

**GREAT PLAINS TECHNOLOGY CENTER
COURSE OF STUDY**

<u>Career Cluster:</u>	Architecture and Construction
<u>Career Pathway:</u>	Maintenance/Operations
<u>Program:</u>	Service Careers (AC0046000)
<u>Program Hours:</u>	Secondary Students: 1,050 Hours Adult Students: 1,050 Hours
<u>Instructor:</u>	Name: Nadine Hanefield, M. Ed, Special Education Office Number: (580) 250-5646 E-Mail Address: nhanefield@greatplains.edu
<u>Academic Credit:</u>	Secondary Students: 3 high school credits per year Adult Students: Transcript

Program Description:

This program prepares students to work in a facility as an assistant to a custodian or grounds supervisor. Instruction includes hand tools, chemical safety, maintaining floors and other surfaces, laundry, facility care, basic lawn-care, basic horticulture, and customer service. All students, including students on IEPs and 504s, will receive specialized individualized instruction. Enrollment in this program is by special permission only.

Program Goals:

Students enrolled in this program will be given the opportunity to develop the skills and attitudes needed to successfully enter Service Careers and Facility and Grounds Care fields according to their personal choice, ability, and resourcefulness.

Upon achieving the goals of this program, students will:

- Become competent in the fundamental skills of the occupation.
- Become qualified for further related education and/or entry into the job market.
- Participate as responsible citizens in the community.
- Develop positive and realistic self-images.
- Develop the ability to work with limited or no supervision.
- Accept and abide by the rules and regulations established by the school and/or place of employment.
- Develop the ability to work in a team environment.

Related Career Opportunities:

- Custodial Services

Program Objectives:

After successful completion of this program, the student will be able to:

- Identify safety signs & placards and appropriate use of PPE.

- Demonstrate a positive, desirable work attitude.
- Participate in Skills USA Activities.
- Demonstrate the ability to safely and correctly use equipment related to the course of study.
- Demonstrate the ability to safely use chemicals related to the course of study training.
- Complete individual training plan in facility care.
- Complete training in hospitality service career.
- Complete training in laundry service career.
- Complete training in basic lawn-care & plant care.

Program Course Sequence:

- HS Student and Part-time Adult (Year One): Course Sequence I
- HS Student and Part-time Adult (Year Two): Course Sequence II
- Full-time Adults (Year One): Course Sequence I and II

**DESCRIPTION OF COURSES
SEQUENCE I**

<u>Course #</u>	<u>Course Name</u>	<u>HST</u>	<u>HSL</u>	<u>ADT</u>	<u>ADL</u>
TI00129	Life Skills	60	0	60	0
This course is the core of each of the Service programs and contains instruction in Leadership, SkillsUSA student organization, Employability Skills and taking students through the Professional Development Program (PDP), Time Management, Customer Service, Job Interview Skills.					
TI00130	Safety, Ground Rules and Hand Tools	45	135	45	135
Students will learn safety procedures, general ground rules and hand tools for a custodian and facility care.					
FC00131	Chemical Safety	20	40	20	40
This course will provide hands on training of the safe use and identification of chemicals used throughout the course.					
FC00158	Maintaining Floors and Other Surfaces	30	75	30	75
Students will learn routine floor care tasks, floor coatings, periodic tasks, choosing floor care methods and floor care problems, basic commercial upholstery care, and window cleaning.					
FC00132	Laundry Service	40	80	40	80
This course teaches students to properly load and unload the washer, dryer as well as safely measure chemicals, proper folding techniques, ironing, and stain removal.					

Sequence I Subtotal Hours:	Theory	Lab	Total
High School Student:	195	330	525
Adult Student:	195	330	525

**DESCRIPTION OF COURSE
SEQUENCE II**

<u>Course #</u>	<u>Course Name</u>	<u>HST</u>	<u>HSL</u>	<u>ADT</u>	<u>ADL</u>
FC00133	Facility Care/Housekeeping/Basic Grounds Care	130	395	130	395
Students practice and learn procedures for the cleaning & care of all surfaces to include bathrooms/restrooms, flooring, walls, ceilings, and windows. Students will learn basic grounds keeping skills and understand the safety procedures and general use of grounds keeping equipment.					

Sequence II Subtotal Hours:	Theory	Lab	Total
High School Student:	130	395	525
Adult Student:	130	395	525

Program Total:	Theory	Lab	Total
High School Student:	325	725	1,050
Adult Student:	325	725	1,050

Evaluation Policy:

Employability Grades (100 points per week; 40% of final grade)

The employability skills grade is based on 20 points per day (which may include: attitude, attendance, safety, punctuality, cooperation, participation, clean-up, class preparation, school/classroom rules, and time management). **Points will be deducted if these responsibilities are not met at the instructor's discretion.** Students will be allowed to make up unearned employability points for **excused** absences only. Full credit will be given for assignments/tests that have been made up (see Student Handbook).

Performance Grades (40% of final grade)

- Program projects
- Performance or skill tests
- Homework
- Written Assignments

Test Grades (20% of final grade)

- Test grades will be based on a 100-point scale.
- Test grades include skills tests or written tests.
- A test will be given for each unit of instruction.
- Tests are to be taken as a unit is completed.
- Tests will be administered with appropriate modifications.

Final Grade (9 Weeks Period)

9-weeks grade will be calculated by averaging grades in each category and summing each category according to their assigned weight. Progress reports will be sent to home schools at six and twelve-week intervals each semester as required or requested. Grades are accessible on-line at <http://sonisweb.greatplains.edu/studsect.cfm>

Grading Scale:

The grading scale as adopted by the Board of Education is as follows:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = Below 60
- W = Withdrawn
- I = Incomplete
- N = No Grade (Refer to Student Handbook)

Make-Up Work Policy:

All Make-Up Work Is The Responsibility Of The Student. Make-up work will be handled as specified in the Student Handbook. Please be sure to read and understand all student policies, especially make-up of assignments, tests and employability due to absences. Students should always arrange for any make-up work with the instructor as per the Student Handbook. Students should keep track of his or her progress and grades.

Attendance Policy:

For specific information related to attendance and tardiness refer to the Student Handbook. Students should keep a written record of their absences and tardiness. Students will use industry accepted time keeping devices.

Course Requirements and Expectations:

The general course requirements and expectations include:

- Teaching methods consist of lecture and “hands on” projects.
- The student must demonstrate the ability to apply safety to all aspects of the program training.
- Participation in Skills USA

Student Behavior Includes:

- Safety glasses must be worn at all times when in the shop area.
- Name badges must be worn at all times.
- Follow all rules and regulations of Great Plains Technology Center and Classroom Program.

NOTE: For additional information or questions regarding the GPTC School policies and procedures, please refer to the Student Handbook and/or the Instructor.

Industry Alignments:

- No Industry Alignments – Knowledge, Skills, and Abilities Competency Profile Utilized

Certification Outcomes:

- Competency Profile

CIP Code and SOC Code Crosswalk:

- CIP Code – 46.0401 Building/Property Maintenance
- SOC Code – 49-9071 Maintenance and Repair Workers, General

OCAS program codes:

- 9435 – Service Careers-Lodging (first year)
- 9445 – Service Careers-Lodging (second year)