

## Public Management Bachelor Programme

Module	B2 –Computer Applications	
Semester	1 <sup>st</sup> semester (winter semester)	
Course	Computer Applications (E) <span style="border: 1px solid black; padding: 0 2px;">DE</span>	
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"> <li>• Microsoft Word</li> <li>• Microsoft Excel</li> <li>• Microsoft PowerPoint</li> </ul>
4. Modes of teaching and learning, workload
Practical exercises (11 hrs); preparation and revision of lectures (19 hrs).
5. Type of examination
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6. Literature
WEVERKA, Peter: <i>Office 2013 für Dummies</i> , Weinheim 2013.

Last update: 01-27-2017