

EXCEL SKILLS

TRAINING AND TESTING

COMPLETE YOUR EXCEL MODULES NOW THROUGH JULY 1, 2021*

The University of Texas at Austin MPA program is committed to offering its students a comprehensive education. Our goal is to develop highly qualified financial professionals that can serve as leaders in the business community. Our relationship with over 400 employers allows us to gather input on the essential skills necessary to succeed and lead in today's business world. Employers have told us unequivocally that one of those skills is a comprehensive knowledge of Microsoft Excel. It is easy to see why; Excel is used to perform a multitude of everyday business tasks and many employers rely on Excel for business decision support. In short, employers will expect you to know how to execute advanced tasks in Excel such as filtering data, working with advanced functions, creating pivot tables, conducting v lookups, etc. Due to the importance and prevalence of Microsoft Excel, we've teamed with Cengage to design a series of self-paced online Microsoft Excel courses. The online course is called Skills Assessment Manager (SAM).

EXCEL SKILLS TESTING

Incoming MPA students are highly encouraged to complete all assigned Excel modules (not trainings or exams) in SAM and score at least 80% for each module. There are 12 modules in all. A typical path would include viewing an assigned module and reviewing the associated training sections. If you feel that you already have a deep knowledge of Excel, you may load the module into Excel and complete it. (It is highly recommended that you use Excel 2016 or Office 365 to complete the projects rather than earlier versions of Excel). If a score of 80% or higher is not achieved, you have the option of viewing the trainings and redoing the module.

GETTING STARTED

The cost for the SAM training and testing program is approximately \$61. It is easy to use, available 24/7, and you can get started right away! To purchase SAM and enroll in the SAM course, follow the instructions below:

1. [Click here](#) to start your trainings
2. Click on "Create Account" and choose "Student"
3. Enter in your email and information
4. An email will be sent to you to activate your account; click on the link in your email for activation
5. Create a password and follow the prompts until you land on the Cengage trainings dashboard for MPA students

The Course Key is: MTPP-LDQQ-0H1X

If you have any issues, tech support can assist at 1-800-354-9706 or at www.cengage.com/support.

Your access to this product will stay active until you graduate. It can be used during the school year if you need to learn something specific for a class you are taking. Our Excel training program has been customized for the Texas McCombs MPA program. If you have purchased a Cengage Skills Assessment Manager subscription at another educational institution, that account cannot be transferred to UT Austin. Our program is available at a substantial discount versus the manufacturer's regular price and can be used in conjunction with all applicable MPA courses.

*Please note that you may not be able to purchase SAM from certain international locations, such as China. In this case, you can complete the training within two weeks of the start of our program.

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The University of Texas at Austin
Texas McCombs MPA
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