COMMON COURSE OUTLINE: Course discipline/number/title: BU 2655: Building Utilities Mechanics Co-op

A. CATALOG DESCRIPTION
   1. Credits: 5
   2. Hours/Week: 15
   3. Prerequisites (if any): Concurrent or successful completion of BU 2602 and BU 2632.
   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. One credit of co-op is equal to 40 hours of on-the-job training. Recommended Entry Skills/Knowledge: High School Diploma or GED and an electrical/mechanical knowledge.

B. DATE LAST REVISED (use current date): April, 2004

C. OUTLINE OF MAJOR CONTENT AREAS:
   On the Job Experience and Training

D. LEARNING OUTCOMES (GENERAL): 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.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
   1. Supervisor Evaluation
   2. Pass/No Pass

G. SPECIAL INFORMATION (if any):
   1. Requirements of co-op station
   2. Proof of self insurance