UCLouvain

lsc1181
2021

Documentation research and computer tools

3.00 credits	20.0 h + 10.0 h	Q1

Teacher(s)	Brodkom Frédéric ;
Language :	French
Place of the course	Louvain-la-Neuve
Main themes	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: · ' 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.). The second theme focuses on learning to search and make use of scientific resources: · ' 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.
Learning outcomes	**At the end of this learning unit, the student is able to :** 1 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. 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.
Evaluation methods	For this course, students will be assessed for the **January and June** sessions in two ways: Continuous assessment for 50% (10/20) of the final grade, including a work (in pairs) to be submitted before 30 November 2021. The assessment will focus on the quality and completeness of the work required in Excel, Word, Power Point, Documentary Research and Bibliography Management. The written examination in the January or June session for 50% (10/20) of the final grade will consist of two parts: a MCQ on the whole subject (5 points) composed of 25 items with 3-6 answer options (one point is awarded for each correct answer and none is awarded for no answer or incorrect answer) and open questions on the whole subject for 5 points as well. During this written examination, the student will not have access to any of his/her notes. In the event of exam in June (after a negative evaluation in in January), a remediation is foreseen in Q2 either to improve/redo all or part of the work if there is a failure in this part of the assessment, or to revise the course if there is a failure in the written part in the January session, or both if there is a failure in both parts. The revised work must be submitted by 29 April 2022. The assessment in August-September will consist of two parts during the session: a practical examination (for 60% of the mark, 12/20) in a computer room where an Excel-Word Documentary Research and Bibliography Management project will be required on the basis of a theme and imposed Excel data and an oral examination (closed book) for 40% of the mark (8/20) on theoretical questions relating to the whole course. Repeated unjustified absence during the practical work, failure to hand in work on time, failure to actively participate in the group, evidence of plagiarism in the work or work objectively assessed as poor will automatically result in a mark of 0/10 for the continuous assessment. Any fraud or cheating during the written examination will result in sanctions including a minimum final mark of 0/20 for the whole course.

Teaching methods	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. The main thread of this learning is a work in groups of 3 (trinome) on a different theme for each group. It will include documentary research and bibliography management, data analysis and graphic design with Excel, writing in Word and a Power Point presentation. The last two courses will be mainly dedicated to the public presentation of these works. The documentary research and the computer tools presented 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 group will also be monitored.
Content	Contents of the 10 courses (the 5 sessions of exercices will allow the application of the learnings to the realization of a group work) • Introduction, objectives, UCLouvain documentary tools, ... • 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, References, layout and inserts, ... • Power Point presentation tool, poster and public speaking • Revision and MCQ test • 2 sessions of presentation of the work, synthesis and discussions
Inline resources	All the resources concerning the course are made available through the course area on the Moodle UCLouvain institutional platform.
Bibliography	L'ensemble des ressources concernant le cours sont mis à disposition via l'espace du cours sur la plateforme institutionnelle Moodle UCLouvain.
Other infos	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
Faculty or entity in charge	SC

Programmes containing this learning unit (UE)

Program title	Acronym	Credits	Prerequisite	Learning outcomes
Bachelor in Veterinary Medicine	VETE1BA	3		🔍