Universidad Carlos III de Madrid
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COURSE: Informatics for finance		
DEGREE: Finance and Accounting	YEAR: 3	TERM: 2

WEEKLY PLANNING							
WEEK	SESSION	DESCRIPTION	GROUPS (mark X)		Special room for session (computer classroom, audio-visual classroom…)	WEEKLY PROGRAMMING FOR STUDENT	
			LECTURES	SEMINARS		DESCRIPTION	CLASS HOURS	HOMEWORK HOURS (Max. 7h week)
1	1	Presentation of the subject **Unit 1. General concepts in computing** 1. Introduction. General Concepts	x			Read and study of session 1.1	1,5	
1	2	Practice 0. Basic Exercise with Excel		x	Computer Classroom	Prepare and upload the practical exercise	1,5	5
2	3	**Unit 1. General concepts in computing** 1. Introduction. General Concepts 2. History of Computers 3. Hardware	x			Read and study of sessions 1.1 to 1.3	1,5	
2	4	Practice 1. Excel (1/4) Basic Excel: Importing data, sorting, filters, etc		x	Computer Classroom	Prepare practice 1	1,5	5
3	5	**Unit 1. General concepts in computing** 3 Hardware	x			Read and study of sessions 1.3 to 1.5	1,5	5

Week	Session	Content	Theory	Practice	Location	Preparation	Hours	Eval
		4 Software. Algorithms and programs 5 Programming languages						
3	6	**Practice 1. Excel (2/4)** Basic Excel: Importing data, sorting, filters, etc		x	Computer Classroom	Prepare practice 1	1,5	
4	7	**Unit 2. Structure of Information and its representation** **1.** Introduction **2.** Data coding. Numeric and alphanumeric systems	x			Read and study of sessions 2.1 to 2.2 Prepare Practical exercises	1,5	
4	8	**Practice 1. Excel (3/4)** Pivot tables		x	Computer Classroom	Prepare practice 1	1,5	5
5	9	**Unit 2. Structure of Information and its representation** 3 Data and Data Types. Arithmetic and boolean operations	x			Read and study of sessions 2.3 Prepare Practical exercises	1,5	
5	10	**Practice 1. Excel (3/4)** Pivot tables		x	Computer Classroom	Prepare practice 1	1,5	5
6	11	**Unit 2. Structure of Information and its representation** 4 Data Structures. Simple and structured data Variables, arrays, lists, …	x			Read and study of sessions 2.4 Read Practice 2	1,5	
6	12	**Practice 2. Excel (1/6)** **Advanced Excel. VBA** Introduction to Macros. Basic I/O		x	Computer Classroom	Prepare practice 2	1,5	5
7	13	**Unit 3. Applications for Computational Management** **1.** Introduction **2.** Text Processors, Presentations and web editing, Spread Sheets	x			Read and study of sessions 3.1-3.2 Search of information about present management programs	1,5	
7	14	**Practice 2. Excel (2/6)** **Advanced Excel. VBA** Ranges		x	Computer Classroom	Prepare practice 2	1,5	6
8	15	**Unit 3. Applications for Computational Management**	x			Read and study of sessions 3.3 Prepare Practical exercises	1,5	7

		3 Macros programming				Prepare partial exam		
8	16	**Practice 2. Excel (3/6)** **Advanced Excel. VBA** Control structures. Create and delete spreadsheets		X	Computer Classroom	Prepare practice 2 Prepare partial exam	1,5	
9	17	**Partial Exam**	x			Read and study of sessions 3.3	1,5	
9	18	**Practice 2. Excel (4/6)** **Advanced Excel. VBA** Control structures. Create and delete spreadsheets		x	Computer Classroom	Prepare practice 2	1,5	6
10	19	**Unit 3. Applications for Computational Management** 3 Macros programming	x			Read and study of sessions 3.3 Prepare Practical exercises	1,5	
10	20	**Practice 2. Excel (5/6)** **Advanced Excel. VBA** Personal functions. Forms		x	Computer Classroom	Prepare practice 2	1,5	7
11	21	**Unit 4. Databases** 1 Data management 2 Concept of database 3 Database management systems Database design	x			Read and study of sessions 4.1-4.3 Prepare Practical exercises Read Practice 3 wording	1,5	
11	22	**Practice 2. Excel (6/6)** **Advanced Excel. VBA** Personal functions. Forms		x	Computer Classroom	Prepare and upload practice 2	1,5	6
12	23	**Unit 4. Databases** 5. The Relational model 6. Decision Support Systems. Multidimensional Databases.	x			Read and study of sessions 4.5-4.6	1,5	
12	24	**Practice 3. Access (1/2)** Design and implementation of a database in Access		x	Computer Classroom	Prepare practice 3	1,5	6

13	25	**Unit 5. Communications and networks in business management** 　　1. Telecommunicacion systems and transmission networks 　　2. Network bases office systems		x		Read and study of sessions 5.1 – 5.2 Prepare Practical exercises	1,5	
13	26	**Practice 3. Access (2/2)** Design and implementation of a database in Access		x	Computer Classroom	Prepare and upload practice 3	1,5	6
14	27	**Unit 5. Communications and networks in business management** 　**3.** Security in networking, Electronic Commerce	x			Read and study of sessions 5.3	1,5	
14	28	Review of practices and theoretical units		x	Computer Classroom	General review of the subject Finishing all the pending works	1,5	6
						Subtotal 1	**42**	**80**
						Total 1 *(Hours of class plus student homework hours between weeks 1-14)*		

15		Tutorials, handing in, etc						7
16		Assessment					3	18
17								
18								
						Subtotal 2	**3**	**25**
						Total 2 *(Hours of class plus student homework hours between weeks 15-18)*	**28**	

TOTAL *(Total 1 + Total 2)*	**150**