

Module	B2 –Computer Applications		
Semester	1 st semester (winter semester)		
Courses	Computer Applications (E) DE		
Workload	4 SPW		30 workload hours (11 attendance hours, 19 self study hours)
Admission prerequisites	–		
Module coordinator	Prof. Dr. Stefan Zahradnik		

1. Learning outcomes
Die Studierenden kennen die grundlegende Funktionsweise von Office-Anwendungen (Textverarbeitung, Tabellenkalkulation, Präsentation).
2. Recommended prior knowledge and skills
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3. Contents
<ul style="list-style-type: none"> • Microsoft Word • Microsoft Excel • Microsoft PowerPoint
4. Modes of teaching and learning, workload
Practical exercises (11 hrs); preparation and revision of lectures (19 hrs).
5. Type of examination

6. Literature
GRATZKE, Jürgen; KÖHLER, Bernd: ECDL – <i>Europäischer Computer Führerschein, Schülerbuch</i> , 3. Aufl., Darmstadt 2011; WEVERKA, Peter: <i>Office 2010 für Dummies</i> , Weinheim 2010.