Module Title Professional Skills Keywords IT, Communication, Information Retrieval, Engineering Laboratory and Engineering Applications Skills, Product Design and Production	ReferenceEN1600SCQFSCQF
	Level 7
	SCQF Points 15 ECTS Points 75
	Created May 2002
	Approved March 2004
Teamwork.	Amended August 2011
	Version No. 3

This Version is No Longer Current

The latest version of this module is available here

Prerequisites for Module	Indicative Student Workload		
		Full	Part
Laboratory safety passport,	Contact Hours	Time	Time
basic keyboard skills,	Assessments	3	3
familiarity with personal	Lectures/seminars	22	22
computer network procedures. Corequisite Modules	Practical Exercises	45	45
None.	Directed Study Directed Study	40	40
Precluded Modules	Private Study		
None.	Private Study	40	40

Aims of Module

To develop and apply skills in Information Technology (IT), written and oral communication, information retrieval, engineering laboratory and workshop practice and engineering applications.

Mode of Delivery

Communication and information retrieval skills will be delivered by a mixture of lectures, seminars and directed study. The remainder of the module will be student centred and will be delivered almost exclusively in the workshop or laboratory. It will involve students tackling an

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

- 1.Use IT, communication and information retrieval skills in engineering laboratory and project work.
- 2.Demonstrate competence in the use of engineering laboratory instrumentation, techniques and procedures.
- 3.Design, manufacture and assemble an electro-mechanical product.

Indicative Module Content

IT skills: familiarity with word-processing, spreadsheet, database, presentation and web-browsing tools. Written communication skills: principles and practice of maintaining a laboratory logbook, report writing, essay writing, abstracting, referencing, drawing conclusions and making recommendations. Oral communication skills: principles and practice of presentations, style, use of visual aids, answering and asking questions. Information

individual project, in which they will design, manufacture and assemble an electro-mechanical product. The students will be given set objectives and will, in general, be expected to follow prescribed procedures. The activities in the workshops and laboratories will be supervised by engineering applications supervisors, supported by technical and academic staff. Lectures and tutorial support on particular aspects of technology will be delivered, as required, in the workplace.

Assessment Plan

	Learning Outcomes Assessed
Component 1	1,2,3
Component 2	1,2,3

Component 2 is an average of the marks awarded for the Communications Component and for completion of the Practical Project Work (70% weighting)

Component 1 is a logbook of Practical Activities (30% weighting)

Indicative Bibliography

1.British Standard BS 8888:2017 -Technical product documentation and specification. retrieval skills: identification of primary sources of information, accessing library resources and electronic databases, citing reference sources. Engineering laboratory skills: use of laboratory instruments, principles of operation, sources or error, metrology, laboratory techniques and procedures. Engineering applications skills: Electronic/electrical - soldering, component assembly, inter-wiring, mains wiring; Mechanical engineering drawing, sheet metal manufacture, fastening techniques. Project: design, manufacture and assembly of an electro-mechanical product.

2.Manuals and other technical literature will be made available on loan as appropriate.