

1.
Presentation

2.
Objectives

3.
Syllabus

4.
Main Bibliography

1.

Field of Studies: Degree in Business Finances

Area: Finances and Economy / **Sub area:** Finances

Semester: 3rd semester

Hours per week: 4,5 Hours

ECTS: 6

2.

Facilitate the discernment of the information's importance, in general, and encourage the student to perceive the dimension of the universe of relevant financial-economic information for the construction of the knowledge that supports several decisions that affect organizations and, specially, companies.

3.

1. What is information?
2. Mining and data segmentation
3. Mathematics and statistic in *Microsoft Excel*TM
4. Financial-economic problems resolution in *Microsoft Excel*TM

4.

- Baltzan, Paige; Phillips, Amy - *Sistemas de Informação*. McGraw Hill, 2012 ISBN 978-858-055-075-7
- Carvalho, Maria Adelaide - *Exercícios Resolvidos com Excel para Economia & Gestão*, 4.^a Ed Atualizada e Aumentada. FCA Editora de Informática, 2012. ISBN 978-972-722-729-7.
- Carvalho, Adelaide - *Automatização em Excel 69 Exercícios*, Cadernos do Excel FCA - Editora de Informática, Lda., 2017 978-972-722-872-0
- Carvalho, Adelaide - *Gráficos com Excel*, Cadernos do Excel EDIÇÃO FCA - Editora de Informática, 2017 ISBN 978-972-722-876-8
- Martins, António - *Excel Aplicado à Gestão* - Edições Silabo, 2017 ISBN 978-972-618-876-6
- Peres, Paula - *Excel - Macros e Aplicações* - 2013, 2.^a Ed. Edições Silabo, 2013. ISBN 978-972-618-733-2
- Sequeira, Jorge; Vieira, Rui - *Programar o Excel com VBA*, 2012 ISBN 978-989-203-046-3