### Module title

**Advanced Standard Office Software 1**

### Abbreviation

10-I-SOS1-102-m01

### Module coordinator

Dean of Studies Informatik (Computer Science)

### Module offered by

Institute of Computer Science

### ECTS

4

### Method of grading

Only after succ. compl. of module(s)

### (not) successfully completed

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### Duration

1 semester

### Module level

undergraduate

### Other prerequisites

Admission prerequisite to assessment: prerequisites to be specified in class.

## Contents

Working with standard office tools at an advanced level with a focus on: spreadsheets (MS Excel, OpenOffice Calc, Visual Basic) as well as fundamental database concepts (MS Access, OpenOffice Base, MySQL).

## Intended learning outcomes

The students possess the theoretical and practical skills for using standard office software at an advanced level.

## Courses

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

## Method of assessment

Written examination (approx. 40 to 45 minutes); if announced by the lecturer by four weeks prior to the examination date, the written examination can be replaced by an oral examination of one candidate each or in groups (one candidate each: 15 minutes, groups of 2: 20 minutes, groups of 3: 25 minutes).

## Allocation of places

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## Additional information

Additional information on module duration: 1 to 2 semesters.

## Referred to in LPO I

(examination regulations for teaching-degree programmes)

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## Module appears in

Bachelor’ degree (1 major) Computer Science (2010)

Bachelor’ degree (1 major) Aerospace Computer Science (2011)