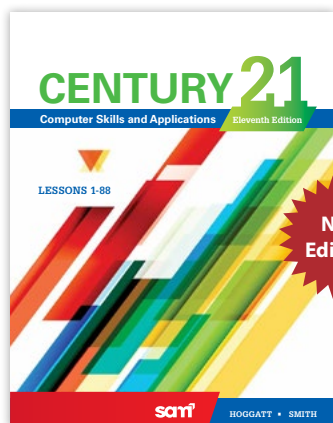


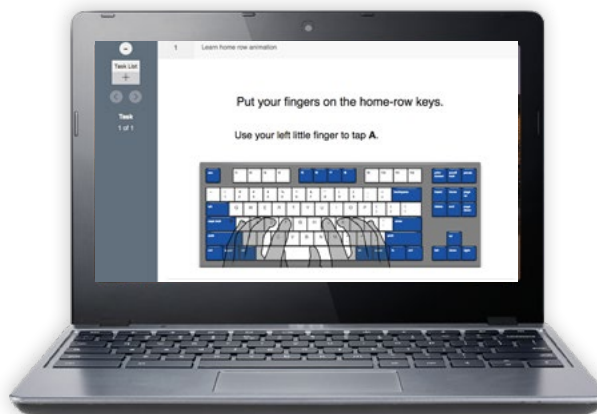
Encourage Career Success in your Introductory Computing class with Online Keyboarding in SAM™



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.



New Edition!



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

What is SAM™?

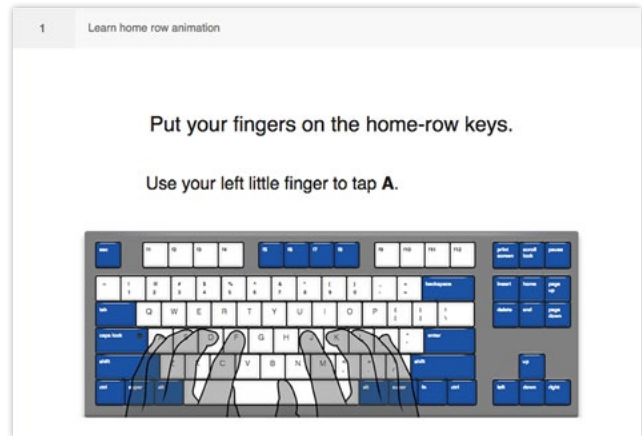
Skills Assessment Manager (SAM™) has been training and testing essential Microsoft Office® skills starting with Microsoft Office® 1997. Longtime users love that students engage in a hands-on simulated environment and then apply their skills to Microsoft Office® applications. Instructors save time and energy with auto-graded assignments and flexible reporting tools. SAM™ hosts a modern, well-trusted interface.

What's Included:

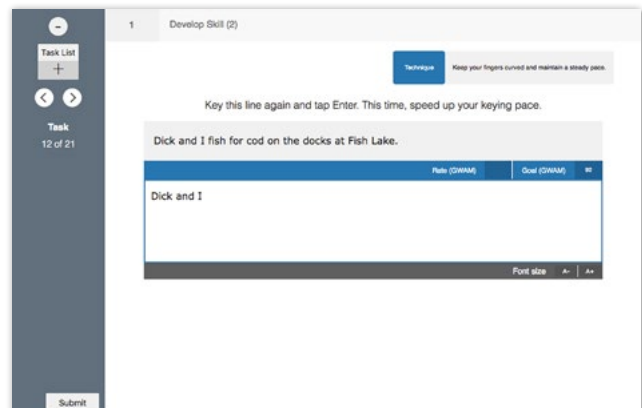
- **Full interactive ebook** with tutorial videos for new tasks, ReadSpeaker and Search functionality, Flashcards, Annotation Tools, and Merriam-Webster's dictionary.
- **Keying Drills** offer keyboarding practice throughout the course including:
 - ▶ **Warmup** helps students relax and get focused.
 - ▶ **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



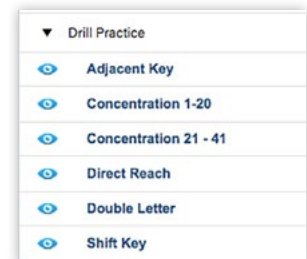
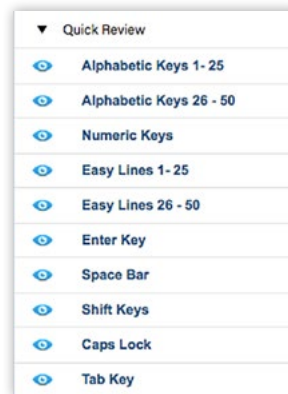
Hand Animations



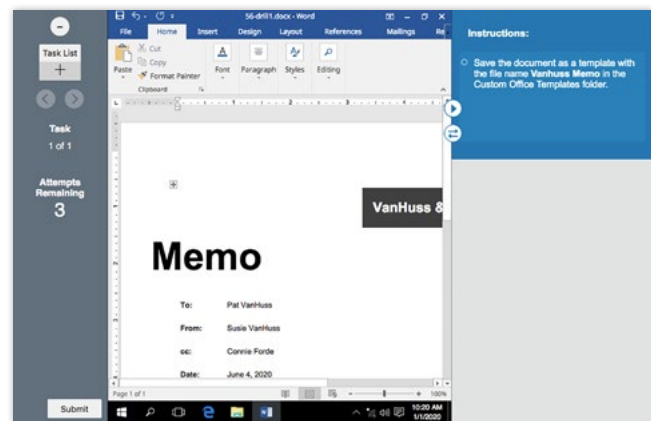
Develop Skills Exercises

What's Included:

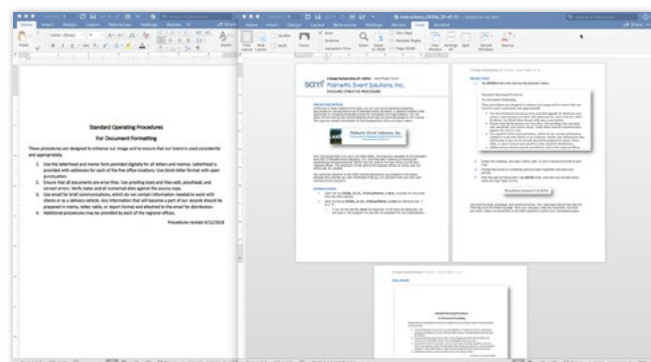
- ▶ **Skill Building: Sentences and Paragraphs – Speed and Accuracy** asks students to key two paragraphs in the specified time limit and focus on either speed or error allowance.
- ▶ **Skill Building Measurement** asks students to key two paragraphs with no more than a specified number of errors.
- ▶ **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



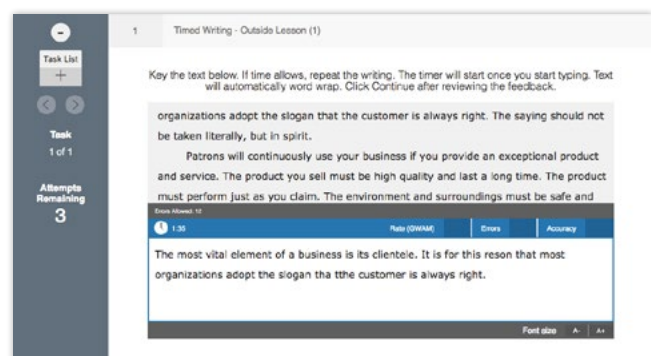
Additional Assignments



Simulated Trainings

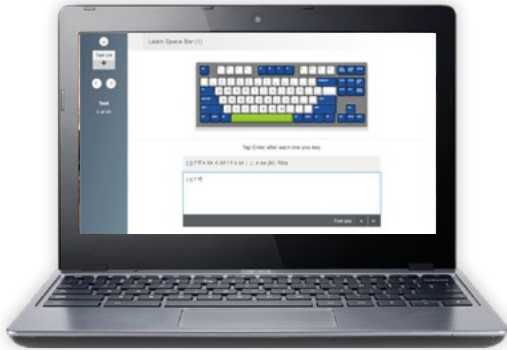


Microsoft Office 2016 SAM Projects



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
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Century 21® Computer Skills and Applications, Student Edition

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- 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
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