UCLouvain

lcomu1106

2026

Digital Literacy I

The version you're consulting is not final. This course description may change. The final version will be published on 1st June.

3.00 credits	15.0 h + 15.0 h	Q2

Teacher(s)	Philippette Thibault ;
Language :	French
Place of the course	Louvain-la-Neuve
Prerequisites	At the end of this teaching unit, students will be able to: • **Understand** the fundamental concepts of computer science and digital technology • **Use** basic digital tools (such as office software and online platforms) for research, communication, and information management • **Critically evaluate** AI tools and **use them responsibly** and ethically in academic work and communication professions • **Analyze** a problem and **identify**, in simple cases, the steps necessary to solve it in the form of an algorithm (computational thinking). **General knowledge:** Knowledge: S4. Technical skills S9. Reflective approaches (issues) Skills: SF1. Identify issues SF11. Critique/Deconstruct SF12. Mastering tools Attitudes: SE1. Active listening SE2. Participation SE4. Planning SE5. Meeting deadlines SE7. Critical thinking **Specific knowledge:** SP3. Software proficiency SP7. Statistics

Main themes	This course is the first of three courses designed to equip students with the skills they need to navigate effectively, knowledgeably, and critically in an ever-changing digital environment. In the specific case of this first course, LCOMU1106, the following topics will be covered:
	• Basic computer literacy: computers, networks, data (text, images, sound, video)
	• Office automation and digital tools for research, communication, and information management
	  • Word processing, spreadsheets, creation of visual presentations (such as Word, Excel, PowerPoint)
	  • Bibliographic reference management tools (such as Zotero)
	  • Relevant, ethical, and critical use of artificial intelligence tools for office automation
	  • Algorithms and computational thinking

Learning outcomes	
Evaluation methods	• **Continuous assessment:** Three supervised integrative assignments (with the support of teaching assistants). • **Active participation:** Bonus of up to 10% based on engagement during class sessions. • **No final exam in the first exam session.** **Second exam session** • Written exam: Comprehensive assessment covering the entire course content, including the self-study modules on Moodle. • The participation bonus will **not** be applied in the second session.

Teaching methods	**Interactive and progressive teaching approach, comprising:** • **Lectures:** Introduction of key concepts accompanied by practical demonstrations of relevant tools. • **Formative assessment:** Use of quizzes and hands-on exercises to monitor students' understanding and their ability to apply concepts or technics throughout the course. • **Supervised summative exercises:** Application of acquired knowledge to one or more concrete case studies, under monitored conditions.
Content	**UAA 1 - Basic computer literacy** • Computers and how they work • Computer networks: architecture and protocols • Digital data **UAA 2 - Office automation and digital tools for research, communication, and information management** • Word processing • Spreadsheets (see UAA3) • Creating visual presentations • Managing bibliographic references **UAA 3 - Algorithms and computational thinking** • Breaking down a problem into sub-problems • Basics of programming: loops, conditions, and variables
Inline resources	All course materials and updates are available on the Moodle course space
Other infos	In this course, the use of AI tools is regulated in accordance with the guidelines outlined in the *AI Smart Teaching* note: https://oer.uclouvain.be/jspui/handle/20.500.12279/1007. Students are expected to comply with the following principles: • **Transparency:** If you use an AI tool to assist with writing, research, or structuring your ideas, you must explicitly acknowledge it in your work. This includes tasks such as language correction, translation, outlining, or text summarization. • **Authenticity:** All submitted work must reflect your own understanding and skills. AI must not substitute for, or obscure, your intellectual and critical engagement. • **Responsibility:** You remain fully accountable for the content you submit, even when AI tools have been used. Any undeclared or inappropriate use may be considered academic misconduct and sanctioned under the Study and Examination Regulations (notably Chapter 4, Section 7 of the RGEE). • **Retention:** Records of interactions with AI tools used in the production of assignments must be preserved and made available for verification until final results are released. In addition, in line with principles of energy efficiency and ecological responsibility, the use of generative AI should be limited to what is strictly necessary for the task at hand. Its use is strictly prohibited whenever assignment instructions explicitly forbid it, or implicitly do so by requiring a personal production, unless prior authorization has been granted. **English-Friendly Course** • **Questions:** Students may ask questions in English. • **Dictionary:** Students are permitted to use a dictionary (either a monolingual French dictionary or a bilingual French–mother tongue dictionary, as specified by the instructor), including for assignments. • **Assignments:** While course materials are primarily in French, assignments for continuous assessment may be submitted in either French or English.
Faculty or entity in charge	ESPO

Programmes containing this learning unit (UE)

Program title	Acronym	Credits	Prerequisite	Learning outcomes
Bachelor in Information and Communication	COMU1BA	3		