

## 25821 - Technical Office

### Syllabus Information

**Academic Year:** 2022/23

**Subject:** 25821 - Technical Office

**Faculty / School:** 110 - Escuela de Ingeniería y Arquitectura

**Degree:** 558 - Bachelor's Degree in Industrial Design and Product Development Engineering

**ECTS:** 6.0

**Year:** 4

**Semester:** First semester

**Subject Type:** Compulsory

**Module:**

### 1. General information

### 2. Learning goals

### 3. Assessment (1st and 2nd call)

### 4. Methodology, learning tasks, syllabus and resources

#### 4.1. Methodological overview

The teaching methodology is structured in four levels: theory classes, problem classes, computer lab sessions, and supervised sessions.

The fundamental contents of the subject will be presented and discussed in the theory classes

Problem classes where students perform exercises, problems and projects.

Computer lab sessions will be arranged in small groups. Students will be explained how to handle with the required software to develop an engineering project.

Supervised sessions will be carried out individually for each student group. There will be a mandatory appointment at the office with groups not exceeding three or four students.

#### 4.2. Learning tasks

The course includes the following learning tasks:

- Teaching type 1: Lectures (14 hours). The main course contents are explained in theory classes.
- Teaching type 2: Problem classes (28 hours). Students will solve exercises and any question about the proposed engineering project, under the supervision of a teacher.
- Teaching type 3: Computer lab sessions (18 hours). Computer lab sessions will be arranged in small groups. The software needed to develop an engineering project will be explained by the teacher and will be handled by students
- Teaching type 6: Supervised sessions of an engineering project. Students give, receive and use feedback to improve their engineering projects. The students have to show that they have assimilated the contents presented in the other activities.

- Teaching type 7: Personal study. The individual effort is necessary to consolidate a correct learning process.
- Teaching type 8: Assessment. The students will take an exam and two engineering projects will be handed.
- Other activities: Tutorship. Students may solve any questions they might have about unclear contents of the course.

### **4.3. Syllabus**

The course will address the following topics:

1. Documents structure of engineering projects
2. Project management
3. Certification and registration of engineering projects

### **4.4. Course planning and calendar**

The course calendar is defined by the EINA calendar.

### **4.5. Bibliography and recommended resources**

<https://psfunizar10.unizar.es/br13/egAsignaturas.php?codigo=25821>