



# SAM and Office 2013



The program to prepare your students  
for career and college success!

## Illustrated

Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series engages both computer rookies and hot shots in mastering Microsoft Office 2013 applications quickly and efficiently. Skills are accessible and easy to follow thanks to the Illustrated Series' hallmark 2-page layout, which allows students to see an entire task in one view. New Learning Outcomes outline the skills covered in each lesson, and larger full-color screens represent exactly what students should see on their own computers.



This series is known for:

- Its **hallmark 2-page layout** designed to make skills accessible and easy to follow.
- **Learning Outcomes** that provide a framework for the skills covered in each lesson.
- **Case Studies** that place each lesson in context and encourage further application.

## New Perspectives

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Office 2013 continues to engage students in applying skills to real-world situations, making concepts relevant.



The New Perspectives Series is known for:

- Fostering a **critical-thinking, problem-solving** method to learning skills.
- **Business case tutorials** which provide a realistic context for skill application.
- **Case problems** that challenge students to apply what they are learning to real-world tasks.

## Shelly Cashman

Introduce your students to the latest that Microsoft Office has to offer with the new generation of **Shelly Cashman Series**® books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students.



The **Shelly Cashman Series**® proven trademark pedagogy includes:

- A **project-based approach** that allows students to learn skills in a real-world context that provides relevancy.
- **Step-by-step instructions** that now encourage students to expand their understanding of Microsoft Office 2013 through experimentation, critical thought, and personalization.
- **Full-color screenshots** with callouts that make it easy for students to visualize what they should be seeing on their computer screens as they work through the projects.
- **Extensive End-of-Chapter exercises** that provide numerous options for assessment and enhance student retention.

# Reduce your workload and improve learning outcomes

SAM reduces instructors' workloads with efficient course management tools and auto-graded assignments and exams. SAM improves student learning outcomes through self-paced learning and personalized remediation.

**What is SAM?** SAM stands for Skills Assessment Manager, an interactive online learning environment that helps students master Microsoft Office skills and computer concepts that are essential to academic and career success. SAM engages students in self-paced learning of Microsoft Office applications – including Word, Excel, Access, PowerPoint, Windows, Internet Explorer, and Outlook, as well as technology concepts and issues. It reduces instructors' workloads with auto-graded assignments and exams, and easy-to-use course setup and management tools.



## SAM Training

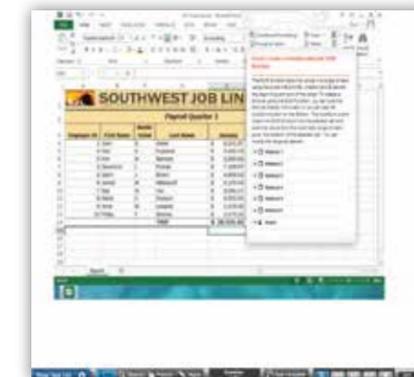
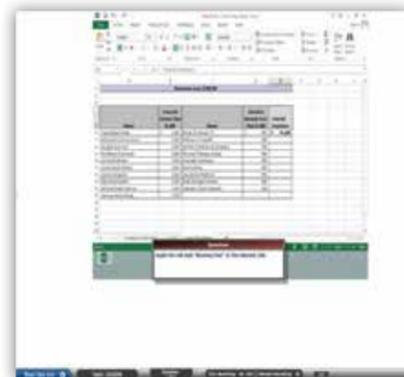
- Simulated, interactive training scenarios in Word, Excel, Access, PowerPoint
- Multiple training methods address different learning styles
- Training assignments can be created by...
  - Textbook chapter
  - Picking and choosing training scenarios
- Detailed Study Guide reports map back to Course Technology's Office textbooks

## The SAM System



### SAM Assessment

- SAM Assessment Simulated performance-based exam simulations (tasks) in Word, Excel, Access, PowerPoint, Windows Internet Explorer, Outlook
- Thousands of objective-based questions
- Exams can be created by...
  - Textbook chapter
  - Picking and choosing exam tasks
  - Picking and choosing objective-based questions
- Detailed Study Guide reports map back to Course Technology's Office textbooks



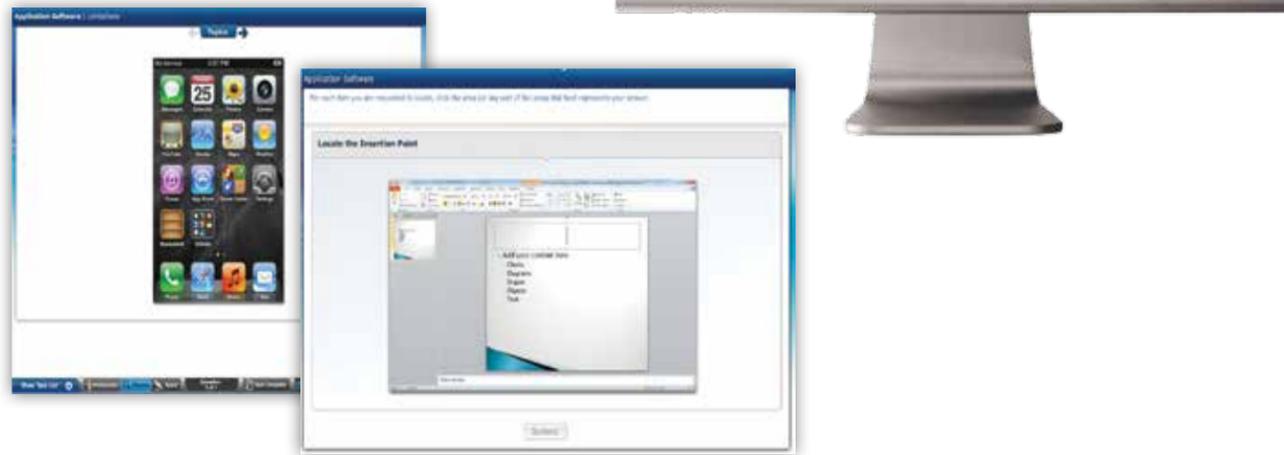
### SAM Projects

- Live-in-the-application, auto graded, project-based assessment in Word, Excel, PowerPoint, Access
- Project assignments include
  - Textbook end-of-chapter projects
  - Mirror or "2nd scenario" projects
  - Capstone projects
- Anti-cheating detection
- Fully integrated into the SAM "system"
- Detailed Study Guide reports map back to Course Technology's Office textbooks



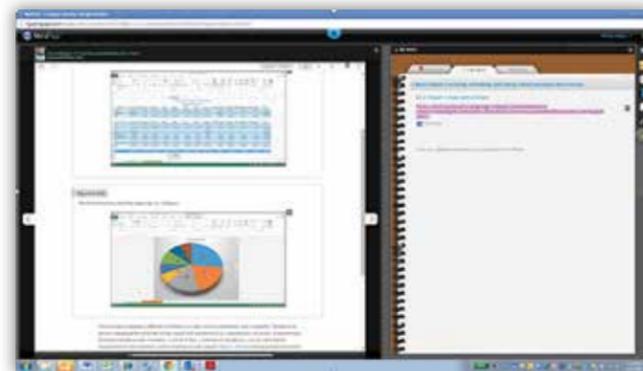
# Certification

**Computer Concepts Labs** — on topics including computer hardware, safety and security, computer networks, and more bring concepts to life through interactive simulations, hands-on trainings and auto-graded assessments.



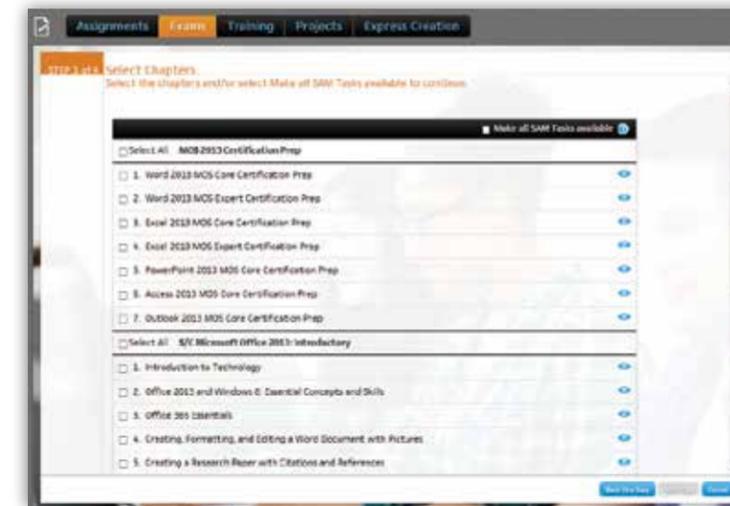
**Embedded MindTap Reader ebook** — an embedded ebook of your favorite Cengage Learning Office series text, which will provide the content your students need directly in the SAM platform.

With MindTap reader, student will be able to engage with the content through interactive features provided by the MindTap reader platform. Students can highlight, take notes, search key terms and even watch videos.



## Preparing your Students for MOS or IC<sup>3</sup> certification?

SAM allows you to create exams based on the MOS certification objectives or the IC<sup>3</sup> standards. Students can take exams and train in preparation for their certification to ensure success!



## Other Benefits of the SAM System

Unlike other assessment environments, SAM...

- Works in multiple browsers including Internet Explorer, Firefox and Safari
- Requires no special reader and no installation other than Flash
- Comes with CourseCare training and implementation support

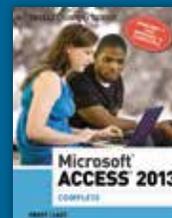
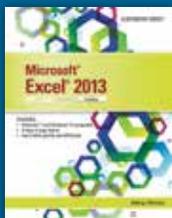
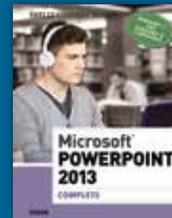
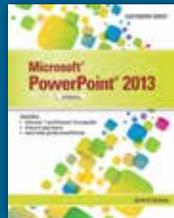
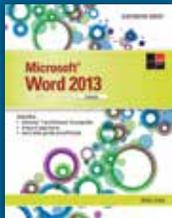
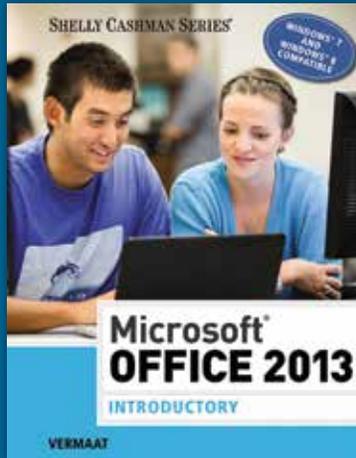
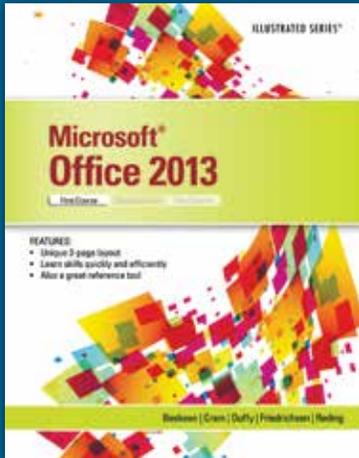
### Digital Course Support

When you adopt from Cengage Learning, you have a dedicated team of Digital Course Support professionals who will provide hands-on, start-to-finish support, making digital course delivery a success for you and your students.

<http://services.cengage.com/dcs/>



# Engaged With You.



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