

INFORMATION TECHNOLOGY

Degree(s)	: Management
Type	: Compulsory course unit
Curricular year/semester	: 2nd year / 1st Semester
ECTS / hours per week	: 6 ECTS / 4.0 Hours
Workload per week	: 2 Theoretical / Practical x 2 Hours
Teacher responsible	: Professor Mário Romão

OBJECTIVES

Learning to acquire knowledge and skills on Information Systems and Information Technology (IS / IT), including:

1. Proficiency in MS Excel
2. Proficiency in access to organizational databases (supported in the relational model) and data extraction to perform several analysis
 1. Understand, in practice, the Relational Model: Structure, Operations and Integrity
 2. Master MS Access
 3. Master the connection via ODBC, from Excel to Access
3. Understanding the concept of Information System and discuss the adoption of enterprise information systems
4. Mastering the concepts related to Web 2.0 and virtual social networks and its impact in business and management

PROGRAM

1. Introduction: Objectives, Programme and Assessment rules
2. Concepts of Systems and Information and Communication Technology
3. Enterprise Systems
4. Internet, Web 2.0, virtual social networks
5. Relational Database Model
6. Access: Tables, Queries and Views
7. Excel



BIBLIOGRAPHY

Recommended Bibliography:

- Alves, J. (2009). ACCESS 2007 - Depressa & bem. Lisboa: FCA. (quota in the library: QA76.9.D3.A49 2009)
- Barroso, M. N., Couto, E., & Crespo, N. (2008). Cálculo e Instrumentos Financeiros – da Prática à Teoria. Lisboa: Escolar Editora. (quota in the library: HG4515.3.B37 2008)
- Rainer Jr, R., Turban, E. (2009). Introduction to information systems: enabling and transforming business (2nd edition). Hoboken: Wiley. (quota in the library: T58.5.R35 2009)
- Rodrigues, L. S. (2010). Utilização do Excel 2007 para Economia & Gestão (2ª Ed.). Lisboa: FCA. (quota in the library: HF5548.4.M523.R63 2010)
- Course Documentation and slides