**Course-specific competences**

Course code: FEV18TB03

Course name: Office Tools

**Competences** **Criteria for Assessment**

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|  | 1 | 3 | 5 |
| The computers, networks and services of the education unit:   * Timetable * Email * Cloud storage * Student register * Learning management system * Services for team-working and distance studies | The student knows and can elementarily use computers, networks and services for the studies. | The student knows how to integrate the different services of the education unit with each other. | The student can use the tools and services that are available for the studies versatile. |
| Installation and configuration of software and services on own computer | The student can download and install software needed for the studies to the own computer. | The student knows how to configure installed software to make it work optimally. | The student can independently download, install and configure software for the studies and can independently solve arising problems. |
| Introduction to Office Software (MS Office 365):   * Presentation Software * Word Processing Software * Spreadsheet Software * Database Software | The student can create presentations, reports and basic calculations. The student has basic knowledge of databases and can insert, update and delete data through a graphical user interface. | The student can independently create presentations, reports and basic calculations. The student knows how to do a simple search in a database and can produce a basic report from database data. | The student can actively solve problems that arise during creation of presentations, reports and calculations. The Student knows how a database system is structured and how data is stored in a database. |
| Calculation with Spreadsheet Software (Excel) | The student can create calculations with formulas and simple functions. The student can produce simple graphs. | The student can create advanced calculations with advanced functions. The student can produce advanced graphs. | The student can solve advanced calculation tasks independently and effectively. |