

Grounds Maintenance and Landscaping

Curriculum Guide

Grounds Maintenance and Landscaping Program Description

MCTI's Grounds Maintenance and Landscaping Program is run like a small grounds maintenance and landscaping business. Students are the crew and work as a team. Students gain actual experience on the school campus. They use power equipment and tools to mow and trim the lawn; trim and prune hedges and bushes; and plant trees, shrubs, and flowers. In the winter months, they are exposed to snow and ice removal using plows and a variety of hand tools. The "crew" maintains the equipment used.

Grounds Maintenance Admissions Requirements

- Valid Driver's License

U.S. Department of Labor Occupational Profile:

Students who most closely match the occupational profile for a Groundskeeper are selected for enrollment.

- **Aptitude/Abilities:** Low to fair manual dexterity and motor coordination, demonstrated ability to follow written/oral instructions, make judgments and observations regarding prioritizing tasks and quality of work standards, effective interpersonal communication skills, and the ability to work with/without supervision.
- **Work Keys Levels:** Reading/Locating Information/Applied Math – 3 (less may be considered)
- **CASAS Scaled Score:** Reading & Math 216-255 (less may be considered)
- **Environment:** Loud, outside
- **Physical Demands:** Heavy
- **Temperament:** Performs a variety of tasks

Certificate of Completion Program (SOC Code):

- General Maintenance Worker (37-3011)
- Grounds Maintenance/Landscaping Technician (37-3011)

The Grounds Maintenance and Landscaping program is two terms and students are expected to earn the Grounds Maintenance/Landscaping Technician certificate.

New students in the Grounds Maintenance and Landscaping program are accepted in the Fall and Spring terms only

Students who successfully complete the first term with an accumulated grade point average of 2.0, have good employability skills, but are unable to continue to the second term may receive the General Grounds Maintenance Worker certificate.

Required Courses for Certification

Students must demonstrate academic progress (satisfactory grade point average) and good employability skills to advance from term to term.

General Grounds Maintenance Worker

(First Term)

| Course Number | Course Name | Credits |
|-------------------|--|---------|
| GM 101A or GM 111 | Grounds Maintenance Procedures I | 4 |
| GM 102A | Maintenance and Operation of Power Equipment I | 4 |
| GM 105 | Grounds Maintenance Special Projects | 2 |
| GM 106 | Job Readiness Skills | 2 |

Elective

(Instructor Approval)

| | | |
|--------|---------------|---|
| EC 095 | Basic Math | 0 |
| EC 100 | Consumer Math | 1 |

Grounds Maintenance/Landscaping Technician

(Second Term)

| Course Number | Course Name | Credits |
|-------------------|---|---------|
| GM 201A or GM 211 | Grounds Maintenance Procedures II | 4 |
| GM 202A | Maintenance and Operation of Power Equipment II | 4 |
| GM 205 | Grounds Maintenance Special Projects II | 2 |
| GM 206 | Job Seeking and Retention Skills | 2 |

Instructors, program managers, and/or the referring counselor may recommend employability skills and elective classes based on the student's needs, abilities, interest and behaviors. Job Seeking Skills is required for all students anticipating to graduate from MCTI.

Required Courses for Certification

EC 095 Basic Math

Students learn to master concepts using fractions, decimals, and percents in practical and applied settings. Course is individualized to meet students' specific needs as determined by a math pretest. The course is self-paced to match student's personal grasp and understanding of concepts. **Topics covered:** fractions, decimals, and percents; addition, subtraction, multiplication and division.

EC 100 Consumer Math

Students practice math problems related to every day living to be better prepared to live independently. **Topics covered:** computing straight time, overtime, gross and net pay; filling out deposit and withdrawal slips for savings and checking accounts; filling out check stubs and keeping a running balance; computing inventory values; preparing a budget.

GM 101A: Grounds Maintenance Procedures I

This course is designed for students with little or no knowledge or experience in ground maintenance. Emphasis is placed on working as a professional and developing skill related to maintaining grassy areas, beds, walks and drives as the season changes from summer to fall. **Topics covered:** Cardinal directions, common plants and weeds, grass/bed/walk and drive procedures, selection of tools and equipment, irrigation systems

GM 102A: Maintenance and Operation of Power Equipment

This course is designed to develop basic skills in maintaining/operating outdoor power equipment. Students learn to transport, operate, and maintain various power equipment used in the field. Emphasis is placed on safety, using appropriate maintenance tools/supplies, and completing work in a timely fashion. **Topics covered:** equipment maintenance/operation, equipment maintenance tools, transport vehicles, record keeping, equipment and tool storage.

GM 105: Grounds Maintenance Special Projects

This course is designed for individuals who plan to work in the grounds maintenance field. Focus is on developing skills needed to complete a variety of special projects that are often assigned to Grounds Maintenance workers. Assignments may vary from class to class and may be related to common seasonal activities and/or basic indoor or outdoor maintenance tasks. **Topics covered:** Dependent of project but always includes safety procedures, personal protective equipment, tools and equipment needed for the specific project, team work

GM 106: Job Readiness Skills

This course is designed for students who plan to seek employment in the Grounds Maintenance field. Students learn what employers expect and typical workplace rules. Emphasis is placed on development and demonstration of workplace skills that are necessary to become reliable, dependable and motivated employees. **Topics covered:** Self-evaluation, program and school (workplace) rules, safety, self-management, organization, teamwork, communication, production

GM 111: Grounds Maintenance Procedures I

This course is designed for students with little or no knowledge or experience in grounds maintenance. Emphasis is placed on working as a professional and developing skills related to maintaining grassy areas, beds, walks and drives as the season changes from winter to spring. **Topics covered:** Cardinal directions, common plants and weeds, grass/bed/walk and drive procedures, selection of tools and equipment, irrigation systems

GM 201A: Grounds Maintenance Procedures II

This course is designed for students who already know the basics related to grounds maintenance. Students hone their skills while performing grounds maintenance tasks as the season changes from fall to winter. Emphasis is placed on developing skills that lead to working independently or with minimal supervision. Emphasis is also placed on proper selection of equipment, working efficiently and paying attention to detail. **Topics covered:** cardinal directions, organization, evaluation, planning, turf/bed/walk and drive maintenance, snow removal techniques and equipment

GM 202: Maintenance and Operation of Power Equipment II

This course is designed for students who already have a basic knowledge and skill in maintenance and operation of power equipment used in the grounds maintenance field. Students hone their skills in the safe and efficient use of power equipment and vehicles while adapting to seasonal changes. **Topics covered:** maintenance and operation of equipment, equipment maintenance tools, transport vehicles, record keeping, equipment and tool storage

GM 205: Grounds Maintenance Special Projects II

This course is designed for individuals who plan to work in the grounds maintenance field. Focus is on developing skills to complete a variety of special projects that are often assigned to Grounds Maintenance workers. Assignments may vary from class to class and may be related to common seasonal activities and/or basic indoor or outdoor maintenance tasks. Students may complete some projects in or with other trades. **Topics covered:** Dependent of project but always includes safety procedures, personal protective equipment, tools and equipment needed for the specific project, team work

GM 206: Job Seeking and Retention Skills

This course is designed for students who plan to seek employment in the Grounds Maintenance field. Students continue to work to become reliable, dependable and motivated employees. Students develop job seeking skills and begin their job search. Emphasis is placed on the demonstration of workplace skills that are necessary to obtain and retain a job. **Topics covered:** job search skills, applications, cover letters, resumes, interviewing techniques, follow-up strategies, job-retention strategies, disability disclosure

GM 211: Grounds Maintenance Procedures II

This course is designed for students who already know the basics related to grounds maintenance. Students hone their grounds maintenance skills and adapt their skills as the season changes from spring to summer. Emphasis is placed on becoming a "self-starter", selecting proper equipment for the job, building efficiency and paying attention to detail. **Topics covered:** cardinal directions, organization, evaluation, planning, turf/bed/walk and drive maintenance, selection of tools and equipment, irrigation systems, pesticide application.