UCLouvain

lsc1181

2018

Documentation research and computer tools

3 credits	20.0 h + 10.0 h	Q1

Teacher(s)	Michel Marianne ;
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.
Aims	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. - - - - *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".*
Evaluation methods	T**he mastery of learning outcomes of the course is evaluated by a final score of 20 points.** The course is credited on the condition to obtain a minimum score of 10 out of 20 points. The following are taken into consideration: **- on 12 points:** a written and practical assessment in computer room during the exam session; during this assessment, students can have their notes and also have access to the resources available on the MoodleUCL platform; **The practical sessions being limited to the number of 5, ONLY ONE unjustified absence will AUTOMATICALLY generate a score of 0/12 for the written and pratical assessment!** **- on 7 points:** the assessment of a written work to be submitted during the last course of the quarter; **Any work that will not be submitted will AUTOMATICALLY generate a final score of 0/20!** **- on 1 point:** the participation in the complementary activities made available on the MoodleUCL platform.
Teaching methods	**This course is provided in French.** The lectures in auditorium (10 x 2h) and the practical sessions in computer rooms (5 x 2h) are given jointly during the first quarter. Practical trainings, as an integral part of teaching, and are directly related to assessments. As a result, attendance at practical sessions is controlled. **Attendances at lectures AND practical sessions are MANDATORY and checked.**
Content	This course aims to acquire skills on two major themes. **1. Common office softwares** How to use common office software such as Excel, PowerPoint and Word? - **Excel:** mastering in numerical calculation, graphical representation, data analysis (especially pivot table) functions; - **PowerPoint:** mastering the functionalities of the most used presentation software in the world as a scientific communication medium; - **Word:** mastering the formatting and the structural organization of a text; interactions with other computer tools as a complete and scientific processing of a subject. **2. Document research**

	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 product a written scientific work** (writing, quotations, notes and bibliography, plagiarism situations)? **How to use a bibliographic management software (i.e. Zotero) in connection with a word processing program?**
Inline resources	All the resources concerning the course (informations, presentations, videos, websites and other documents) are made available through the course area on **the MoodleUCL institutional platform**. Available online https://moodleucl.uclouvain.be, **code LSC1181** (UCL access open from Monday 17 September 2018).
Faculty or entity in charge	SC

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