

2012 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:

- pass CSC 117 (Microcomputers and Application Software)
- pass CSC 118 (The Internet: Information Retrieval and Organization)
- pass BIO 231 (Research Methods I) and BIO 232 (Research Methods II)
- 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 2010, Excel 2010 and PowerPoint 2010. 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

- *Section A:* Wednesday, 04/11/2012, 1:00 – 5:00 pm (Gordon 260)
- *Section B:* Wednesday, 04/18/2012, 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 \$18.00 and it is non-refundable. Students must sign up between Thursday, 03/08/2012 and Sunday, 04/01/2012. Please 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 by Monday, 04/30/2012 and students will be able to see their results in the "Degree Evaluation" through Banner web.

5) Person to contact

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

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John Kim, Ph.D.

Associate Professor of Computer Science

Phone: 315-792-3127

Email: jkim@utica.edu

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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
- Add and remove a shortcut
- Open an object using a shortcut
- Store objects on a target location
- Work with the Recycle Bin
- Work with gadgets

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 as well as 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.
- Work with multiple documents.
- Control document paging.
- Find and replace text.
- Insert the current date.
- Modify page layout.
- Format text.
- Work with lists.
- Use Quick Parts.
- Insert and modify a shape.
- Finalize the document.
- Secure content and share documents.
- Prepare and print envelopes.

Word III: Creating Reports and Tables

- 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.
- 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 clip art.
- 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.
- Create and enhance shapes.
- Work with text boxes.
- Apply and change the theme.
- Work with Master Slides.
- Add animation and transitions.
- Control a slide show.
- Add speaker notes.
- Add headers and footers.
- 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: Charting Worksheet Data

- Apply and customize themes.
- Use cell styles.
- Insert and format a graphic.
- Work with single and multiple data series charts.
- Document a workbook.
- Prepare the worksheet and charts 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.
- Save to a new folder.
- Manage large worksheets.
- Split windows and freeze panes.
- Forecast values.
- Use conditional formatting.
- Create Sparklines.
- Work with 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 **I Want to Buy Online Now** button.

simnet[®]online

Utica College (Proficiency)

TEACH ME... SHOW ME... LET ME TRY...

! Welcome to the SimNet[®] log in page. Enter your student, instructor, or administrator username and password in the form to the right and then click the Sign In button.

SimNet[®] Online is a complete learning management system designed to teach and assess competency in Microsoft[®] Office 2007, 2010, Windows 7[™], Windows Vista[™], Windows XP[®], and computer concepts. SimNet requires a high-speed Internet connection, IE7+ or Firefox 3.5+, and Adobe Flash Player v10.1+.

Learning to use the Microsoft Office suite has never been so easy.

Log In

Username:

Password:

Forgot your username or password?

Sign In

Secured by GeoTrust

New SimNet Student?

I Have a Registration Code

I Want to Buy Online Now

PayPal VISA MasterCard DISCOVER

Please contact McGraw-Hill Technical Support if you require assistance.
<http://mps.mhhe.com/products-simnet.php>

2. Since you attend Utica College, select **Yes** and click the **Next** button.

simnet[®]online

Utica College (Proficiency)

1 Verification 2 License Agreement 3 Enroll 4 Product 5 Login Information 6 Payment 7 Finished

Do you attend Utica College (Proficiency)?

Yes
 No

Previous Next

3. Since you do not have a SimNet online username yet, select **No** and click the **Next** button.

simnet[®]online Utica College (Proficiency)

1 Verification 2 License Agreement 3 Enroll 4 Product 5 Login Information 6 Payment 7 Finished

Do you already have a SimNet Online username?

Yes
 No

Previous Next

4. 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[®]online Utica College (Proficiency)

1 Verification 2 License Agreement 3 Enroll 4 Product 5 Login Information 6 Payment 7 Finished

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

Previous Next

5. Select **2012 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.

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1 Verification 2 License Agreement 3 **Enroll** 4 Product 5 Login Information 6 Payment 7 Finished

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 the My SimNet tab. Click Next to continue.

Campus: All

Class Name	Section Name
2012 SPRING	A
2012 SPRING	B

Clear Selection

Previous Next

6. Select **SimNet for Office 2010 Proficiency (\$18)**, and then click the **Next** button.

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1 Verification 2 License Agreement 3 Enroll 4 **Product** 5 Login Information 6 Payment 7 Finished

Select the product required for your class.

SimNet for Office 2010 Proficiency (\$18)

Note: The registration code will be automatically assigned to your SimNet login immediately following payment.

Previous Next

7. 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 'simnet[®]online' interface for 'Utica College (Proficiency)'. The progress bar indicates step 5, 'Login Information', is active. The page prompts the user to 'Enter the following information and click Next to select your SimNet Login Information'. The 'Personal Information' section includes fields for First Name (John), Last Name (Kim), Email (xxxxxx@utica.edu), and Student ID (xxxxxxxx). The 'Login Information' section includes fields for Username (xxxxxx), Password (masked with dots), and Confirm Password (masked with dots). A red box highlights the Student ID field with the text: 'For example, if your ID is 333445555-0, type 333445555'. A 'Next' button is located at the bottom right.

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

The screenshot shows the 'simnet[®]online' interface for 'Utica College (Proficiency)'. The progress bar indicates step 6, 'Payment', is active. The page prompts the user to 'Select your method of payment.' Below this prompt are radio buttons and logos for VISA, MasterCard, DISCOVER, American Express, and PayPal. A 'Previous' button is located at the bottom left, and a 'Next' button is located at the bottom right.

9. Enter your "Payment Method" and "Billing Address" information, and then click the **Pay** button. The credit card information and billing address is only used to process your payment. It is neither visible to Utica College personnel nor saved to the SimNet database.

simnet[®]online Utica College (Proficiency)

1 Verification 2 License Agreement 3 Enroll 4 Product 5 Login Information 6 **Payment** 7 Finished

Order Details

Product: SimNet for Office 2010 Proficiency
Shipping: \$0.00
Tax: \$0.00

Total: \$18 (No Returns)

Note: The product will be automatically assigned to your SimNet login immediately following payment.

Payment Method

Card Type:

Card Number:

Security Code: [What's a security code?](#)

Expire Date: /

Billing Address

First Name on Card:

Last Name on Card:

Address:

Additional Address:

ZIP / Postal Code:

City:

Country:

State or Province:

10. Be patient since the system may take a few minutes to process your payment. If your payment is accepted, you will see a **Transaction Approved** message. You can return to the main Log In page where you can now enter your user name and password. If you can log in to SimNet, your registration is successful.
11. Don't forget to check 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.