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| COURSE: Advanced knowledge of Spreadsheets | | |
| DEGREE: Bachelor in Business Administration | YEAR: 2 | TERM: 2 |

| 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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| | | | LECTURES | | DESCRIPTION | CLASS HOURS | HOMEWORK HOURS (Max. 8h week) |
| 5 | 10 | Visualization: pivot charts, creation and configuration. | | X | Case study, individual work through exercise(s) and 1 minute quizz. | 1.5 | 3 |
| 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 | |
| Subtotal | | | | | | 21 | 21 |
| Total 1 (Hours of class plus student homework hours between weeks 1-7) | | | | | | 42 | |
| TOTAL (Maximum 75 hours) | | | | | | 42 | |