



PRESENTACIÓN

Breve descripción: As ICTs are getting more and more important in this evolving world, having a good grasp of different tools applied in businesses is a must to a well-educated student of Business Administration or Economics who wants to contribute to the development of companies and institutions. These kinds of tools enhance productivity, so it is very important to know how to use them effectively.

The subject will focus mainly, but not only, on the use of spreadsheets to solve quantitative problems coming from the Operational areas of different kind of businesses. It is a hands-on subject, so there will be several cases to do during the course.

- **Titulación:**
- **Módulo/Materia:**
- **ECTS:** 3 (75 working hours)
- **Curso, semestre:** First year, first semester
- **Carácter:** Compulsory
- **Profesorado:** María Galarza
- **Idioma:** English
- **Aula, Horario:** ; "Aula 10" in Amigos Building; Friday; From 10:00 to 12:00

COMPETENCIAS

- Basic – Business Administration and Economics

BC4 - Students must be able to transmit information, ideas, problems and solutions to specialized and general audiences.

- Specific – Economics

SC5 - To apply mathematical reasoning and/or quantitative tools to the analysis of economic reality

SC6 - To judiciously use computer apps in the quantitative and/or qualitative analysis of economic and/or business matters.

PROGRAMA

First Part: Basic Concepts:

1. Intro to Excel: concepts and first steps.
2. Basic calculations with Excel: intro to formulas
3. Preparing data to work with: filtering, sorting, merging, grouping/conditional formatting, tables
4. Basic use of some formulas: count, sum, sumif, countif, vlookup.... Basic charts
5. Pivot tables (pivot charts, slicers).

Second Part: Uses in the Operations Area:

1. Production planning.
2. Optimization problems.



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3. Quality control.

ACTIVIDADES FORMATIVAS

- AF1. Lectures. [28 hours]
- AF2. Resolution of online activities during class hours [24 hours]
- AF3. Personal study. Individual study of the eight topics of the course [20 hours]
- AF4. Offices hours 2 hours per week (optional).
- AF5. Evaluation: Final exam of the entire syllabus [3 hours]

EVALUACIÓN

CONVOCATORIA ORDINARIA

Sum of the percentages of the three activities and the final exam (December)

- SE1. three activities 45% This percentage will be applied to the average of the total number of practical activities that are collected during the course.
- SE2. December final exam: 55%. This percentage will be applied to an exam of theoretical content (test) and practical.

Very important: You will need at least 4 points out of 10 in the final exam to pass .

CONVOCATORIA EXTRAORDINARIA

Sum of the percentages of the three activities and the final exam (June)

- SE1. three activities 40% This percentage will be applied to the average of the total number of practical activities that are collected during the course.
- SE2. December final exam: 60%. This percentage will be applied to an exam of theoretical content (test) and practical.

Very important: You will need at least 4 points out of 10 in the final exam to pass .

HORARIOS DE ATENCIÓN

Dra. María Galarza (mgalarza@unav.es)

- Despacho 3060 Torre Edificio Amigos.
- Horario de tutoría: 10:00-12:00 hours upon request.

BIBLIOGRAFÍA



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Each student will have a guide with notes for using the tools that will be explained in class. The guide will be given to students chapter by chapter as the explanation progresses. However, if anyone wants to look for extra material, there are many books and resources about the subject. Some of them are (It is not necessary to buy any of them; the guide will be enough):

1. Kevin Wilson (Author). Essential Office 365 Second Edition: The Illustrated Guide to Using Microsoft Office (Computer Essentials). [Find it in the library](#)
2. Yolanda Baker (Author). Microsoft Teams for Education: 2020 Beginner's Guide to Mastering Office 365 Microsoft Teams for Online Learning and Online Meetings. [Find it in the library](#)
3. James Bernstein (Author). Google Apps Made Easy: Learn to work in the cloud (Computers Made Easy Book 7). [Find it in the library](#).
4. Alejandro Lago (Author). Operations Management for executives. [Find it in the library](#)