

Due to the COVID-19 crisis, the information below is subject to change, in particular that concerning the teaching mode (presential, distance or in a comodal or hybrid format).

3 credits	20.0 h + 10.0 h	Q1
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Teacher(s)	Brodskom 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 be composed for 50% of a continuous evaluation during Q1 and for 50% of a theoretical examination during the session.</p> <p>The continuous evaluation for 10 points will allow to evaluate the quality of the work in pairs: Documentary research and bibliography (3,5 pts), Excel (3 pts), Word (2,5 pts) and Power Point (1 pts). This continuous evaluation will be based on the activities carried out during the practical work and on the documents submitted on time. Unjustified and repeated absence during the practical work, failure to submit the work on time, non-participation in the pair work or evidence of plagiarism may result in a reduced score of up to 0/10 for this part of the evaluation.</p> <p>The (written) theoretical examination during the session will consist of 2 parts: an MCQ (6 points) and two in-depth questions of data analysis (Excel) and bibliographical information (4 points). During the exam, students will not have access to any of his/her documents and personal notes. Any proven attempt at fraud or cheating will result in sanctions, including at least a final mark of 0/10 for the written exam.</p> <p>In case of problems, a mediation will be held in Q2 to assess which parts will have to be retaken in June or Augustus and how to pass them. In June and Augustus, the theoretical part of the evaluation will then be presented orally.</p>

Teaching methods	<p>Due to the COVID-19 crisis, the information in this section is particularly likely to change.</p> <p>Lectures in auditorium (10 x 2 hours) and practical work sessions in computer rooms (5 x 2 hours) are given during the Q1. Exercises and practical training is an integral part of the teaching, allowing the students to apply their learning to a work integrating all the subjects covered. In class or in practical sessions, students are invited to interact and share their questions.</p> <p>The main thread of this learning is a work in groups of 2 (pairs) on a different theme for each pair. It will include documentary research and bibliography management with Zotero, data analysis and graphic design with Excel, writing in Word and preparation of a Power Point presentation. The last two courses will be mainly dedicated to the public presentation of these works.</p> <p>The documentary research and the computer tools presented therefore constitute a logical and structured learning package whose overall value is worth more than the mere sum of its parts. In this sense, an active presence at each course and at each practical work session, from the beginning of the academic year, is indispensable. The realisation of a project in groups is also a learning process, for this reason the active involvement of each student in its pair will also be monitored.</p>
Content	<p>Contents of the 10 courses (the 5 sessions of exercises will allow to apply the learning below to the realization of a work in pairs integrating the various topics covered)</p> <ul style="list-style-type: none"> • Introduction, objectives, UCLouvain documentary tools, presentation of work in pairs, ... • Methodology of documentary research, Open Access resources, source evaluation, ... • Bibliography management, Zotero, ... • Excel: basic functions, formulas and calcul, sorting, tables of data, pivot table, ... • Excel: graphics, statistics, ... • Word: style sheets, References (index, table of contents and figures, footnotes, etc.), layout and inserts, ... • Excel and Word: complements based on the works and common difficulties encountered during exercises. • Power Point presentation tool and oral communication • Complements, revision and presentations of works in pairs, I • Complements, revision and presentation of works in pairs, II
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>
Other infos	<p>The team at the BST LC Pasteur (Science and Technology Library Learning center Pasteur) is also committed to help students. Consult its website and its support services : https://uclouvain.be/fr/bibliotheques/bst</p>
Faculty or entity in charge	<p>SC</p>

Force majeure

Teaching methods	<p>Classes are now given via Teams, same day, same time. The last two courses, which consisted of oral presentations of works performed by students during Q1 in tandem, have been discontinued. The TP are maintained but individualised by pairs, also via Teams or by appointment in BST.</p>
Evaluation methods	<p>With the health crisis, there is uncertainty as to how the evaluation will be carried out during the the January session. Two options are envisaged depending on the severity of the constraints linked to the health crisis.</p> <p>A plan A in a large auditorium : Written exam</p> <p>A plan B at distance : Oral exam on Teams (In order to validate the exam, the student will have to activate his/ her camera).</p>

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