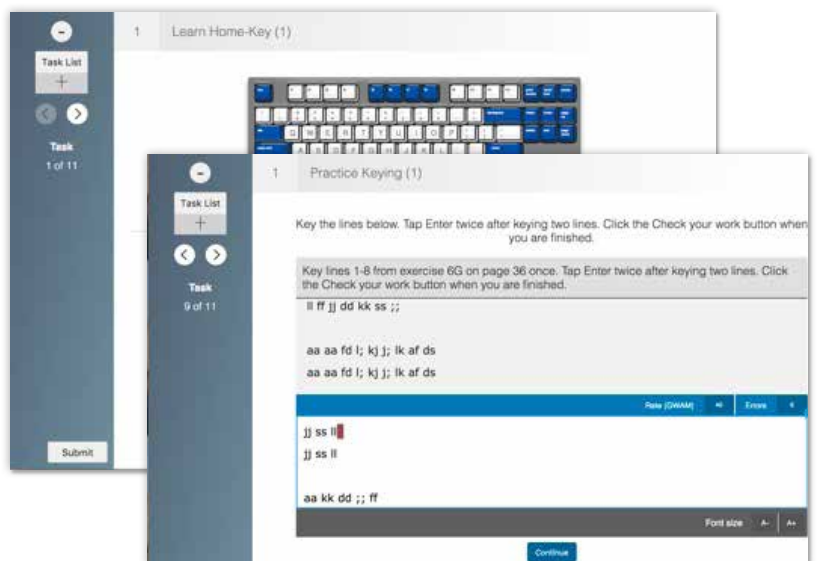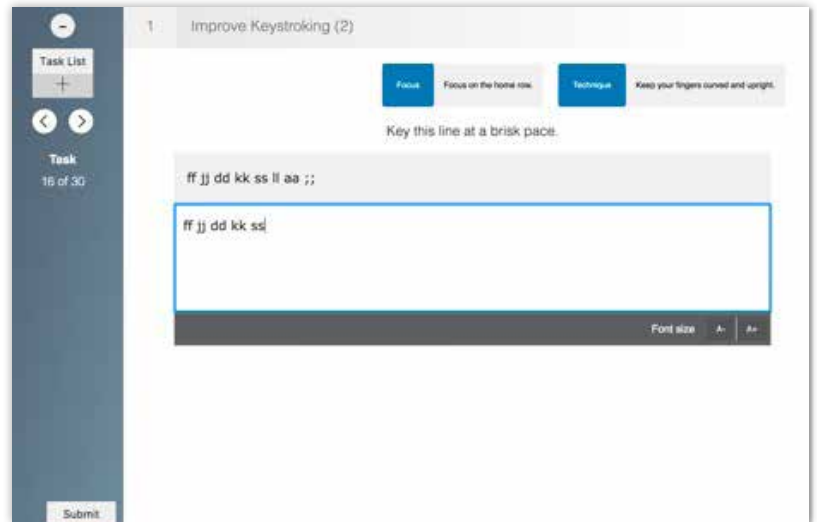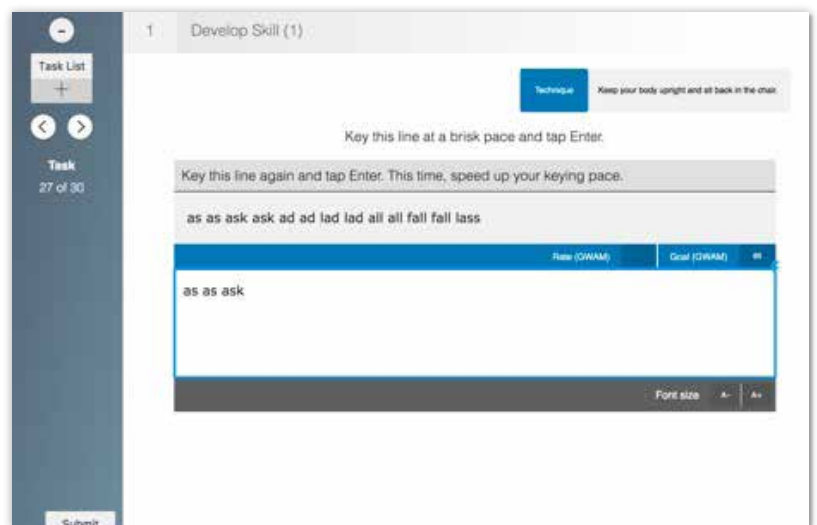

Keying Drills

What's Included:

- **Improve Keystroking**

- **Develop Skill:** Students attempt a line of text and get a baseline GWAM. To complete the task, they need to improve their GWAM by 2 points.

- **All Reaches Learned (Parts 1, 2, and 3):** Presents drill lines reinforcing the new keys students have learned.

- **Keyboard Mastery:** Helps students relax and get focused by warming up. If students don't meet the accuracy requirement on the first try they will be forced to retry.

- **Improve Technique:** Encourages accuracy; as soon as a student makes an error, the simulation deletes the error and they can try again

- **Skill Building: Sentences and Paragraphs – Speed and Accuracy**

- **Skill Building Measurement:** Students key two paragraphs with no more than the specified number of uncorrected errors

- **Skill Building Quick Review:** Reinforces nine specific techniques or reach types

- **Drill Practice:** Provides drills to correct reach deficiencies such as adjacent keys, concentration, direct key reach, repeating letters, and more

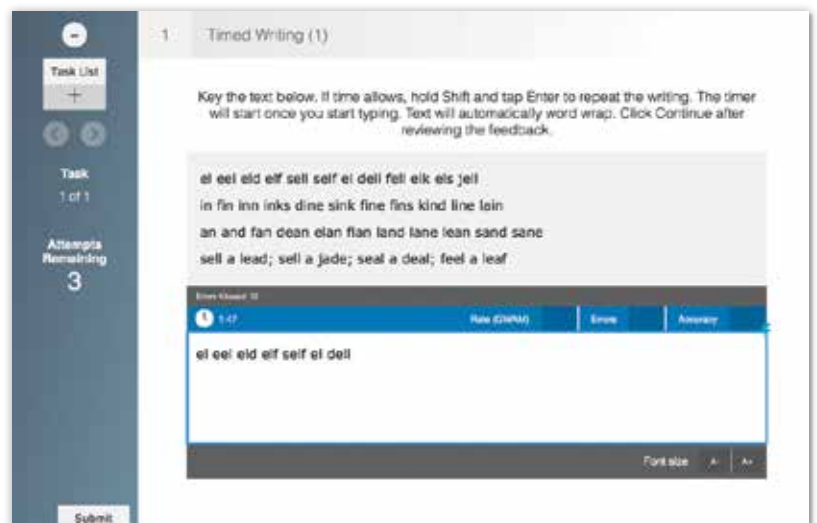Improve Keyboarding

Develop Skill

- **Timed Writing–Inside/Outside Lessons**

- **Skill Building Assessment:** Measures both speed and accuracy for a timed writing

- **Additional Assignments:**
  - ‣ Skill Building Key Review
  - ‣ Additional Timed Writings
  - ‣ Quick Review
  - ‣ Drill Practice
  - ‣ Performance Tests

Timed Writing

THREE great products rolled into ONE:
Century 21® Keyboarding series, MicroType, and SAM™

New!

## Online Keyboarding in SAM™
©2017

- A complete online keyboarding learning solution with keying warmups, skill building, timed writings, and more
- Automatic grading and immediate feedback for students
- SAM™ Office 2013 Simulations for application of skills in Word®, PowerPoint® and Excel®
- SAM™ Office 2013 Projects for hands-on, real-world experience
- An intuitive design easy for middle school and high school students to navigate
- Detailed reports to monitor student progress

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An online environment that builds student mastery of keyboarding Microsoft Office skills

Online Keyboarding in SAM™ ©2017		
Century 21® Jr., Computer Applications with Keyboarding	9781337385756	**$20.00**
Century 21® Computer Skills and Applications	9781337387712	**$20.00**
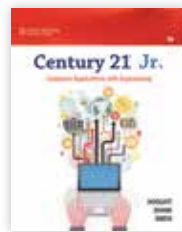
Century 21® Jr., Computer Applications with Keyboarding
Haggatt, Shank, Barksdale
Grades 6–8   ©2016   9781133365341

- Covers navigation of computer basics, file management, the Internet, keyboarding, word processing, desktop publishing, spreadsheets, presentations, and databases
- Reinforces basic writing skills and connects across the curriculum with additional projects
- Microsoft® Office 2013 and Windows® 7 and 8 defaults are supported in new document formats
- Now available as a complete online solution with Online Keyboarding in SAM™

480 pages

Vitalsource

Students have access anytime on almost any device with this downloadable eBook

Century 21® Jr., Computer Applications with Keyboarding Third Edition ©2016		
Student Text	9781133365341	**$97.75**
Teacher's Edition	9781133365518	**$175.50**
Instructor Resource CD-ROM	9781285065526	**$229.50**
Online Keyboarding in SAM™ with Century 21® Jr.	9781337385756	**$20.00**

Instructor Companion Site at login.cengage.com with Cengage Learning Testing, powered by Cognero®

Century 21® Computer Skills and Applications, Lessons 1–90
Hoggatt, Shank, Smith
Grades 9–12   Tenth Edition ©2015   9781111571757

- Enables students to tap into the latest keyboarding technology, learn to master computer applications using Microsoft® Office 2013, and increase their communication skills
- Features stronger pre- and post-assessment tools that allow accurate monitoring of student progress
- Covers the latest keyboarding technology: speech recognition, Internet, e-mail, database, electronic presentations, spreadsheets, and advanced word processing
- Now includes "Skill-Builder Activity" pages that reinforce the most important skills for keyboarding

Hardcover, 432 pages

Vitalsource

Students have access anytime on almost any device with this downloadable eBook

Century 21® Computer Skills and Applications, Lessons 1–90 Tenth Edition ©2014		
Student Edition	9781111571757	**$69.00**
Instructor's Resource CD	9781111987138	**$204.25**
Working Teacher's Edition	9781111580063	**$125.25**
Online Keyboarding in SAM™ with Century 21® Computer Skills and Applications	9781337387712	**$20.00**

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