

Teacher(s)	Brodikom 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.
Learning outcomes	<p>At the end of this learning unit, the student is able to :</p> <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 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>
Evaluation methods	<p>For this course, students will be assessed in two ways:</p> <p>Continuous assessment for 50% (10/20) of the final grade, including a work to be submitted before 30 November 2023 (for the January session). The assessment will focus on the quality and completeness of the work required in Excel, Word, PowerPoint, Documentary Research and Bibliography Management. In the event of failure on this part, the revised work (or a part of it) must be submitted by 30 April 2024 for assessment in June. For the session of August, the assessment of the work will be a live revision of the work in Excel and Word during an oral examination.</p> <p>The examination on the theory for 50% (10/20) of the final grade will consist in a written examination in January with 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 June and Augustus, this part of the examination will be in oral. The student will receive 10 MCQ questions and 5 open questions on the same model as in January.</p> <p>In the event of exam in June ou Augustus (after a negative evaluation 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.</p>
Teaching methods	<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 students maximum on a theme of zoology or veterinary science. It will include documentary research and bibliography management, data analysis and graphic design with Excel, writing in Word and a Power Point presentation. A course will be dedicated to the oral presentation of these works.</p> <p>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 realization 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.</p>
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)

	<ul style="list-style-type: none"> • Introduction, objectives, group activities, UCLouvain documentary tools, ... • Documentary research, Scopus, Open Access resources, source evaluation, ... • Citation and bibliography management, Zotero, ... • Excel: basic functions, import, formulas and calcul, sorting, ... • Excel: graphics, statistics, ... • Word: style, References, layout and inserts, ... • Advanced Word and Excel • Power Point presentation tool, poster and public speaking • Session of presentation of the work, synthesis and discussions • Revision and MCQ test
Inline resources	All the resources concerning the course are made available through the course area on the Moodle UCLouvain institutional platform.
Bibliography	<p>Le catalogue des bibliothèques UCLouvain propose de nombreux livres et e-books sur les outils bureautiques, la recherche documentaire ou la rédaction scientifique.</p> <p>Parmi les bonnes références de prises en main Word et Excel, plusieurs exemplaires du titre suivant sont disponibles en BST dans la section des manuels de référence au Niveau 0 :</p> <p>Coffret livres Excel et Word (versions 2019 et Office 365) - Coffret de deux livres (Editions ENI 2019, 1456 p.)</p>
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		