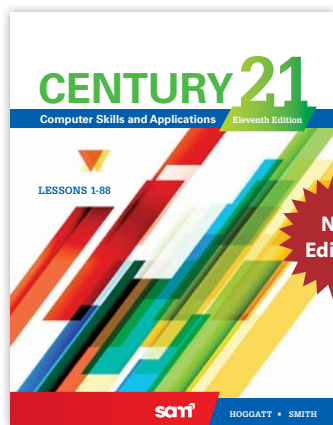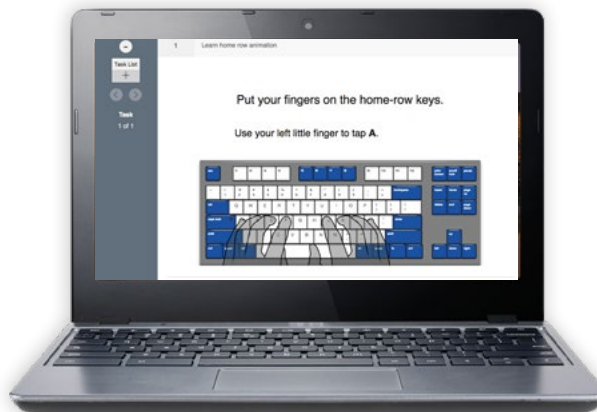sam

# Encourage Career Success in your Introductory Computing class with Online Keyboarding in SAM™

**Online Keyboarding in SAM™** for Microsoft Office 365/2016 offers the full, interactive eBook for *Century 21 Computer Skills and Applications*, and well-known MicroType keying drills in an updated, ADA-compliant, online environment. Provide your students with the best in keyboarding education from the proven keyboarding leader that has helped millions of students in middle through high school prepare for a lifetime of keyboarding and computer success with innovative solutions updated to reflect today's business challenges.

**CENTURY 21**
Computer Skills and Applications — Eleventh Edition

LESSONS 1-88

New Edition!

sam | HOGGATT • SMITH

Put your fingers on the home-row keys.

Use your left little finger to tap **A**.

## No other keyboarding software includes…

- **Century 21 pedagogy** with a cycle approach—Students learn a foundation and then revisit basic skills multiple times to improve, enhance, and build an aptitude in business technology.
- **triple-control guidelines for timed writings.**
- **curriculum that is career-focused and promotes digital citizenship skills**—with practice in Microsoft Office 365/2016 for e-mail, database, electronic presentations, spreadsheets, and advanced word processing.

- **auto-graded document formatting assignments using Microsoft Word 2016**—powered by trusted SAM software.
- **customizable weighting for timed writing assignments**—You can choose where you want your students to focus (GWAM, Accuracy %, errors, or speed).

Customizable Weighting

## sam¹ What is SAM™?

**Skills Assessment Manager (SAM™)** has been training and testing essential Microsoft Office® skills starting with Microsoft Office® 1997. 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 auto-graded assignments and flexible reporting tools. SAM™ hosts a modern, well-trusted interface.
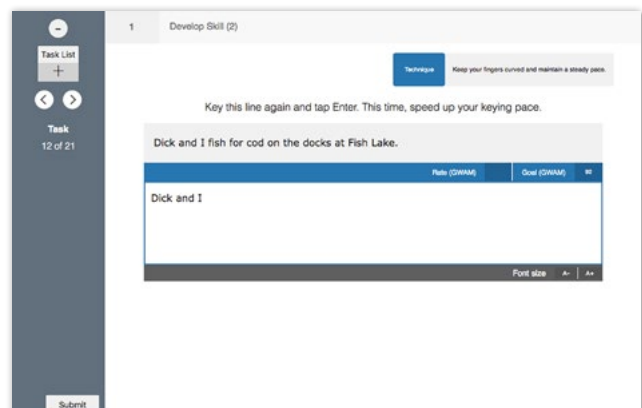
## What's Included:

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

- **Keying Drills** offer keyboarding practice throughout the course including**:**

  - ‣ **Warmup** helps students relax and get focused.

  - ‣ **Learn Keys** introduces the reach with hand animations and posture videos.

  - ‣ **Practice Keying** offers short exercises using newly learned keys from the textbook or the screen textbook, or by looking at the screen.

  - ‣ **Improve Keystroking** provides practice on specific reaches and techniques without using a Backspace key.

  - ‣ **Develop Skill** exercises ask students to attempt a line of text to get a baseline GWAM. To complete the task, students must improve their GWAM by 2 points.

  - ‣ **All Reaches Learned (Parts 1, 2, and 3)** presents drill lines reinforcing newly learned keys.

  - ‣ **Keyboard Mastery** exercises force students to meet an accuracy requirement to move on.

  - ‣ **Improve Technique** encourages accuracy; as soon as an error is made, the simulation deletes the error and forces another attempt.



Posture Videos
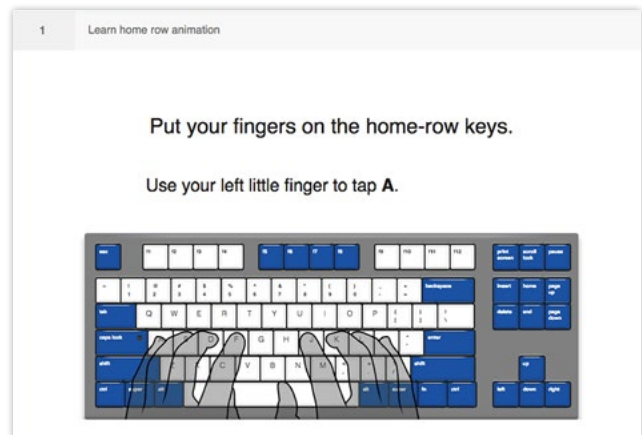


Hand Animations



Develop Skills Excercises

# What's Included:

- **Skill Building: Sentences and Paragraphs – Speed and Accuracy** asks students to key two paragraphs in the specified time limit and focus on either speed or error allowance.

- **Skill Building Measurement** asks students to key two paragraphs with no more than a specified number of 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.

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

- **Microsoft Office 2016 simulated trainings and exams** offer a realistic simulation of Microsoft Word, Excel, PowerPoint, and Access as students work through the Century 21 curriculum.

- **Microsoft Office 2016 SAM Projects** are the equivalent to MicroType's CheckPro and offer graded practice typing and formatting in Microsoft Word 2016.

- **Timed Writings**
  - Inside/Outside Lessons
  - Skill Building Assessment measures both speed and accuracy
  - Additional Timed Writings
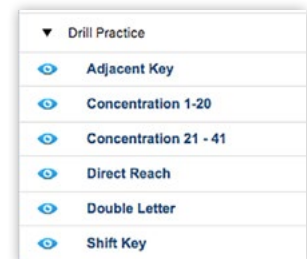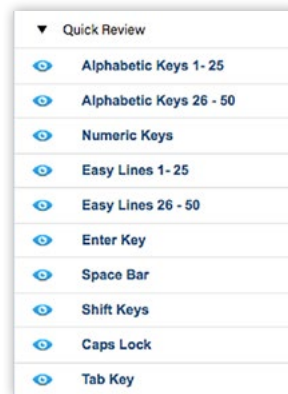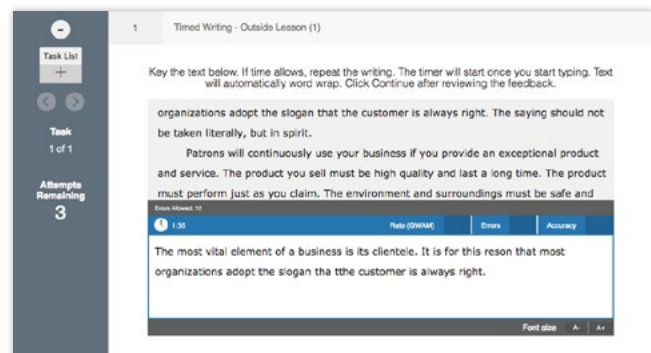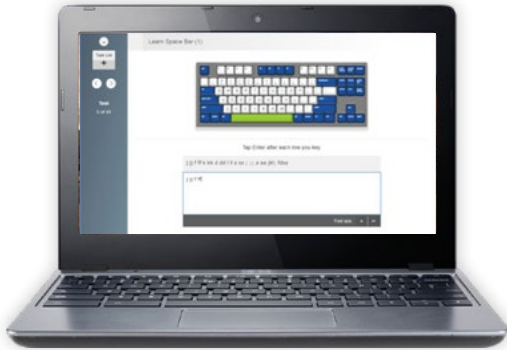


Additional Assignments
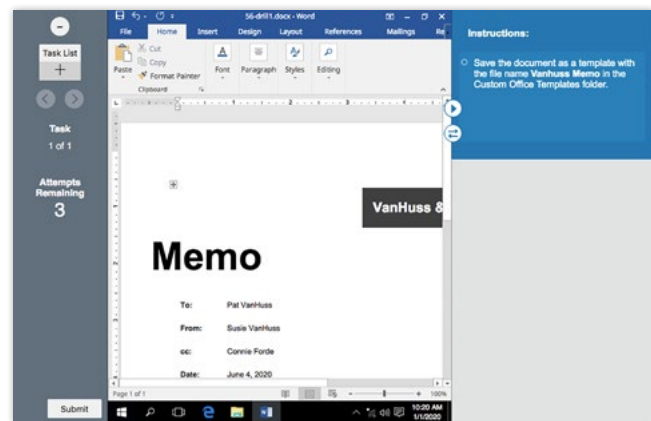


Simulated Trainings
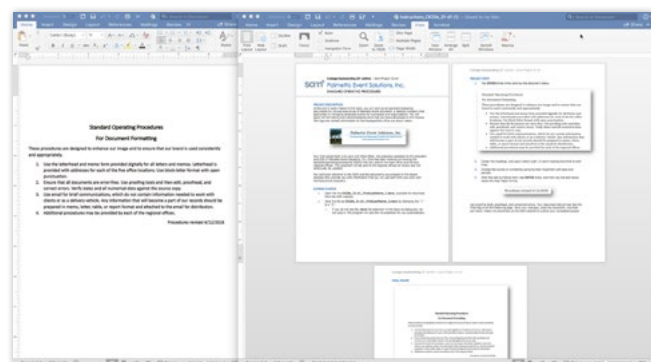


Microsoft Office 2016 SAM Projects



Timed Writings

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





### Online Keyboarding in SAM™ for Century 21® Computer Skills and Applications, 11th Edition
©2019

- A complete online keyboarding learning solution with keying drills, auto-graded projects in Microsoft Word 2016, and simulations for Word, PowerPoint, and Excel.
- Full, interactive eBook for Century 21 Computer Applications with cycle pedagogy.
- An intuitive design easy for middle school and high school students to navigate.
- Detailed reports to monitor student progress.

#### Online Keyboarding in SAM™

| | | |
|---|---|---|
| Online Keyboarding in SAM™ (1-year access) | 9780357032121 | $20.00 |

### Century 21® Computer Skills and Applications, Student Edition
©2019

- NEW Communication Skills activities boost student mastery of grammar, composition, speaking, and other key communication elements that are crucial for business.
- NEW Basic Technology Skills reinforce and improve student foundational understanding of computing concepts.
- NEW Advanced Technology Skills build on student knowledge to help them apply their understanding to more challenging topics.
- NEW Planning For Your Career connects concepts with key skills needed to develop professionally, from preparing for an interview to creating a career portfolio.

#### Century 21® Computer Skills and Applications

| | | |
|---|---|---|
| Student Edition | 9781337910309 | $75.00 |

## To learn more, please contact your Sales Consultant: **NGL.Cengage.com/repfinder**

**NATIONAL GEOGRAPHIC LEARNING** | **CENGAGE**

NGL.Cengage.com/CTE
888-915-3276