

Module title		Abbreviation
Advanced Standard Office Software 1		10-I-SOS1-102-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)
4	(not) successfully completed	--
Duration	Module level	Other prerequisites
1 semester	undergraduate	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 (type, number of weekly contact hours, language — if other than German)		
P (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 (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.		
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) Computer Science (2010)		
Bachelor' degree (1 major) Aerospace Computer Science (2011)		