

2017 Computer Proficiency Assessment Test

A. Are you required to satisfy the Core Goal V: computer use?

The Core Goal V requirement applies to full/part time undergraduate students who matriculated at the College in the fall of 2005 or later. This requirement does not apply to transfer students who came in with core-complete or graduate students.

B. How can you satisfy this requirement?

Students can satisfy this goal by doing one of the following:

- o pass CSC 117
- o pass CSC 118
- o pass BIO 231 and BIO 232
- o pass CMG 103, CMG 117, CMG 221, CMG 233, CMG 331, and CMG 332
- o pass the Computer Proficiency Assessment Test (CPAT)

C. Information about the CPAT

The CPAT allows students to demonstrate proficiency by showing that they are skilled in using Microsoft Windows 7, Word 2013, Excel 2013 and PowerPoint 2013. See section "[D. Topics of the CPAT](#)" for a detailed list of topics. The computer science department offers multiple tests so that you can select a date that best fits your schedule.

1) Test Date/Time/Location

- o *Section A:* Wednesday, 04/12/2017, 1:00 – 5:00 pm (Gordon 260)
- o *Section B:* Wednesday, 04/19/2017, 1:00 – 5:00 pm (Gordon 260)

2) Registration

Students can register for the CPAT at <http://utica.simnetonline.com>. Note that you can register for Section A or Section B, but not both. The cost for the test is \$26.00 and it is non-refundable. Students must sign up between 03/07/2017 and 03/31/2017. See section "[E. Information about Registration](#)" for complete details about the registration process. Seating is limited, and it is on first-come-first-served basis. Therefore, we recommend students register as soon as they have decided to take the CPAT. Once students successfully register for the CPAT, they will be sent a confirmation email.

3) On the test day

Students are required to bring a copy of the confirmation email and picture identification card (e.g., UC student ID card, Drivers' License, or Passport) on the test day. No students will be allowed to take the test without a copy of the confirmation email and picture identification. Please arrive by 12:45 pm on the test day. Test will begin promptly at 1:00 pm.

4) Test results

The results of the test will be loaded into Banner no later than Monday, 05/01/2017 and students will be able to see their results in the "Degree Evaluation" through Banner web at <https://bannerweb.utica.edu/>.

5) Person to contact

If you have any further questions, please contact Professor Kim. Thank you.

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D. Topics of the CPAT

Windows I. Fundamentals of Using Windows 7

- Identify and use the objects on the desktop.
- Perform basic mouse/keyboard operations.
- Size, move, arrange, scroll, and close windows.
- Use the Taskbar and Start menu.
- Find and start a program.
- Display drive information and contents.
- Use Windows 7 Help and Support
- Personalize the Windows.
- Work with the Control Panel.
- Use the Libraries & Favorites.
- Add and remove a shortcut.
- Open an object using a shortcut.
- Store objects on a target location.
- Work with the Recycle Bin.

Windows II. File and Folder Management

- View the properties and contents of files and folders.
- Create, select, copy, move, sort, rename, and delete files and folders.
- Search for files and folders.
- View pictures as a slide show.

Word I. Creating and Editing a Document

- Develop a document.
- Enter and edit text.
- Insert and delete text and blank lines.
- Use spelling and grammar checking.
- Use AutoCorrect.
- Edit and format documents.
- Work with graphics.
- Preview and print a document.
- Work with templates.

Word II. Revising and Refining a Document

- Use the Spelling and Grammar tool and the Thesaurus tools.
- Work with multiple documents.
- Control document paging.
- Find and replace text.
- Insert the current date.
- Modify page layout.
- Format text.
- Work with lists.
- Create and use Building Blocks.
- Insert and modify a shape.
- Finalize the document.
- Secure content and share documents.
- Work with envelopes.

Word III. Creating Reports and Tables

- Work with different Views.
- Apply and customize quick styles.
- Navigate a document.
- Create a cover page.
- Apply and customize document themes.
- Create and update a table of contents, table of figures, and an index.
- Add citations and create a bibliography.
- Add footnotes/endnotes, captions, and cross-references.
- Find, insert, and play video.
- Wrap text around graphics.
- Work with tables.
- Add headers, footers, and page numbers.
- Print selected pages.

Power Point I. Creating a Presentation

- Use a template to create a presentation.
- Start, view and edit a presentation.
- Copy and move selections.
- Move, copy, and delete slides.
- Move, demote, and promote items.
- Work with graphics.
- Work with lists.
- Use spell checker.
- Size and move placeholders.
- Change fonts and formatting.
- Insert and modify graphics.
- Run a slide show.
- Document a file.
- Rehearse a presentation.
- Preview and print a presentation.

Power Point II. Modifying and Refining a Presentation

- Find and replace text.
- Create and enhance a table.
- Insert and enhance pictures.
- Modify graphic objects.
- Work with shapes and text boxes.
- Apply and change the theme.
- Work with Master Slides.
- Work with animation, sound, and transitions.
- Control a slide show.
- Add speaker notes.
- Add headers and footers.
- Use presenter view.
- Customize print settings.
- Add SmartArt Graphics.
- Hide/unhide a slide.
- Use WordArt.
- Group/ungroup objects.
- Add a hyperlink.

Excel I. Creating and Editing a Worksheet

- Create new worksheets.
- Enter and edit data.
- Add text entries.
- Modify column widths and row heights.
- Save, close, and open a workbook.
- Use proofing tools.
- Copy and Paste cell contents.
- Work with formulas.
- Insert and delete rows and columns.
- Format cells and cell content.
- Hide and unhide rows and columns.
- Create a simple chart.
- Format values as a date.
- Preview and print a worksheet.
- Display and print formulas.
- Change worksheet orientation and scale content.

Excel II. Enhancing the Worksheet with Graphics and Charts

- Apply and customize themes.
- Use cell styles.
- Insert and format a graphic.
- Work with single and multiple data series charts.
- Create a combo chart.
- Document a workbook.
- Add predefined headers and footers.
- Prepare the worksheet/workbook for printing.

Excel III. Managing and Analyzing a Workbook

- Work with formulas.
- Use relative and absolute references.
- Copy, move, name, and delete sheets.
- Use AutoFill.
- Reference multiple sheets.
- Find and replace information.
- Zoom the worksheet
- Manage large worksheets.
- Split windows and freeze panes.
- Use what-if analysis and Goal Seek.
- Control page breaks.
- Use conditional formatting.
- Create Sparklines.
- Work with custom headers and footers.
- Customize print settings.

E. Information about Registration

1. Go to <http://utica.simnetonline.com/> and confirm the message at the top of the page: **Utica College (Proficiency)**. Click the **No, I need to buy a license** link.



Utica College (Proficiency)

Username

Password

[Forgot credentials?](#)

Don't have an account yet?

No, but I have a code

No, I need to buy a license

2. Select **Yes** for the “**Do you attend Utica College (Proficiency)?**” question. Select **No** for the “**Do you already have a SIMnet Online username?**” question. Then, click the **Next** button.



Do you attend Utica College (Proficiency)?
 Yes No

Do you already have a SIMnet Online username?
 Yes No

- Review the End User License Agreement. Click the **Check this box if you agree to the end user license agreement** check box, and then click the **Next** button.

simnet student registration Utica College (Proficiency)

1 Verify 2 Agree 3 Enroll 4 Shop 5 Register 6 Payment Type 7 Buy

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Check this box if you agree to the end user license agreement.

Previous Next

- Select **2017 SPRING** section (**A or B, but not both**), and then click the **Next** button. Please see section "[C. Information about the CPAT](#)" for each test date.

simnet student registration Utica College (Proficiency)

1 Verify 2 Agree 3 Enroll 4 Shop 5 Register 6 Payment Type 7 Buy

Select the class you are enrolled in. If you can't find the class you need, do not select a class. You can modify your enrollment after registration from Profile section. Click Next to continue.

Campus: All

Class Name	Section Name
2017 SPRING	A
2017 SPRING	B

Clear Selection

Previous Next

5. Select **SIMnet 2013 - Standalone - Proficiency (\$26.00)**, and then click the **Next** button.

The screenshot shows the 'student registration' page for 'Utica College (Proficiency)'. A progress bar at the top indicates seven steps: 1. Verify, 2. Agree, 3. Enroll, 4. Shop (highlighted in blue), 5. Register, 6. Payment Type, and 7. Buy. Below the progress bar, a grey box contains the text 'Select the product required for your class:' followed by a radio button selection for 'SIMnet 2013 - Standalone - Proficiency (\$26.00)'. A note below states: 'Note: The registration code will be automatically assigned to your SIMnet login immediately following payment. All prices are listed in U.S. Dollar (USD)'. At the bottom, there are 'Previous' and 'Next' buttons.

6. Enter your Personal & Login information, and then click the **Next** button.
- First Name: Your first name on your UC student ID card
 - Last Name: Your last name on your UC student ID card
 - Email: Your UC email
 - Student ID: Enter the first 9-digit numeric only (no dashes)
 - Username: Your UC account username (case sensitive)
 - Password: Your UC account password (case sensitive)

The screenshot shows the 'student registration' page for 'Utica College (Proficiency)'. The progress bar now highlights step 5, 'Register'. The main content area is titled 'Enter the following information and click Next to select your SimNet' and is divided into two sections: 'Personal Information' and 'Login Information'. Each field has a green checkmark indicating it is valid. A red callout box points to the 'Student ID' field with the text: 'For example, if your ID is 000112222-0, type **000112222**'. At the bottom, there is a 'Next' button.

Personal Information

First Name: John ✓ Last Name: Kim ✓
Email: xxyyzz@utica.edu ✓ Student ID: 000112222 ✓

Login Information

Username: xxyyzz ✓ Password: ●●●●●● ✓
Confirm Password: ●●●●●● ✓

7. Select your method of payment, and then click the **Next** button.


The screenshot shows the SIMnet student registration interface. At the top, there is a header with the SIMnet logo, the text "student registration", and "Utica College (Proficiency)". Below the header is a progress bar with seven steps: 1. Verify, 2. Agree, 3. Enroll, 4. Shop, 5. Register, 6. Payment Type (highlighted in blue), and 7. Buy. The main content area is titled "Select your method of payment:" and contains two radio button options. The first option is selected and includes logos for VISA, MasterCard, DISCOVER, and American Express. The second option is unselected and is for PayPal. At the bottom of the form are two blue buttons: "Previous" on the left and "Next" on the right.

8. Enter your **Payment Method** and **Billing Address** information, and then click the **Buy** button. The credit card information and the billing address are needed to process your payment. It is neither visible to Utica College personnel nor saved to the SIMnet database.

The screenshot shows the SIMnet student registration interface at step 7, "Buy". The header is the same as in the previous screenshot. The progress bar now has step 7 highlighted in blue. The main content area is a large form with two columns. The left column is titled "Order Details" and lists: Product: SIMnet 2013 - Standalone - Proficiency, Shipping: \$0.00, Tax: \$0.00, and Total: \$26.00 (No Returns). Below this is a note: "Note: The product will be automatically assigned to your SIMnet username immediately following payment. All prices are listed in USD." The right column is titled "Billing Address" and contains several input fields: "First Name on Card:" with the value "sdfd", "Last Name on Card:" with the value "asdf", "Address:", "Additional Address:", "ZIP / Postal Code:", "City:", "Country:" with a dropdown menu set to "United States", and "State or Province:". Below the "Order Details" section is the "Payment Method" section, which includes a "Card Type:" dropdown menu set to "Visa", a "Card Number:" input field, a "Security Code:" input field with a link "What's a security code?", and an "Expire Date:" dropdown menu set to "1 - January / 2017". At the bottom of the form are two blue buttons: "Previous" on the left and "Buy" on the right.

9. Be patient since the system may take a few minutes to process your payment. If your payment is accepted, you will see a confirmation page. The system will also send you a receipt via email using the email address you entered as part of your SIMnet registration. Note that you will not receive a registration code; your account is created automatically for you. Click the **Return to SIMnet** button to return to the main page where you can now enter your username and password to log in to SIMnet. If you can log in, your registration is successful.





Thank you for your SIMnet purchase from Deca Software. The payment for your order is complete. Your SIMnet registration code has automatically been applied to your username. You may now sign in to your SIMnet account and access your assignments.

A copy of this receipt has been sent to the email address provided.

Invoice ID: SIMNET110960
Order ID: 3U806397C2605621R
Date: 8/6/2013
Product: SIMnet 2013 - In Practice - Office
Shipping: \$0.00
Tax: \$0.00
Total: \$

Please note that **SIMNET GDP** will appear on your credit/debit card statement from **DECASOFT**.

[Return to SIMnet](#)

10. Don't forget to check out your UC email and print out the confirmation message. You are required to bring a copy of this confirmation email and picture identification on the test day.