

3.00 credits

22.5 h + 11.5 h

Q1

Teacher(s)	Brodtkom 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</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>
Evaluation methods	<p>As part of this course, students will be assessed in two ways:</p> <ol style="list-style-type: none"> 1. Continuous assessment for 45% (09/20) of the final mark, consisting of a student work in pairs to be submitted by 16 November 2025. The assessment will focus on the quality and completeness of the work requested (1) in Excel and Word (2) in documentary research, bibliography management and critical analysis of the questions asked to a generative AI. Any detection of plagiarism or fraud will result in the cancellation of the mark awarded for the relevant part (documentary research - Word or Excel). If the entire assignment is found to be plagiarised or fraudulent, the pair of students will be called in to explain themselves and, if necessary, the teacher may propose a 'T' mark for cheating to the jury. Two bonus points will also be awarded: for submitting the dashboard (project) for the work submitted by 12 October 2025 and completed by the end of the work, and for high-quality preparation in 7 slides on the work with PowerPoint or Canva submitted before 23 November 2025. 2. January session exam, which accounts for 55% (11/20) of the final mark, is written and will consist of two parts: a multiple-choice questionnaire worth 5 points on theory (25 questions, <i>with points awarded for each correct answer and no points awarded for no answer or incorrect answers</i>) and open questions worth 6 points, partly related to the work. This written exam is neither open book nor computer-based. In June and August, this exam will be oral and will include the same types of questions. <p>If the exam is retaken in June or August after failing in January, a remedial course is planned 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 review the course if there is a failure in the written part in the January session, or both in the event of failure in both parts.</p>

Teaching methods	<p>The lectures in the auditorium (10 x 2 hours) and the practical work sessions in IT rooms (5 x 2 hours) are given in Q1 from the start of the academic year, so that the main learning outcomes are achieved by mid-November. Practical training is an integral part of the teaching, enabling students to apply what they have learned to a job that incorporates all the subjects covered. Students are invited to interact in class or during practical exercises to share their questions.</p> <p>The main thread of this course is a work in groups of 2 students maximum on a zoology topic or veterinary medicine and animal production, in the form of a five-question debate between a generative AI (of your choice) and documentary resources. It will include documentary research and bibliography management, data analysis and graphing in Excel, writing in Word and a Power Point or Canva presentation (a course will be devoted to their presentation). This work must include a critical, responsible, sourced and ethical analysis of the generative AI used.</p> <p>The documentary research and IT tools presented form a logical and structured learning package whose overall value is greater than the sum of its parts. And then, from the start of the academic year, active attendance at every class and every practical session is therefore essential. Completing a group project is also part of the learning process, so the active involvement of each student in the work will also be monitored.</p>
Content	<p>Contents of the 10 courses :</p> <ul style="list-style-type: none"> • Introduction, objectives, group activities, UCLouvain documentary tools • Documentary research, Scopus, Open Access resources, generative AI • Evaluation of sources (including AI), citation and bibliography management, Zotero • Word: style, References, layout and inserts, tables of contents, index, • Excel: basic functions, import, formulas and calcul, sorting, ... • Excel: graphics, statistics, ... • Advanced Word and Excel, Pivot tables, ... • Power Point and Canva presentation tools, poster and public speaking • Session of presentation of student's works "my work in 5 min and 7 slides", synthesis and discussions • Revision and MCQ test (Wooclap) <p>The 5 sessions of exercices will allow the application of the learnings to the realization of a group work.</p>
Inline resources	<p>All the resources of this course are made available on the Moodle UCLouvain institutional platform.</p>
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>En BST, les livres avec la cote de rangement Z au niveau 1 sont de bons compléments en matière de rédaction scientifique, gestion de bibliographie, etc. et les livres avec la cote de rangement A d'excellentes synthèses simplifiées sur toutes thématiques.</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> <p>Pour le travail, outre les e-books et revues en lignes, en BST les livres de zoologie sont classés en QL (niveau 3) et ceux de médecine vétérinaire et élevage en SF (niveau 4).</p>
Other infos	<p>Demonstrations and support in Word, Excel and Power Point during lectures and practical sessions will be based on the Office Suite for Windows on Dell PCs. This suite of IT tools is installed on Dell UCLouvain PCs in the libraries and learning centres or in the IT training rooms and is freely accessible to students after identification. Students may, of course, use their own laptops, but it is strongly recommended that they do not attempt to use a tablet or free software with incomplete functionality.</p> <p>The team at the Bibliothèque des sciences et technologies Learning center Pasteur (BST) is also there to help students with documentary research and bibliography management. Check out their website and help services at https://uclouvain.be/fr/bibliotheques/bst and don't hesitate to ask for their help at reception desk.</p> <p>For group work, BST also has 28 work rooms available on the different floors of the library: 21 work rooms seating 4 to 5 people, 6 of which are equipped with a screen, 5 rooms seating 8 people with a screen, 4 of which are equipped for video-conferencing (can also be used for projection), 2 self-study rooms equipped with a double-screen computer (1 to 3 people max.).</p>
Faculty or entity in charge	<p>SC</p>

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