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| <b>COURSE: Advanced knowledge of Spreadsheets</b>  |                |                |
| <b>DEGREE: Bachelor in Business Administration</b> | <b>YEAR: 2</b> | <b>TERM: 2</b> |

| WEEKLY PLANNING |         |   |                 |   |  |             |                               |
|-----------------|---------|---|-----------------|---|--|-------------|-------------------------------|
| WEEK            | SESSION | DESCRIPTION   | GROUPS (mark X) | SPECIAL ROOM FOR SESION (computer classroom, audio-visual classroom...) | WEEKLY PROGRAMMING FOR STUDENT   |             |                               |
|                 |         |   | LECTURES        |   | DESCRIPTION  | CLASS HOURS | HOMEWORK HOURS (Max. 8h week) |
| 1               | 1       | Presentation. Test level.   |                 | X   | Description of the course and test level to evaluate the background of students. | 1.5         | 3                             |
| 1               | 2       | Structure of a spreadsheet. Basic operations on books, sheets and cells.                          |                 | X   | Case study, individual work through exercise(s) and 1 minute quizz.              | 1.5         |                               |
| 2               | 3       | Formula and functions. Boolean operators and functions, string functions.                         |                 | X   | Case study, individual work through exercise(s) and 1 minute quizz.              | 1.5         | 3                             |
| 2               | 4       | Formula and functions. Database and descriptive statistics functions. Final Project presentation. |                 | X   | Case study, individual work through exercise(s) and 1 minute quizz.              | 1.5         |                               |
| 3               | 5       | Tables. Creation and field definition. Operations and management. Formatting tables.              |                 | X   | Case study, individual work through exercise(s) and 1 minute quizz.              | 1.5         | 3                             |
| 3               | 6       | Pivot tables. Creation, configuration and management.   |                 | X   | Case study, individual work through exercise(s) and 1 minute quizz.              | 1.5         |                               |
| 4               | 7       | Data analysis: solver and scenarios.  |                 | X   | Case study, individual work through exercise(s) and 1 minute quizz.              | 1.5         | 3                             |
| 4               | 8       | Task automation (use of macros). First final project delivery.                                    |                 | X   | Case study, individual work through exercise(s) and 1 minute quizz.              | 1.5         |                               |
| 5               | 9       | Visualization: types of charts, data sources, configuration and static charts.                    |                 | X   | Case study, individual work through exercise(s) and 1 minute quizz.              | 1.5         | 2                             |

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|--|---------|--|--------------------|--|---|-------------|---|
| WEEK   | SESSION | DESCRIPTION  | GROUPS<br>(mark X) | SPECIAL ROOM<br>FOR SESION<br>(computer<br>classroom,<br>audio-visual<br>classroom...) | WEEKLY PROGRAMMING FOR STUDENT                                      |             |   |
|  |         |  | LECTURES           |  | DESCRIPTION   | CLASS HOURS | HOMWORK<br>HOURS<br><i>(Max. 8h week)</i> |
| 5  | 10      | Visualization: pivot charts, creation and configuration.   |                    | X  | Case study, individual work through exercise(s) and 1 minute quizz. | 1.5         | 5   |
| 6  | 11      | Spreadsheet applications: forms.   |                    | X  | Case study, individual work through exercise(s) and 1 minute quizz. | 1.5         | 3   |
| 6  | 12      | Spreadsheet applications: tool integration and mail merge.   |                    | X  | Case study, individual work through exercise(s) and 1 minute quizz. | 1.5         |   |
| 7  | 13      | Spreadsheet applications: printing, name administrator, document generation, data management. Mentoring session. |                    | X  | Case study, individual work through exercise(s) and 1 minute quizz. | 1.5         | 3   |
| 7  | 14      | Final exam. Final project delivery.  |                    | X  | Final exam.   | 1.5         |   |
| <b>Subtotal</b>  |         |  |                    |  |   | <b>21</b>   | <b>21</b>                                 |
| <b>Total 1</b> ( <i>Hours of class plus student homework hours between weeks 1-7</i> ) |         |  |                    |  |   | <b>42</b>   |   |
| <b>TOTAL</b> ( <i>Maximum 75 hours</i> )   |         |  |                    |  |   | <b>42</b>   |   |