

Module title		Abbreviation
Advanced Standard Office Software		10-I-SOS-072-m01
Module coordinator		Module offered by
Dean of Studies Informatik (Computer Science)		Institute of Computer Science
ECTS	Method of grading	Only after succ. compl. of module(s)
8	numerical grade	--
Duration	Module level	Other prerequisites
1 semester	undergraduate	--
Contents		
Working with standard office tools at an advanced level: word processing (MS Word, OpenOffice Writer, LaTeX), spreadsheets (MS Excel, OpenOffice Calc), databases (MS Access, OpenOffice Base, MySQL). Foundations of other applications (for example standard software for presentations and graphics, simulation, projects or similar).		
Intended learning outcomes		
The students possess the theoretical and practical skills for using standard office software at an advanced level.		
Courses (type, number of weekly contact hours, language – if other than German)		
Ü (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)		
written examination (80 minutes) or oral examination (one candidate each: 20 minutes, groups of 2: 30 minutes, groups of 3: 40 minutes)		
Allocation of places		
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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		
Bachelor' degree (1 major) Economathematics (2009)		
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