

In view of the health context linked to the spread of the coronavirus, the methods of organisation and evaluation of the learning units could be adapted in different situations; these possible new methods have been - or will be - communicated by the teachers to the students.

3 credits

20.0 h + 10.0 h

Q1

Teacher(s)	Brodtkom Frédéric ;
Language :	French
Place of the course	Louvain-la-Neuve
Main themes	<p>The two main topics covered in this course are the essential office softwares and the document research. The first theme focuses on learning the extensive use of the following tools in a scientific context:</p> <ul style="list-style-type: none"> · ' a spreadsheet (basic principles, numerical calculations, matrix calculations graphical representations, data analysis, pivot tables, statistical tools, data import, etc.); · ' a word processor (basic principles, simple and complex formatting, styles and references, tables, objects embedding, structure and bibliography, etc.); · ' a presentation program (basic principles, design rules, objects embedding, animation methods, structure, etc.). <p>The second theme focuses on learning to search and make use of scientific resources:</p> <ul style="list-style-type: none"> · ' how to prepare a research and to define a subject; · ' how to search for scientific documents; · ' how to analyze and evaluate sources (journal, book, website); · ' how to produce a written scientific work (writing, quotations, notes and bibliography, plagiarism situations); · ' how to use bibliographic management software in connection with a word processing program.
Aims	<p>The aim of this course is to enable students to acquire the computer knowledge and skills necessary to research, process and format (data and references) the resources required to produce oral presentations and written work of scientific quality.</p> <p>1</p> <p>Practical applications, in relation to the specific areas covered in the first year of the Bachelor of Science, will provide students with a specific experience closely linked to their studies and their future profession.</p> <p>-----</p> <p><i>The contribution of this Teaching Unit to the development and command of the skills and learning outcomes of the programme(s) can be accessed at the end of this sheet, in the section entitled "Programmes/courses offering this Teaching Unit".</i></p>
Evaluation methods	<p>Due to the COVID-19 crisis, the information in this section is particularly likely to change.</p> <p>The evaluation will consist of 50% continuous evaluation during the year and 50% written exam during the session. The continuous evaluation for 10 points will assess the quality of the activities and achievements of the group work: Documentary research and Zotero (3 points), Excel (3 points), Word and Power Point (4 points). This continuous evaluation will be based on the activities carried out during the practical work and on the documents submitted on time. Unjustified absence during the practical work, failure to submit the group work on time or demonstrated evidence of plagiarism in the work performed may result in a reduced score of up to 0/10 for continuous evaluation. The written examination during the session will consist of two parts: a +1/0/-0.5 MCQ (7 points) and an advanced question of data and information analysis (3 points). During this written examination, the student will not be able to access any of his or her marks. Any proven attempt at fraud or cheating will result in sanctions including at least a final score of 0/10 for the written exam.</p> <p>If the exam is repeated in September, the entire assessment will have to be repeated: a new individual work but similar to that of the continuous assessment of Q1 will be assigned. Those who wish to retake the exam must ask the professor about the subject of this work before July 05, 2020 at the latest. It should be submitted before the beginning of the September session. A written exam identical in form to the January exam will also be held in September and will complete the work submitted according to the same distribution key as in January.</p>

Teaching methods	<p>Due to the COVID-19 crisis, the information in this section is particularly likely to change.</p> <p>Lectures in the auditorium (10 x 2h) and practical work sessions in the computer room (5 x 2h) are given jointly during the first quarter. Practical training is an integral part of teaching and is directly linked to assessments.</p> <p>The documentary research and computer tools presented constitute a logical and structured set of learning whose overall value is worth more than the simple sum of its parts. In this sense, an active presence at each course and practical work session is essential, mandatory and controlled.</p> <p>The guideline for the whole of this learning unit during the quadrimester is a group work on a theme imposed and different for each group. It will integrate documentary research and bibliography management using Zotero, data analysis and graphical realizations using Excel, writing in Word and preparing a Power Point presentation.</p>
Content	<ul style="list-style-type: none"> • Course 01- Introduction, group work, etc. - the UCLouvain library tool, the BST - Classification of documents, definitions, etc. • Course 02 - Zotero Bibliography Management Tool - Citations, scientific writing,... • Course 03 - Documentary research: preparation, research basics, source evaluation, Boolean operators, • <i>TP 01 : Documentary research, Zotero</i> • Course 04 - Excel spreadsheet: basic functions, calculations, sorting,... • <i>TP 02 : Excel</i> • Course 05 - Documentary research: advanced research, Open Access, databases,... • Course 06 - Word : style sheets, indexes, bibliography, tables,... • <i>TP 03 - Excel, Word</i> • Course 07 - Excel spreadsheet: graphs, cross-dynamic tables, statistical tools,... • Course 08 - Power Point Presentation Tool and Public Communication • <i>TP 04 - Excel, Power Point</i> • Course 09 - Complements, revision and interactive workshops based on group work, I • Course 10 - Complements, revision and interactive workshops based on group work, II • <i>TP 05 : Integration exercises on all the skills acquired</i>
Inline resources	<p>All the resources concerning the course are made available through the course area on the Moodle UCLouvain institutional platform.</p>
Bibliography	<p>L'ensemble des ressources concernant le cours sont mis à disposition via l'espace du cours sur la plateforme institutionnelle Moodle UCLouvain.</p>
Faculty or entity in charge	<p>SC</p>

Programmes containing this learning unit (UE)				
Program title	Acronym	Credits	Prerequisite	Aims
Bachelor in Veterinary Medicine	VETE1BA	3		