

**GRANDE PRAIRIE REGIONAL COLLEGE**  
**Industrial Training**

**Industrial Maintenance Technician Program**

**COURSE SYLLABUS - SEMESTER I**

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**TECHNICAL COMMUNICATIONS: IM0070**

This course will provide students with the opportunity to refresh their oral and written communication skills. Instruction will focus on reading, writing, speaking, listening, and critical thinking. Assignments will integrate communication skills as they relate to both study and career needs. The emphasis will be on patterns of organising information (written or spoken) on basic writing strategies and format. Short technical reports and informative presentations will be included.

**Prerequisites:** None  
**Textbooks:** TBA, and Handouts  
**Class Hours:** See Timetable

**Course Objectives**

Upon completion of this course, students will be able to:

1. apply the correct use of grammar, spelling, and punctuation to report writing.
2. demonstrate effective reading skills in the interpretation of the charts, manuals and documentation associated with industrial equipment.
3. understand the importance of careful preparation and planning in all forms of employment communication and documentation.
4. develop effective reading habits, study and note taking skills.
5. deliver an effective oral presentation on a preselected topic.

**Evaluation**

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|------------------------------|-----|
| 1. Assignments/Quizzes ..... | 20% |
| 2. Presentation.....         | 20% |
| 3. Term Paper .....          | 30% |
| 4. Final Exam .....          | 30% |

**Attendance** Refer to the Attendance Policy - Progression Criteria