



**COMMON COURSE OUTLINE: Course discipline/number/title: BU 2661: Building Utilities
Mechanic Co-op III**

A. CATALOG DESCRIPTION

1. Credits: 2
2. Hours/Week:
3. Prerequisites (if any): None
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 36 hours of on-the-job training.

B. DATE LAST REVISED (use current date): September, 2002

C. OUTLINE OF MAJOR CONTENT AREAS:



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.
9. Display dependability.
10. Demonstrate cooperation.
11. Demonstrate professional attitude.
12. Create harmonious working relationships.
13. Accept constructive criticism.
14. Organize work area
15. Demonstrate time management.
16. Demonstrate safety practices.
17. Follow employer's policies/procedures.
18. Follow supervisor's instructions.
19. Identify organizational structure.
20. Display loyalty.
21. Demonstrate confidentiality.
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. Your grade for the co-op experience will be either satisfactory or unsatisfactory according to the supervisor.
2. Each student is expected to prepare for his/her co-op experience by reviewing whatever texts/references/handouts are necessary in order to pass the performance objectives.

G. SPECIAL INFORMATION (if any):

Text and References: There are no required texts or references. The instructor will provide any necessary handouts.



Attendance is crucial.