Minimum requites for computer courses

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This document sums up the minimum knowledge to correctly and profitably attend the courses of:
- Information Systems and Data Management (3 and 5 credits) at the School of Economics and Management
- Advanced Data Analysis (6 credits) at the School of Economics and Management

You are strongly encouraged to go through these requisites and check that you know everything, testing your knowledge with the suggested examples. If you do not comply with these requisites, you will not be able to follow the course properly: in this case, it is strongly suggested that you upgrade your knowledge to these minimal requirements before the beginning of the course.

Compliance in this document means **effective** compliance: for example, if you have a Cambridge Advanced English Certificate and 11 ECDL modules but you are not able to understand a slow English speaker or to open Microsoft Excel, you are not compliant!

1. A discrete knowledge of English reading and listening comprehension: you must be able to understand a typical lesson's speaking rate without uncommon words but with complete grammatical structures and technical terms.
   <u>For example</u>: fully understand a non technical newspaper's article, understand most of an external service of BBC or CNN.

2. Full knowledge of Windows XP or Vista operative system basic operations: switch computer on / off, German keyboard layout, user login / logoff, locate / open installed programs, find running programs, open / save files, print, switch audio off, plug in / out USB pendrives.
   <u>For example</u>: understand who is logged in, type @^[;:,'{\"/> on a German keyboard, move through a text without using the mouse, locate keys tab / esc / strg-ctrl / entf-del / shift / caps lock / alt gr / alt, press crtl+C, open PowerPoint, find Paint, save a Word document with the desired name, open a picture file, understand which antivirus is running, print a document on an already installed printer, safely remove an USB pendrive.

3. Full knowledge of Windows file system basic operations: locate hard disk / cd / dvd, move through directories, select / copy / delete / move / create / rename / compress / uncompress files and directories, recognize file extensions, discover files / directories size.
   <u>For example</u>: select and copy files from a DVD to a desired location on the hard disk, put a directory inside another directory, produce a new text file with the desired name, distinguish between a docx file and an xlsx file, compress a directory with all its content, uncompress an archive to a desired location, find out the size of a directory's content.

4. Basic knowledge of Internet: write/read emails, access your unibz email box, navigate, interact with websites, download files.
   <u>For example</u>: write an email to a desired address, save the attachment of a received email, have already experience with https://webmail.unibz.it, fill a form on a website, download and save correctly a pdf file.