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 Biomedical Engineering	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					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

					WEEKLY PLANNING			

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<th rowspan="3">W E E K</th>
<th rowspan="3">S E S S I O N</th>
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<th rowspan="2">GROUPS (mark X)</th>
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<td>5</td><td>10</td><td></td><td></td><td></td><td></td><td>1.5</td><td></td>
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<td>6</td><td>11</td><td>Spreadsheet applications: forms, tool integration and mail merge, printing, name administrator, document generation, data management. Mentoring session.</td><td></td><td>X</td><td>Case study, individual work through exercise(s) and 1 minute quizz.</td><td>1.5</td><td rowspan="2">3</td>
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<td>6</td><td>12</td><td></td><td></td><td></td><td></td><td>1.5</td>
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<td>7</td><td>13</td><td>Final exam. Final project delivery.</td><td></td><td>X</td><td>Final exam.</td><td>1.5</td><td rowspan="2">3</td>
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<td>7</td><td>14</td><td></td><td></td><td>X</td><td></td><td>1.5</td>
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<td colspan="6" align="right">Subtotal</td><td>21</td><td>21</td>
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<td colspan="7" align="center">Total 1 <i>(Hours of class plus student homework hours between weeks 1-7)</i></td><td>42</td>
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TOTAL (_Maximum 75 hours_)	42