

COURSE: Intermediate knowledge of Spreadsheets

DEGREE: Dual Bachelor in Journalism and Humanities Studies

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	Introduction to spreadsheets. Concepts and foundations. Use and application of spreadsheets. Tools and collaborative work.		Virtual	Case study, individual work through exercise(s).	1,5	3
1	2	Structure of a spreadsheet. Definitions, basic operations on books, sheets and cells. Comments and reviews. Printing area configuration.		Virtual	Case study, individual work through exercise(s) and 1 minute quiz.	1,5	
2	3	Working with cells and sheets. Data types and cell formatting. Fill data automatically.		Virtual	Case study, individual work through exercise(s).	1,5	3
2	4	Formulas and references. Introduction and basic operations, references and links.		Virtual	Case study, individual work through exercise(s) and 1 minute quiz. Creation of a multimedia resource (video or infographics) explaining some concept (team work).	1,5	
3	5	Formulas and references. Debugging and tracing formulas.		Virtual	Case study, individual work through exercise(s).	1,5	

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			LECTURES		DESCRIPTION	CLASS HOURS	HOMEWORK HOURS (Max. 8h week)
3	6	Application of formulas and functions.		Virtual	Case study, individual work through exercise(s) and 1 minute quiz. Creation of a multimedia resource (video or infographics) explaining some concept (team work).	1,5	3
4	7	Tables. Creation and field definition. Operations and management. Formatting tables.		Virtual	Case study, individual work through exercise(s).	1,5	3
4	8	Data forms, creation of pivot tables and interpretation.		Virtual	Case study, individual work through exercise(s) and 1 minute quiz. Creation of a multimedia resource (video or infographics) explaining some concept (team work).	1,5	
5	9	Management of pivot tables and interpretation. Data visualization, introduction to the different types of charts (selection).		Virtual	Case study, individual work through exercise(s).	1,5	3
5	10	Chart management and configuration: data sources, edge customization and chart area.		Virtual	Case study, individual work through exercise(s) and 1 minute quiz. Creation of a multimedia resource (video or infographics) explaining some concept (team work).	1,5	
6	11	Chart management and configuration: data sources, edge customization and chart area. Images.		Virtual	Case study, individual work through exercise(s).	1,5	
6	12	Selection of charts.		Virtual	Case study, individual work through exercise(s) and 1 minute quiz. Creation of a multimedia resource (video or infographics) explaining some concept (team work).	1,5	3

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7	13	Document generation from spreadsheets. Data export options.		Virtual	Case study, individual work through exercise(s).	1,5	3
7	14	Tools. Final project design.		Virtual	Case study, individual work through exercise(s) and 1 minute quiz.	1,5	
Subtotal						21	21
Total 1 (<i>Hours of class plus student homework hours between weeks 1-7</i>)						42	
TOTAL (<i>Maximum 75 hours</i>)							42