

ECONOMIC AND BUSINESS INFORMATION

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

OBJECTIVES

Learning outcomes of the curricular unit:

- Introduce descriptive statistics and data analysis techniques;
- Introduce students to techniques to search and process of information;
- The use of spreadsheets.

More specifically, the following objectives are to be attained:

- That students come to know major characteristics of economic and business variables;
- That students learn basic characteristics of quantitative economic and business data;
- That students learn and practice quantitative information analysis methods, knowing how to present reports summarizing information (tables, graphics, etc.) properly integrated with other information;
- That students come to know most relevant sources of information used when performing empirical work.

PROGRAM

1. Main features of empirical analysis of economics and business data:

- Characteristics of empirical work in economics and business;
- Empirical work in economics and business: Types of information;
- Empirical work in economics and business: Techniques;
- The use of spreadsheets.

2. Statistical data analysis of economics and business data: methods and techniques:

- Main concepts;
- Data reduction;
- Absolute and relative variations;
- Index numbers;
- Time series;
- Relationships between variables.

3. Analysis of information: methods and techniques:

- Search procedures;
- Analysis of information: techniques;
- Data sources.

4. Writing economics data statistical analysis reports:

- Writing reports;
- Preparing presentations.

BIBLIOGRAPHY

Recommended Bibliography:

- Reis, Elizabeth (2005) *Estatística Descritiva*, Lisboa: Edições Sílabo, 6ª edição

Optional Bibliography:

- Azevedo, C.A.M., e Azevedo, A.G. (1994) *Metodologia Científica: Contributos Práticos para a Elaboração de Trabalhos Académicos*. Ed. C. Azevedo, Porto.
- Chaves, C. et al. (1999), *Instrumentos Estatísticos de Apoio à Economia - Conceitos Básicos*, Lisboa: McGraw-Hill.
- Clanchy, J. e Ballard, B. (2000), *Como Escrever Ensaios: Um Guia para Estudantes*, Lisboa: Temas e Debates
- Lewis, J.P. e Trail, A. (1999), *Statistics Explained*, Addison Wesley Longman.
- Murteira, B. et al. (2002), *Introdução à Estatística*, Lisboa: McGraw-Hill.
- Silvestre, A. L. (2000), *Análise de Dados: Estatística Descritiva*, Lisboa: Vulgata