



Universidad  
Carlos III de Madrid

<b>SUBJECT:</b> Introduction to Computing		
<b>Degree:</b> DUAL BACHELOR IN POLITICS AND SOCIOLOGY	<b>COURSE:</b> 2 <sup>nd</sup> Year	<b>SEMESTER:</b> 2 <sup>nd</sup>

<b>Syllabus</b>									
Week	Class	DESCRIPTION OF CLASS CONTENT	GROUP		Classroom needed (computer classroom, lab, etc. ...)	Session with 2 teachers (*)	STUDENT WORK DURING THE WEEK		
			LECTURE	DISCUSSION			DESCRIPTION	HOURS IN CLASS	OUTSIDE WORK
1	1	Introduction of subject.	x		Computer room		Case Study	1,5	6,5
1	2	1. Importance of Information Technology and Communications in Society.	x		Computer room		Case Study	1,5	
2	3	2. Microsoft Word (Part I) 2.1. Introduction to interface 2.1.1. Components of interface. 2.1.2. Introducing text . 2.1.3. Navigating worksheets and workbooks.	x		Computer room		Computer exercise.	1,5	6,5
2	4	2.2. Basic formating of documents and paragraphs 2.3. The use of copy and paste 2.4. Find and replace.	x		Computer room		Computer exercise.	1,5	
3	5	2.5. Tables 2.6. Images 2.7. Graphics and SmartArt. 2.8. Titles	x		Computer room		Computer exercise.	1,5	6,5
3	6	2.9. Styles 2.10. Page Breaks 2.11. Table of contents	x		Computer room		Computer exercise.	1,5	
4	7	2.12. Indexes of tables and figures 2.13. Headers and footers. 2.14 Section breaks 2.15.Cover page	x		Computer room		Computer exercise.	1,5	6,5
4	8	3. Microsoft Word (Part II)	x		Computer		Computer exercise.	1,5	

		3.1 Cross references: figures, tables.			room				
5	9	3.2 Bibliography 3.3 Exporting to other format: PDF and Web.	x		Computer room		Computer exercise.	1,5	6,5
5	10	3.4 Document Review 3.5 Drafts 3.6 Comments 3.7 Track changes	x		Computer room		Computer exercise.	1,5	
6	11	<b>Microsoft Word Exam</b>	x		Computer room			1,5	6,5
6	12	4. Microsoft Excel (Part I) 4.1. Introduction interface 4.1.1. Components of interface. 4.1.2. Introducing text . 4.1.3. Navigating worksheets and workbooks 4.2. Description of Works, sheets and cells	x		Computer room		Computer exercise.	1,5	
7	13	4.3. Cell References. 4.4. Using the Clipboard and paste options. 4.5. Data Types in Excel Format (numbers) 4.6. Basic use of formulas and functions 4.6.1. Order of operations. 4.6.2. Basic math calculations	x		Computer room		Computer exercise.	1,5	6,5
7	14	4.6.3. Using basic formulas: Sum, Average, Median, Variance, Standard Deviation, Maximum, Minimum, Count numbers. 4.7. Creation of graphics	x		Computer room		Computer exercise.	1,5	
8	15	5. Microsoft Excel (Part II) 5.1. Introduction to binary logic. 5.2. Using logic functions. 5.2.1. Logical operators. 5.2.2. Logic functions: If, False, AND, OR, True in its simple form and nested (Part 1)	x		Computer room		Computer exercise.	1,5	6,5
8	16	5.2.3. Logic functions: If, False, AND, OR, True in its simple form and nested (Part 2)	x		Computer room		Computer exercise.	1,5	
9	17	5.3. Importing external data 5.3.1. From text files. 5.3.2. From the Web 5.4. Text Functions: UPPER, LOWER, Extract	x		Computer room		Computer exercise.	1,5	6,5
9	18	5.5. Find and Replace. 5.6. Conditional Formatting.	x		Computer room		Computer exercise.	1,5	
10	19	5.7. Pivot Tables and PivotChart. 5.7.1. Creating PivotTables.	x		Computer room		Computer exercise.	1,5	6,5
10	20	5.7.2. Creating graphics. 5.7.3. Selectors	x		Computer room		Computer exercise.	1,5	
11	21	<b>Microsoft Excel Excel</b>	x		Computer room			1,5	6,5
11	22	6. Office applications in the Cloud. 6.1. Introduction to Cloud services.	x		Computer room		Computer exercise.	1,5	
12	23	6.2. Using Google Drive. 6.2.1. Creating text documents.	x		Computer room		Computer exercise.	1,5	6,5

		6.2.2. Collaboration with text documents.						
12	24	6.2.3. Creating spreadsheets.	x		Computer room		Computer exercise.	1,5
13	25	6.2.4. Collaboration with spreadsheets.	x		Computer room		Computer exercise.	1,5
13	26	6.2.5. Creating forms.	x		Computer room		Computer exercise.	1,5
14	27	6.2.6. Processing of responses from forms	x		Computer room			1,5
14	28	<b>Applications in the Cloud Exam</b>	x		Computer room			1,5
<b>SUBTOTAL</b>								<b>42 + 91 = 133</b>
15		Make up classes, office hours, submission of assignments, etc.	x					1
16-18		Preparation for exam and exam day						3
<b>TOTAL</b>								<b>150</b>

(\* )The maximum number of sessions with 2 teachers and / or experimental laboratories will be 4.