

Why is the test required for Business students?

The College of Business and Economics requires students to be knowledgeable about Microsoft Office Suite Applications prior to admission to the College of Business and Economics, and also prior to registration of a required lower division course titled ITBE 280-“Introduction to Information Systems”. It will be necessary for you to comfortably use these applications later on in courses within your degree. The test topics are shown on the back of this sheet. Students who elect to take the course COMPSCI 162-“Computer Applications” will not be required to take the test, but space in COMPSCI 162 is limited, and so we expect most students to take the test. If you have questions related to this requirement please email CAT@uww.edu

Step # 1: Establishing Simnet account and test registration

1. Go to <https://uww.simnetonline.com> (recommended to use hard wired computer for efficiency)
2. Click “**I want to buy online now**”, then follow steps by clicking “next” and agreeing to the License and Security agreement and choosing “Computer Applications Test” as your “class”.

You have two test options below, choose one: (Note: The Office 2007 exam will be discontinued as of 10/1/1)

*** Simnet for Office 2010 Office Suite Package (\$52.95) * Price may be subject to change**

-this option includes 4 years of access to SimNet study tools, a free practice test, as well as **unlimited attempts** at taking the Computer Applications Test (test topics on back of this sheet). You can also access Simnet to brush up on your Microsoft Office Suite skills for no charge. This package could be beneficial for future business courses.

OR

*** Simnet for Office 2010 Proficiency Test (\$17.95) * Price may be subject to change**

-this includes **1 attempt** at the Computer Applications Test only. **Do not choose the practice test.** The practice test is not an option for you. If you attempt any part of the practice test it will count as your 1 attempt and you will have to purchase the test again. If you need to retake the exam you will need to purchase access again for every attempt until you pass the exam OR purchase the Microsoft Office Suite for unlimited attempts and access to all study tools. This test option recommended for students who are very familiar with Microsoft Suite and the application of the test topics are on the back of this page.

3. Enter your student information and your credit card information. You **must register** with your **student ID number** and your **UW-W email address**. If you do not use your UWW information, your results will **NOT** be recorded. Click the button to submit your payment. You will receive an email receipt via email.

A cash purchase option of a Simnet access code is also available in the campus bookstore for a higher cost. Check bookstore for exact cost and details.

4. Select “**Computer Applications Test**” and then log-in to complete registration.

Step #2: Taking the test

Once you are ready, you are able to take the test on your own time by using a personal computer or laboratory computer. Your attempt at the Computer Applications Test is in accordance with the UW-System Student Academic Disciplinary Statement of Principles (14.01). By taking this test you are responsible for the honest completion of the test and representation of your own work. If it is found that you have received assistance from someone else, and/or use of unauthorized materials you may be subject to disciplinary action (14.03).

To access the test:

1. Using the **Internet Explorer** Application only, go to <https://uww.simnetonline.com>.
2. Login with your Simnet username/password (you created this when you registered for Simnet) and click **sign-in**.
3. Double click on the **Exam – Computer Applications Test** (should be highlighted) and then select **take exam**.
4. You will need to **always allow pop-ups from this site** (right-click on the yellow bar on the top of the screen.)
5. The pop-up window may close and you will need to select **take exam** again.
6. Exam will take 2-3 minutes to load. Please be patient.
7. After loading, you will **begin exam**.

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Test details:

1. Time limit for the test is **75** minutes.
2. After every question you will get immediate feedback and see **correct** or **incorrect** and then click **ok** to move on to the next question.
3. You have 3 attempts to answer each question correctly.
4. If you would like to skip a question and return to it later, you can move to the next question. The skipped question will appear at the end of the exam provided you have not attempted it three times.
5. For optimum viewing of exam please hit the F11 key so you can use the full screen.
6. **If the program crashes or freezes while taking the test do not panic.** You can attempt to refresh your exam by clicking the “refresh” button arrow on the top right corner of the screen and/or by going back to www.simnetonline.com and log in again to pick up where you left off on the test.

Step # 3: After the test

1. **If you passed the test** (90% or better) your score will be automatically be reported to the Business advising office in Hyland Hall. Your Advising Report will be updated within 5 business days to reflect the Computer Applications requirement as being fulfilled, thus allowing you to register for ITBE 280 thereafter.
2. **If you did not pass the test** (89 % or lower) your score will be reported as such, and you must take the test again on another day. If you purchased the Simnet Suite you may repeat the test as many times as needed to pass. Remember that you can go back in SimNet and create a lesson for you based on the questions you answered incorrectly. Select “Create Custom Lesson” when you complete the test.

If you did not purchase the Simnet Suite, you may purchase the one time only Proficiency Exam again or the Simnet Suite allowing you to take a practice test and have unlimited attempts at passing the test.

TECHNICAL ISSUES?

If you have any technical issues registering please contact SimNet Support:

- **Technical Support Website** <http://mpss.mhhe.com> **Help Link:** Upper-right hand corner of Student Portal after log in
 - **Toll Free Technical Support 1.800.331.5094** Sunday 6PM-11PM Central | Monday-Thursday 8AM-11PM Central | Friday 8AM-6PM
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WHAT'S ON THE TEST?

The test is 100 questions. A score of 90% or better is passing. The test will cover Microsoft 2010 Word, Excel, and **Some** topics covered on the CAT test are listed below:

Microsoft Word

Insert text
Cut and paste text
Move text
Find and replace text
Create tables
Widow/Orphan Control
Insert bibliography
Cover Page
Headers/Footers
Sum/Average
Hyperlinks
Page/Section Breaks
Add bullets

Microsoft Excel

Insert a cell
Freeze panes
Merge cells
Insert columns and rows
Create PivotTable
Apply number formats
Common formulas
Cell references

