Module title: Advanced Standard Office Software 2
Abbreviation: 10-I-SOS2-102-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)

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 word processing (MS Word, OpenOffice Writer, LaTeX, Visual Basic). This is a blended learning course.

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)