

POLI ESCOLA SUPERIOR TECNOLOGIA GESTÃO TÉCNICO GUARDA	SUBJECT DESCRIPTION	MODELO PED.013.03
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Course	Human Resources Management					
Subject	Block "Spreadsheet"					
Academic year	2023/2024	Curricular year	2nd	Study period	2nd semester	
Type of subject	Elective	Student workload (H)	Total: 84	Contact: 45	ECTS	3
Professor(s)	Prof. Noel Lopes, PhD					
☒ Area/Group Coordinator ☐ Head of Department	(select)	Prof. Maria Clara Silveira, PhD				

PLANNED SUBJECT DESCRIPTION

1. LEARNING OBJECTIVES

At the end of the course, students should have the skills necessary to: (1) use spreadsheets (e.g. Microsoft Excel, open source spreadsheets), (2) understand the power of spreadsheets for situations that require quantitative analysis, (3) manipulate data to achieve predefined goals.

2. PROGRAMME

- Basics of the spreadsheet. Entering and editing data
- Formatting cells and sheets; managing the sheet, and printing
- Sharing and maintaining the book: Import and export of data
- Counts, order and rounding
- Analyze and organize data: definition table, filtering, sorting and subtotal
- Graphical analysis
- Method of calculation: data, functions and absolute and relative references.
- Sums simple and conditional
- Functions Statistics: Average weighted simple and conditional
- Logic Functions
- Error messages and information functions
- Date arithmetic
- Text functions
- Search functions and reference
- Consolidation, dynamic charts and graphs

3. COHERENCE BETWEEN PROGRAMME AND OBJECTIVES

The contents are consistent with the objectives of the curricular unit, since the achievement of objectives (1), (2) and (3), implies the completeness of the contents.

4. MAIN BIBLIOGRAPHY

- Walkenbach, John (2010). *Excel 2010 Formulas*, Wiley Publishing, inc.
- Barlow John F. (2005). *Excel Models for Business and Operations Management*. John Wiley and Sons Ltd, EUA.

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5. TEACHING METHODOLOGIES (INCLUDING EVALUATION)

Theoretical-practical and laboratory lessons which includes theoretical study, reading of recommended bibliography, exercise answering, and problem solving for evaluation purposes.

Evaluation: Practical test (100%).

6. COHERENCE BETWEEN TEACHING METHODOLOGIES AND OBJECTIVES

The teaching methodologies seek to promote the intended learning skills and aiming to promote students autonomous and continuous learning and they are design to fulfill the objectives.

7. CONTACTS AND OFFICE HOURS

Noel Lopes (noel@ipg.pt), office 27, Office hours: Monday 10:00 – 12:00; Friday 8:30 – 11:30

DATE

27 de fevereiro de 2023

SIGNATURES

Professor

(signature)

Area/Group Coordinator

(signature)