

INFORMATION TECHNOLOGY FOR MANAGEMENT

Code: 12410

Main Scientific Area: Information Systems and Artificial Intelligence

Lecturer: Patrícia Isabel Sousa Trindade Silva Leite

Language of Instruction: Portuguese

Regime: S2

Contact Hours: 60h Total Workload: 108h

ECTS: 6,0

Objectives

The main objective of this curricular unit is to develop an approach to computer science in the use of application software with a graphical environment with a view to obtaining, processing and communicating information.

To stimulate critical thinking about analysing and transforming data in the context of management information;

Introduce advanced use of data processing and manipulation tools;

Stimulate research in the area of information technologies at the service of management.

Learning Outcomes

Development of the basics of accessing, browsing and searching for information via the Internet;

Deepening the use of word processing and information presentation applications;

Developing skills in using a spreadsheet and/or other tools for manipulating and transforming data;

Developing advanced concepts of document management, data interleaving between text documents and spreadsheets and databases;

Exploring collaborative applications and online information storage/sharing solutions

Course Contents

Management, Organisations and the Networked Company

Information Technology Infrastructure

Main IT Applications

Data processing and transformation applications

Spreadsheets;

Other applications;

Office automation applications

Word processing;

Presentations;

Collaboration tools and applications, such as

Office 365

Google

Tools for operational improvement and customer relations

(Research work)

Recommended Bibliography

Nuno Costa e Paulo Capela Marques: Fundamental do WORD 2013. edição 2013

Mário Pinto – Microsoft EXCEL 2010, Centro Atlântico, 2013.

Gameiro F.,Dias Curto J., 2016.Excel para Economia

Paula Peres. Excel Avançado (3ª Edição) Edições Sílabo, setembro de 2011 isbn:9789726186403

Adelaide Carvalho, Excel para Gestão - 65 exercícios, FCA Editora de Informática Lda, 2021, ISBN: 9789727228751

Management Information Systems: Managing the Digital Firm. 16th ed. Prentice Hall.

Learning and Teaching Methods

The initial objectives of the course are to approach concepts related to the use of computers, the operation of an operating system and access, navigation and search of information over the Internet. (In this objective, it is intend to address the use of electronic mail (e-mail) with local configuration.) The syllabus associated with this first half of the proposed program - concepts of human-computer interaction; introductory concepts to the operation in a graphical environment, and use of the Internet - are aimed at ensuring the uniformity of basic technical knowledge, essential to the development of a professional activity. This course also aims to develop advanced skills in document processing and information management. These aspects are observed in the syllabus for the use of personal productivity applications. The conclusion of this whole learning process would not be possible without the approach of business management applications - the ultimate programmatic item on this course.

Assessment Methods

The student's performance in the course will be assessed through a theoretical component and a practical component:

Theoretical component 40%

Two face-to-face tests carried out on the moodle platform (date announced by the course directorate)

Minimum mark of 8 in each test

True and False questions; Multiple Choice questions; Development; etc.

Practical component 60%

individual lesson sheets + individual participation - 10%

Data processing 45% (minimum mark of 10)

practical group work with presentation/defence (date announced by the course directorate)

Research work + Report + presentation 45% (Minimum mark of 10)

Practical group work with presentation/defence (Date announced by the course directorate)

Tests and assignments will be individually assessed and individual defence of the final grade may be required.

Fraud (in any assessment element) => Disciplinary proceedings.

As an alternative to this assessment, students can take exams for the theoretical component.

There is no improvement or submission of work outside the continuous assessment period.

Two identical assignments or resolutions will not be accepted; one will be considered a copy of the other and will be graded with a zero or subject to disciplinary proceedings.