COMMON COURSE OUTLINE: Course discipline/number/title: BU 2555: Building Utilities Mechanic Coop

A. CATALOG DESCRIPTION
1. Credits: 5
2. Hours/Week: 15
3. Prerequisites (if any): Concurrent or successful completion of BU 2500 and BU 2512
4. Co-requisites (if any): None
5. MnTC Goals (if any): NA

This course is designed to provide the student with a purposeful occupational experience in the building utilities mechanic field. Each co-op experience is individualized. A training plan is created for each student in conjunction with the training site to provide experience related to the skills and knowledge acquired in the program. 225 of on the job training are required.

B. DATE LAST REVISED (use current date): March, 2012

C. OUTLINE OF MAJOR CONTENT AREAS: The student will be able to:
1. Demonstrate job application skills.
2. Demonstrate job-interviewing skills.
3. Exhibit acceptable work attire.
4. Apply acceptable grooming techniques.
5. Exhibit enthusiasm.
6. Demonstrate initiative.
7. Demonstrate courtesy.
8. Demonstrate punctuality.
10. Demonstrate cooperation.
11. Demonstrate professional attitude.
12. Create harmonious working relationships.
14. Organize work area
15. Demonstrate time management.
17. Follow employer’s policies/procedures.
18. Follow supervisor’s instructions.
19. Identify organizational structure.
20. Display loyalty.
22. Apply professional ethics.
23. Demonstrate professional image.
24. Demonstrate positive communication skills.
25. Demonstrate problem-solving skills.
26. Carry out training plan goals.

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
Prepare for his/her co-op experience by reviewing whatever texts, references, and/or handouts necessary in order to pass the performance objectives. Attendance is crucial.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
Your grade for the co-op experience will be either pass or no pass.
G. RCTC CORE OUTCOME(S) ADDRESSED:

- Communication
- Civic Responsibility
- Critical Thinking
- Personal/Professional Accountability
- Global Awareness/Diversity
- Aesthetic Response

H. SPECIAL INFORMATION (if any):
1. Co-op meets according to the individual schedule established.
2. Proof of self-insurance is required.