

SCHOOL \_\_\_\_\_

**STUDENT TRAINING PLAN FOR COOPERATIVE EDUCATION**

INSTRUCTOR \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

STUDENTS NAME:

ADDRESS:

TOWN:

STATE:

ZIP:

PARENTS NAME:

SOCIAL SECURITY NO:

CIP CODE: 52.0409 COUNTER CLERK AUTO PARTS

GENERAL GOALS FOR THE STUDENT LEARNER: SELL AUTO PARTS ACCESSORIES SUCH AS TIRES, BATTERIES, AUTO PARTS, AND AUTO MISC PRODUCTS.ASCERTAINS MAKE, YEAR, AND TYPE OF PART NEEDED,INSPECTS WORN,DAMAGED,OR DEFECTIVE PART TO DETERMINE REPLACEMENT REQUIRED,OR ADVISES CUSTOMER OF PART NEEDED ACCORDING TO DESCRIPTION OF MALFUNCTION.DISCUSSES USE OF FEATURES OF VARIOUS PARTS BASED ON KNOWLEDGE OF MACHINE EQUIPMENT.READING CATALOG, MICROFICHE VIEWER, OR COMPUTER FOR REPLACEMENT PART STOCK NUMBER AND PRICE. ADVISES CUSTOMER ON SUBSTITUTION OR MODIFICATION OFPART WHEN REPLACEMENT IS NOT AVAILABLE. EXAMINES RETURNED PART TO DETERMINE IFDEFECTIVE AND EXCHANGES PART OR REFUND CASH.FILLS CUSTOMER ORDERS FROM STOCK. MARKS AND STORES PARTS IN STOCKROOM ACCORDING TO PREARRANGED SYSTEM. RECEIVES AND FILLS TELEPHONE ORDERS FOR PARTS. PERFORMS OTHER DUTIES AS DESCRIBED UNDER SALESPERSON.

OBJECTIVES TO BE COMPLETED BY THE STUDENT LEARNER:

1. COMPUTER CHECKING &CHECK OUT SYSTEM.
2. COMPUTER INVENTORY AND REORDER.
3. SETTING UP FOR DELIVERY.
4. IMPORTANCE OF KEEPING AREA CLEAN FOR SAFETY REASONS
5. DEVELOPING GOOD WORK HABITS.
6. ACQUIRING PROCEDURES THAT LEADS TO EFFICIENT WORK.

SKILLS THE STUDENT LEARNER SHOULD ACQUIRE DURING HIS/HER TRAINING PROGRAM:

1. TRUST OF THE EMPLOYER
2. CUSTOMER RELATIONS
3. ABILITY TO READ PARTS CATALOG
4. MARKING AND STORING PARTS
5. DEPENDABILITY
6. ACCURACY
7. FLEXABILITY
8. COMPUTER SKILLS
9. KNOWLEDGE OF PHONE SYSTEM
10. MISC DUTIES ASSIGNED BY THE SUPERVISOR

SAFETY FEATURES THE STUDENT SHOULD KNOW ABOUT HIS/HER PLACE OF EMPLOYMENT:

1. PLACEMENT OF FIRE EXTINGUISHER
2. FIRST AID KITS.
3. SAFETY BLANKET
4. SAFETY GLASSES
5. KNOWLEDGE OF SAFETY DOORS.
6. KNOWLEDGE OF EMERGENCY NUMBERS TO INCLUDE 911
7. EYE WASH
8. KNOWLWDGE OF HOW TO DISPOSE OF WASTE.