uc3m | Universidad Carlos III de Madrid
Vicerrectorado de Estudios
Apoyo a la docencia y gestión del grado

COURSE: Advanced knowledge of Spreadsheets		
DEGREE: Bachelor in Management of Information and Digital Contents	YEAR: 3	TERM: 1

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 exercice(s) and 1 minute quizz.	1.5	
2	3	Formula and functions. Boolean operators and functions, string functions.		X	Case study, individual work through exercice(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	3

WEEKLY PLANNING							
W E E K	**S E S S I O N**	**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)**
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