IDENTIFYING DATA
Administration Statistics

Subject	Administration Statistics
Code	P07G095V01202
Study programme	Grado en Dirección y Gestión Pública

Descriptors	ECTS Credits		Choose	Year	Quadmester
	6		Mandatory	2nd	1st

Teaching language	Spanish Galician
Department	
Coordinator	Vidal Puga, Juan José
Lecturers	Vidal Puga, Juan José
E-mail	vidalpuga@uvigo.gal
Web	http://moovi.uvigo.gal
General description	Basic notions of statistics are provided for their application in management and public administration. International students may request from the readers: a) materials and bibliographic references in English, b) tutoring sessions in English, c) exams and assessments in English.

Training and Learning Results

Code	
A1	Students will have shown they have sufficient knowledge and understanding of an area of study, starting after completion of general secondary education, and normally reaching a level of proficiency that, being mostly based on advanced textbooks, will also include familiarity with some cutting-edge developments within the relevant field of study.
A2	Students will be able to apply their knowledge and skills in their professional practice or vocation and they will show they have the required expertise through the construction and discussion of arguments and the resolution of problems within the relevant area of study.
A3	Students will be able to gather and interpret relevant data (normally within their field of study) that will allow them to have a reflection-based considered opinion on important issues of social, scientific and ethical nature.
A4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.
A5	Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.
B1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.
B2	Organizing and planning their own professional careers in the best possible way.
B4	Commitment to ethical values and public service vocation.
B5	Critical thinking skills.
B6	To put their knowledge on public management and administration into practice.
C5	To describe the structure, organization and functioning of multi-level Public Administrations, analyzing their relationship with the citizenry.
C12	To analyze international politics and/or the structure and functioning of the European Union.
C13	To apply the social policies and research methods and techniques and to be able to use quantitative and qualitative research methods.
C14	Ability to use the information and communication technologies (ICT) that can be applied in public management.
D2	To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.
D3	Raising awareness about environmental issues.
D4	To master the specific ICT techniques in their respective academic and professional fields.
D5	To acquire independent learning skills.
D6	To acquire independent learning skills.

Expected results from this subject

Expected results from this subject	Training and Learning Results			
Students will be able to classify the variable second the type of values that can take and the operations that can realize with them	A1 A3 A5	B1 B2 B6	C13	D5 D6
Students will be able to use surveys in sampling	A3 A5	B1 B2 B4 B6	C13	D5 D6
Students will be able to organize and summarize one-dimensional data using tables of frequencies	A1 A2 A3 A4 A5	B1 B2 B6	C13	D4 D5 D6
Students will be able to illustrate variables by means of relevant charts	A1 A2 A3 A4	B1 B2 B6	C13	D2 D4 D5 D6
Students will be able to calculate and interpret the main measures of position, dispersion and shape	A1 A2 A3 A4	B1 B5 B6	C13	D4 D5 D6
Students will be able to identify and describe the relation between two variables	A1 A4	B1 B2 B5 B6	C13	D5 D6
Students will be able to use spreadsheets in a simple analysis of the data: create series, formulas and tables with a suitable format	A1 A4 A5	B1 B2 B6	C13	D4 D5
Students will be able to use spreadsheets for a basic descriptive analysis of one-dimensional variables: frequency tables and charts	A1 A2 A3 A4 A5	B1 B2 B6	C13	D4 D5 D6
Students will be able to use spreadsheets to create tables of frequencies with data grouped by intervals	A1 A2 A3 A4 A5	B1 B2 B6	C13	D4 D5 D6
Students will be able to use spreadsheets to represent continuous one-dimensional variables	A1 A3 A4 A5	B1 B2 B6	C13	D4 D5 D6
Students will be able to use spreadsheets to simulate a sampling process	A1 A2 A3 A4 A5	B1 B5		D4 D5 D6
Students will be able to represent a discrete variable	A1 A3 A4 A5	B1 B2 B6	C13	D2 D3 D4 D5 D6
Students will be able to find in a spreadsheet the relative functions to the descriptive measures of a quantitative variable	A1 A2	B1 B6	C13	D4 D5 D6
Students will be able to use spreadsheets for a descriptive analysis of two continuous variables	A1 A2 A4 A5	B1 B2 B6	C13	D4 D5 D6
Students will be able to use spreadsheets to describe the relation between two nominal variables	A1 A2 A4	B1 B2 B6	C13	D4 D5 D6
Students will be able to quote the main organic and legislative aspects of the statistical public systems at European, national and regional levels	A5		C5 C12	D2 D4 D5 D6

Students will be able to find and analyze public statistics from the databases of the European Union, Spain and Galicia	A3	B1 B2 B4 B5 B6	C5 C13 C14	D2 D3 D4 D5 D6

Contents

Topic	
Chapter 1. Basic concepts in Statistics	Population, sample data, types of data. Tables. Graphical representation.
Chapter 2. Univariate analysis	Tendency, dispersion and shape of a single variable.
Chapter 3: Bivariate analysis	Contingency tables, graphical representation via scatterplots and grouped bar charts. Correlation and association.
Chapter 4: Public statistics	Organisation of the statistical activity in the administrations: local (Galicia), national (Spain) and international (Europe). Legislation. Access and basic manipulation of official database (EuroStat, INEBase, IGE)
Chapter 5: Introduction to Statistical Computing	Introduction to electronic spreadsheets with statistical functions. Resolution of practical cases

Planning

	Class hours	Hours outside the classroom	Total hours
Introductory activities	1	0	1
Lecturing	15	46	61
Discussion Forum	0	3	3
Problem and/or exercise solving	8	16	24
Problem and/or exercise solving	8	16	24
Problem and/or exercise solving	8	16	24
Objective questions exam	0	12	12
Objective questions exam	1	0	1

*The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

Methodologies

	Description
Introductory activities	Introductory activities.
Lecturing	Basic concepts and theory.
Discussion Forum	Clarification of questions and collaborative work using the forums in the learning platform.

Personalized assistance

Methodologies	Description
Discussion Forum	Communication between readers and students will be through the forums for general queries and the internal chat for particular doubts.

Assessment

	Description	Qualification	Training and Learning Results			
Problem and/or exercise solving	Resolution of problems and individual exercises proposed in the theoretical and practical lessons.	30	A1 A2 A3 A4 A5	B1 B2 B4 B5 B6	C5 C12 C13 C14	D2 D3 D4 D5 D6
Problem and/or exercise solving	(*)Obtención de datos oficiais e a súa análise.	30	A1 A2 A3 A4 A5	B1 B2 B4 B5 B6	C5 C12 C13 C14	D2 D3 D4 D5 D6
Problem and/or exercise solving	(*)Resolución de problemas de análises de datos.	30	A1 A2 A3 A4 A5	B1 B2 B4 B5 B6	C5 C12 C13 C14	D2 D3 D4 D5 D6

Objective questions exam	Evaluation in the partial and final examinations.	10	A1	B1	C5	D2
			A2	B2	C12	D3
			A3	B4	C13	D4
			A4	B5	C14	D5
			A5	B6		D6

Other comments on the Evaluation

An essay and several practical activities will be assigned throughout the course. Moreover, an additional final activity and exam with objective questions will take place on official dates.

There are two ways to pass this subject:

1. Continuous assessments include practical activities (90% of the final grade) and the final test exam (10% of the final grade).
2. A final exercise includes the final test exam (50% of the final grade) and several practical activities (50% of the final grade).

Students are expected to follow the first option ("continous assesments").

Exceptionally, and always by previous request, students may do the final examination during tutoring hours.

Second call: The second call will be a single exercise, including a test exam (50% of the final grade) and several practical activities (50% of the final grade).

Warning: No grades will be saved for future calls.

Sources of information
Basic Bibliography
Complementary Bibliography

Alba Fernández, V.; Muñoz Vázquez, A., **Introducción a la Estadística Pública**, Universidad de Jaén, 2000

Cao Abad, R. et al., **Introducción a la estadística y sus aplicaciones**, Pirámide, 2001

Martín Pliego, F.J., **Introducción a la Estadística económica y empresarial: teoría y práctica**, Thomson, 2005

Gallardo, Agneta, **Curso básico de LibreOffice Calc**, SlideShare, 2017

Pérez López, C., **Estadística aplicada a través de Excel**, Pearson Prentice Hall, 2002

IGE, **Portal Educativo**,

Ritchey, F.J., **Estadística para las ciencias sociales**, Segunda edición, McGraw-Hill, 2008

Recommendations

Other comments

It will be necessary requirement for the development of the matter that the professor of the same can have of an up to date PHOTOGRAPHY of the students that will have to go up to the platform to beginnings of course, and always before the day 30 September.

The only purpose of the treatment of this data is that the professor of the matter can verify the identity of the students enrolled in the same.

The base of legitimation for the treatment of this data makes in application of the willing in the article 6.1and) of the RXPD in which the treatment is necessary for the exercise of the public power conferred to the manager of the treatment based in the article 9 of the Law 39/2015, of 1 October of the common administrative procedure of the public administrations and in the article 25.7 of the RD 1791/2010, of 30 December, by what approves the Statute of the University Student.

The access to the image and to the personal data of the alone students is allowed to the professor of each matter for the realisation of the academic activities indicated in this educational guide and will not be used neither spread for any another purpose, having to save the corresponding to have to of confidentiality of the same.

More information: https://www.uvigo.gal/proteccion-Data