**PROGRAM DESCRIPTION**

Students learn skills related to lawn care, landscaping, and the repair and maintenance of hand and power tools associated with lawn care. They will also receive hands-on training in building maintenance, welding, hospitality, auto detailing and kitchen technologies. This program is designed to give students a variety of employment options in the service industry by utilizing a small class size environment with hands-on learning in a lab environment.

**CERTIFICATIONS/EMPLOYMENT**

After successful completion of the service careers program, students are prepared to take the food handlers competency exam through the Oklahoma Department of Career Technical Education, ODCTE. Employment opportunities are exceptional in hospitality industries including lawn care, building maintenance and restaurant positions.

**SALARY RANGE**

Average starting salaries range from $8.00 to $10.00

**HELPFUL ATTRIBUTES**

- English I and applied math
- Reading comprehension at 6th grade level or above
- Willingness to work with hands
- Willingness to experiment with a variety of career interests within the service industry
- Willingness to work outside in weather conditions

**SERVICE CAREERS FACILITIES TECHNICIAN**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TI</td>
<td>Service Careers Life Skills</td>
<td>30</td>
</tr>
<tr>
<td>FC</td>
<td>Basic Kitchen Skills/Safety and Sanitation</td>
<td>135</td>
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<tr>
<td>FC</td>
<td>Living Area Cleaning Techniques</td>
<td>120</td>
</tr>
<tr>
<td>TI</td>
<td>Introduction to Restroom Maintenance</td>
<td>15</td>
</tr>
<tr>
<td>TI</td>
<td>Workforce Induction</td>
<td>240</td>
</tr>
<tr>
<td>FC</td>
<td>Culinary Basic Skills</td>
<td>120</td>
</tr>
<tr>
<td>TI</td>
<td>Electrical Safety in Construction</td>
<td>15</td>
</tr>
<tr>
<td>TI</td>
<td>Introduction to Carpentry</td>
<td>30</td>
</tr>
<tr>
<td>TI</td>
<td>Introduction to Plumbing</td>
<td>30</td>
</tr>
<tr>
<td>TI</td>
<td>Drywall Repair</td>
<td>30</td>
</tr>
<tr>
<td>AG</td>
<td>Facilities Grounds Keeper</td>
<td>30</td>
</tr>
<tr>
<td>TI</td>
<td>Workforce Staging</td>
<td>30</td>
</tr>
</tbody>
</table>

**METAL FABRICATOR ASSISTANT**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TI</td>
<td>Service Careers Life Skills</td>
<td>30</td>
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<tr>
<td>TI</td>
<td>Fundamentals of Welding</td>
<td>30</td>
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<tr>
<td>TI</td>
<td>SMAW Electrodes</td>
<td>15</td>
</tr>
<tr>
<td>TI</td>
<td>SMAW Beads &amp; Fillet Welds</td>
<td>120</td>
</tr>
<tr>
<td>TI</td>
<td>Plasma Arc Cutting</td>
<td>15</td>
</tr>
<tr>
<td>TI</td>
<td>Oxyfuel Cutting</td>
<td>30</td>
</tr>
<tr>
<td>TI</td>
<td>GMAW/FCAW Equipment and Setup</td>
<td>15</td>
</tr>
<tr>
<td>TI</td>
<td>Workforce Staging</td>
<td>30</td>
</tr>
</tbody>
</table>

**HOUSEKEEPING OR FOOD SERVICE WORKFORCE TRANSITION**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TI</td>
<td>Workforce Staging</td>
<td>30</td>
</tr>
<tr>
<td>TI</td>
<td>Workforce Connection</td>
<td>120</td>
</tr>
<tr>
<td>TI</td>
<td>Workforce Induction</td>
<td>240</td>
</tr>
</tbody>
</table>
ASSESSMENT
Adult: CR101 and COPSystem
High School: PLAN and COPSystem
Cost: CR101/$5  CCC/$5

ENROLLMENT OPTIONS
Adult and high school students
Full-time: 8:00 to 3:00
Part-time: 8:00 to 11:00
Part-time: 12:00 to 3:00

TUITION RATES
In district: $2.10 per hour
Out of district: $4.20 per hour

PROGRAM ACCREDITATIONS
Oklahoma State Board of Education
Oklahoma Board of Career Technology Education

CONTACT INFORMATION:
Southwest Technology Center
711 West Tamarack
Altus, OK 73521
580.477.2250
www.swtech.edu

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ewiginton@swtech.edu

Casey Rowland
Instructor
Service Careers Technology
580.477.2250
crowland@swtech.edu

FINANCIAL AID
To qualify for financial aid, students will need to complete a Free Application for Federal Student Aid, FAFSA, form and enroll in a career major that is at least 600 hours. Application forms may be obtained from the financial aid coordinator, Monica Cox. Please have documentation of high school graduation or G.E.D. completion.

ATTENDANCE
High priority is placed on attendance. Reliability in the workplace is the single most valued employee trait in today’s job market. The following attendance rules will apply to both secondary and post-secondary students enrolled in this program. Attendance will be calculated and applied to each nine-week grading period. Students will be required to be in attendance approximately 90% of the time. This means that a student cannot miss more the 5 days in a nine-week period.

ON-THE-JOB TRAINING
Students may be selected to participate in a work-study program during the semester prior to graduation. Selection is based on classroom work, attendance, work attitude, reliability and appearance.

COLLEGE CREDIT
College credit is unavailable at this time.

Oklahoma Board of Career Technology Education

Grants
SWTC Foundation Scholarship
ODCTE Otha Grimes Scholarship
ODCTE McCrabb Scholarship
P.E.O. Program for Continuing Education
OAMCTE Scholarship for Minority Students
Lee Office Scholarship
Breakfast Club Scholarship
Oklahoma Business and Professional Women’s Foundations Scholarship
Tribal Scholarships
OHLAP

Scholarships
WIA Demand Labor Force Careers-OK Employment Security Commission Office
WIA-Youth Program
Department of Human Services-TANF
Department of Rehabilitative Services
Veteran’s Benefits
Oklahoma Rural Organization/OK Employment Security
Air Force Aid Society

Other Funding Sources
Southwest Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, disability or veteran status. Inquiries concerning application of this policy may be referred to Ericka Wiginton, compliance coordinator, 711 West Tamarack Road, Altus, OK 73521 (580) 477-2250.