Faculty of Management
Required Computer Competencies

General
- Exhibits knowledge of operating system basics
- Has detailed knowledge of the computer desktop
- Can start and shut down the system
- Can access commonly used programs and create new files with these programs
- Can multitask in a typical desktop computing session
- Knows commonly used keyboard shortcuts
- Can identify common hardware components and can describe their function
- Understands the fundamental processes performed by system software and application software
- Appreciates the significance of common computer specifications such as processing speed and amount of installed RAM

File Management
- Has thorough knowledge of the file management utility
- Understands file extensions within the Windows operating system
- Can access files and folders on local and network drives
- Can create folders on local or network drives
- Can save files to specific folders and can retrieve files from these folders
- Can open, update and save previously created files
- Can copy and move files between folders
- Can delete un-needed files
- Can properly connect, use and disconnect common peripheral devices such as USB drives, auxiliary disk drives and digital cameras
- Can decompress ZIP compressed archives and can create compressed archives

Network Concepts and Terminology
- Has basic general knowledge of network concepts and terminologies
- Has an understanding of common network protocols such as HTTP and TCP / IP
- Has an appreciation for the technical foundation of the VIU network, typical small office networks and Internet / intranet technologies
- Has a general understanding of the evolution of the Internet

Internet Research
- Has an appreciation of different kinds of Web search tools: crawler and directory-based search engines, meta search engines
- Can use appropriate search syntax such as Boolean operators or searching on specific phrases
- Can constrain searches to specific domains
- Can eliminate or include particular terms from search strings
- Has some knowledge of specialized search tools such as paid subscription databases and specialist websites and services
- Has an understanding of the rigour required for academic research
- Has a fundamental understanding of reference management tools such as RefWorks

Word Processing
- Can competently use the word processing interface
- Has a detailed working understanding of the use of headings, paragraphs and lists
- Can manage long documents that incorporate table of contents and index entries
- Understands sections within a document and can treat sections independently within a single document
- Can create specific page numbering schemes and styles
- Has a complete understanding of the application of styles in a document, including the ability to modify preconfigured styles and create custom styles

Website
- Understands the fundamentals of HTML and can apply the most common tags
- Can construct a simple Web page with title, headings, paragraphs and lists
- Can incorporate graphics on a Web page
- Has an appreciation of the various file formats in use on a website
- Can create links between pages within a Web project
- Can create links to any public resource on the World Wide Web
- Understands some technical requirements regarding website hosting
- Understands the domain registration process; can access public domain registration records

Presentation Graphics
- Has an appreciation of the appropriate use of presentation graphics software such as PowerPoint
- Can select appropriate templates for the topic, intended audience and viewing conditions
- Can create slides to several common templates
- Can modify a common template
- Can effectively utilize appropriate text styles, including headings and lists
- Can incorporate graphic objects on slides
- Can create precisely-specified custom behaviours of objects on a PowerPoint slide
- Can apply appropriate transitions from slide to slide throughout a presentation

Spreadsheet
- Understands the concepts of rows and columns in a spreadsheet application
- Understands various common data types
- Has a thorough awareness of constants, calculated values and formulas
- Understands relative and absolute cell references
- Can perform simple calculations, using cell references and common mathematical operators
- Can transfer calculations from cell to cell (AutoFill) to improve efficiency and accuracy
- Can apply common functions
- Understands the significance of function arguments
- Understands the construction and application of common chart types derived from spreadsheet data
- Can select appropriate chart types for specific purposes

- Can readily apply a spreadsheet solution to such common situations as budget projections or stock performance tracking and comparisons
- Can efficiently manage large spreadsheets with multiple sheets with many rows and columns

Database
- Understands common data types such as text, currency and time/date
- Understands such key concepts as storing a data item in only one location
- Understand the various object types that can exist within a single database: tables, forms and queries, for example
- Understands the significance of a primary key in a database table
- Understands relationships between database tables and how relationship integrity can be enforced

Software Integration
- Can efficiently transfer data from one application to another within a typical office productivity software suite
- Understands dynamic data linking between applications
- Can effectively manage multiple applications at the same time