UNIVERSITÄT WÜRZBURG

Module title	Abbreviation
Academic Writing in MS Word, Excel and Powerpoint	04-Ge-WEP-142-m01

Module coordinator	Module offered by
holder of the Chair of Regional History (Franconian History in the Middle Ages and Modern Times)	Institute of History

ECTS	Method of grading	Only after succ. compl. of module(s)
3	numerical grade	--

Duration	Module level	Other prerequisites
1 semester	undergraduate	--

Contents

This module focuses on teaching students how to use modern office software to prepare papers and theses that are professional in appearance.

Intended learning outcomes

Students are able to use modern office software to prepare papers and theses that are professional in appearance.

Courses (type, number of weekly contact hours, language — if other than German)

V (no information on SWS (weekly contact hours) and course language available)

Method of assessment (type, scope, language — if other than German, examination offered — if not every semester, information on whether module is creditable for bonus)

a) presentation (approx. 25 minutes) with position paper (approx. 2 pages) or b) written examination (approx. 45 minutes)

Allocation of places

Only as part of pool of general transferable skills (ASQ): 10 places. Applicants from the Bachelor's degree subjects Digital Humanities and Geschichte (History) will be given preferential consideration. The remaining places will be allocated to students of other subjects. Places will be allocated according to the number of subject semesters; among applicants with the same number of subject semesters, places will be allocated by lot.

Additional information

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Workload

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Teaching cycle

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Referred to in LPO I (examination regulations for teaching-degree programmes)

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Module appears in

keinem Studiengang zugeordnet