

Syllabus Attività Formativa

Anno Offerta	2017
Corso di Studio	L21BB - ECONOMICS AND BUSINESS
Regolamento Didattico	L21BB-17
Percorso di Studio	L21BBBASE - BASE
Insegnamento/Modulo	STDEF00003 - INTRODUCTION TO EXCEL AND DATA COMPUTATION - INTRODUCTION TO EXCEL AND DATA COMPUTATION
Attività Formativa Integrata	-
Partizione Studenti	-
Periodo Didattico	S2 - Secondo Semestre
Sede	
Anno Corso	1
Settore	INF/01 - INFORMATICA
Tipo attività Formativa	S - Per stages e tirocini
Ambito	10966 - Per stages e tirocini presso imprese, enti pubblici o privati, ordini professionali
CFU	4.0
Ore Attività Frontali	40.0
AF_ID	30693

Tipo Testo	Codice Tipo Testo	Num. Max. Caratteri	Ob bl.	Testo in Italiano	Testo in Inglese
Obiettivi Formativi Del Corso / Course	OBIETT_FORM	3800	Si	Acquisire conoscenze base circa l'uso di Microsoft Excel per la gestione dati e calcoli.	Acquire basic skills in using Microsoft Excel for data management and computations.

Formative Objectives					
Prerequisiti / Prerequisites	PREREQ	3800	Si	Conoscenze base circa l'uso di computer.	Basic computer skills.
Contenuti Del Corso / Course Contents	CONTENUTI	3800	Si		The aim of the seminar series is to make attending students proficient in the use of Excel for data management and analysis, for simple calculations and programming tasks. Students are warmly recommended to bring their own laptops or notebooks, with Excel or equivalent freeware installed. The statistical (freeware) package R will also be demonstrated, since it will be used in later courses. Part of each seminar will be dedicated to exercises. In general, computers and software are available in LUISS computer rooms...
Programma Esteso E Materiale Didattico Di Riferimento: Settimana 1 / Extended Program And Reference Reading	PROGR_EST_1	3800	Si		Acquaintance with computers and software; some generalities about Excel and other software. General notions about software versions, data formats and entry. Introduction to computational tasks that computers are good at...Direct computation, recursion and other structures.

Material: Week 1					
Programma Esteso E Materiale Didattico Di Riferimento: Settimana 2 / Extended Program And Reference Reading Material: Week 2	PROGR_EST_2	3800	Si		Using functions in Excel. Writing simple recursive tasks with the Fill function.
Programma Esteso E Materiale Didattico Di Riferimento: Settimana 3 / Extended Program And Reference Reading Material: Week 3	PROGR_EST_3	3800	Si		How to write an Excel spreadsheet to calculate mortgage plans.

Programma Esteso E Materiale Didattico Di Riferimento: Settimana 4 / Extended Program And Reference Reading Material: Week 4	PROGR_EST_4	3800	Si		Data Analysis with Excel. Notions of basic data analysis and statistics. How to organize data and computations using worksheets.
Programma Esteso E Materiale Didattico Di Riferimento: Settimana 5 / Extended Program And Reference Reading Material: Week 5	PROGR_EST_5	3800	Si		Data Analysis with Excel. How to use simple statistical functions and graphics. Data summaries and the Pivot Table.
Programma Esteso E Materiale	PROGR_EST_6	3800	Si		Data Analysis with other software. Demonstration of various software and a presentation of R.

Didattico Di Riferimento: Settimana 6 / Extended Program And Reference Reading Material: Week 6					
Programma Esteso E Materiale Didattico Di Riferimento: Settimana 7 / Extended Program And Reference Reading Material: Week 7	PROGR_EST_7	3800	No		Data Analysis with R. Demonstration of the capabilities of R and comparison with Excel.
Programma Esteso E Materiale Didattico Di Riferimento: Settimana 8 /	PROGR_EST_8	3800	No		A mathematical modelling application, solving a simple system of differential equations describing information or rumour spread in a population..

Extended Program And Reference Reading Material: Week 8					
Programma Esteso E Materiale Didattico Di Riferimento: Settimana 9 / Extended Program And Reference Reading Material: Week 9	PROGR_EST_9	3800	No		Other functions in Excel. Q&A session. Training exercises will be distributed and solved.
Programma Esteso E Materiale Didattico Di Riferimento: Settimana 10 / Extended Program And Reference	PROGR_EST_10	3800	No		Q&A session. Training exercises will be distributed and solved.

Reading Material: Week 10					
Programma Esteso E Materiale Didattico Di Riferimento: Settimana 11 / Extended Program And Reference Reading Material: Week 11	PROGR_EST_11	3800	No		
Programma Esteso E Materiale Didattico Di Riferimento: Settimana 12 / Extended Program And Reference Reading Material: Week 12	PROGR_EST_12	3800	No		

Testi Di Riferimento / Reference Books	TESTI_RIF	3800	Si		There are many books about Excel. However, personal practice and experience is better... As an introduction to how Excel works, one can e.g. have a look at "Excel basics in 30 Minutes" by Ian Lamont, The Digital Media Machine 2013 (easiest way to get it is via Amazon...). However, any other book about Excel might also work... There may be version issues. The students are warmly recommended to learn how to phrase questions and to find and verify answers on the Web...Further reading material and exercises will be made available on the (teacher) course web page.
Metodologie Didattiche / Teaching Method	METODI_DID	3800	Si		Lectures with computer demonstrations.
Modalita' Di Verifica Dell'apprendimento / Assessment Method	MOD_VER_APPR	3800	Si		Final practical test in computer room, at the end of the seminar series. The test will involve simple tasks involving data and Excel. The test will only be graded as Sufficient or Not Sufficient.
Criteria Per L'assegnazione Dell'elaborato	CRIT_ASS_ELA	3800	Si		NA

Finale / Criteria for assigning the Master thesis					
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