ADVANCED DIPLOMA OF BIOMEDICAL ENGINEERING

MODULE DETAILS	MODULE 2: TECHNICAL AND SPECIFICATION WRITING
	Nominal duration: 4 weeks (48 hours total time commitment) This time commitment includes the preparation reading, attendance at each webinar (1 hour plus 15-30 minutes for discussion), and the time necessary to complete the assignments and further study.
MODULE PURPOSE	To equip the participants with the required skills to systematically design and write accurate and comprehensive technical specifications and to collect, organize, analyse and evaluate information and also develop effective communication at all levels.
PRE-REQUISITES MODULE, UNITS / CO-REQUISITES	Nil
ASSESSMENT STRATEGY	To evaluate the achievement of the learning outcomes; written assignments, group projects and practical exercises are set.
SUMMARY OF LEARNING OUTCOMES	1. Examine and discuss the fundamentals of technical writing 2. Create technical reports in the appropriate format(s) 3. Create a specification in the prescribed format 4. Convert technical reports into oral presentations
Learning Outcome 1	**Examine and discuss the fundamentals of technical writing**
Assessment Criteria	1.1 Examine and discuss the development process for technical documents 1.2 Establish the outline for a technical document 1.3 Create a simple technical document with due consideration for appearance

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Learning Outcome 2	**Create technical reports in the appropriate format(s)**
Assessment Criteria	2.1 Identify the various report types 2.2 Compare the formats for: (a) Technical memo reports (b) Technical proposals (c) Equipment/maintenance manuals (d) Journal articles 2.3 Compile a formal report
Learning Outcome 3	**Create a specification in the prescribed format**
Assessment Criteria	3.1 Prepare a formal technical specification
Learning Outcome 4	**Convert technical reports into oral presentations**
Assessment Criteria	4.1 Prepare a PowerPoint slideshow to present the essence of a technical article 4.2 Discuss the issues to be kept in mind while preparing for and conducting a live presentation
Delivery Mode	
A combination of asynchronous and synchronous e-learning delivery comprising a judicious mix of interactive online web conferencing, simulation (virtual labs) software, remote online labs, online videos, PowerPoints, notes, reading and study materials (in pdf, html and word format) accessed through the Moodle Learning Management System (LMS).	