



UNIVERSIDADE DE COIMBRA

ADMINISTRATION

NOTICE OF OPENING N.º 552/GA/GAI

Faculty of Economics

Academic Year 2022/2023

Postgraduate Course /Course not awarding degree

Postgraduation

Training Course in Microsoft Excel supporting decision making

1. Number of places:

- 1st call: 25 places

2. Minimum number of students for course opening: 10

3. Application deadlines:

- 1st call: 20th July 2022 to 23rd January 2023

4. Admission requirements:

- Graduates; Secondary education graduates who have approved Mathematics A.

Note: Trainees must have access to Microsoft Excel, for Windows, preferably in the version that will be indicated by the teacher. Most of the contents to be covered are also compatible with previous versions of Microsoft Excel, however this compatibility cannot be guaranteed in all modules of the course. Trainees with previous versions will be able to attend the course, and support and alternative methods of resolution will be provided whenever possible.

5. Selection criteria:

- Curriculum evaluation, (20/20 Weighting).

Im0332_09



UNIVERSIDADE DE COIMBRA

ADMINISTRATION

6. Required documentation:

- Certificate from higher education course completed that prove the admission condition; (COMPULSORY except for UC students and ex-students);
- Copy of Identity Document(MANDATORY only for international candidates);
- Curriculum vitae; (MANDATORY);
- Motivation Letter in Portuguese; (MANDATORY);
- Statement of commitment to honor the veracity of documents and data delivered to U.C.; (MANDATORY).

NOTE: Students who enrol and register in the course must have the original certified qualification documents in their possession.

In the case of foreign students, the documents must be certified by the Portuguese embassy or consulate in the country of origin, or through the Apostille of the Hague Convention. If the documents are not in Portuguese, Spanish, French or English, they must be translated into Portuguese by a translator recognized by the Portuguese diplomatic representation.

Documents must be scanned and submitted in the application in a legible form without erasures, accompanied by the declaration of authenticity duly filled in, signed and scanned, which is available in the online application form (InforEstudante).

7. Tuition fee:

- 280€ (single installment)

8. Part-time registration: Does not admit.

9. Assessment committee:

- Joana Maria Pina Cabral Matos Dias.

10. Other information:

- Submission of applications: online on the website <https://inforestudante.uc.pt/nonio/security/candidaturas.do>;
- More information through the form <http://www.ed.uc.pt/educ/contactos?action=add>, or by e-mail at info.uc_d@uc.pt.
- Course dates: 15/03/23 to 14/06/23

University of Coimbra, on 14th July 2022.

Im0332_09



UNIVERSIDADE DE COIMBRA

ADMINISTRATION

The Vice-Rector,

Cristina Albuquerque

Im0332_09