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 Industrial Technologies Engineering	YEAR: 3	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					1.5	
2	3	Structure of a spreadsheet. Basic operations on books, sheets and cells. Formula and functions. Boolean operators and functions, string functions. Formula and functions. Database and descriptive statistics functions.		X	Case study, individual work through exercice(s) and 1 minute quizz.	1.5	3
2	4					1.5	
3	5	Tables. Creation and field definition. Operations and management. Formatting tables. Pivot tables. Creation, configuration and management. Final Project presentation.		X	Case study, individual work through exercise(s) and 1 minute quizz.	1.5	3
3	6					1.5	
4	7	Data analysis: solver and scenarios. Task automation (use of macros).		X	Case study, individual work through exercise(s) and 1 minute quizz.	1.5	3
4	8					1.5	
5	9	Visualization: types of charts, data sources, configuration and static charts. Visualization: pivot charts, creation and configuration. First final project delivery.		X	Case study, individual work through exercise(s) and 1 minute quizz.	1.5	3

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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)
5	10					1.5	
6	11	Spreadsheet applications: forms, tool integration and mail merge, printing, name administrator, document generation, data management. Mentoring session.		X	Case study, individual work through exercise(s) and 1 minute quizz.	1.5	3
6	12					1.5	
7	13	Final exam. Final project delivery.		X	Final exam.	1.5	3
7	14			X		1.5	
					Subtotal	**21**	**21**
					Total 1 *(Hours of class plus student homework hours between weeks 1-7)*	**42**	

TOTAL *(Maximum 75 hours)*	**42**