

## Second Semester

### Advanced Cleaning Techniques

This course will give students the ability to develop skills in various methods of advanced floor care which includes: stripping, light scrubbing, buffing/burnishing, carpet shampooing and upholstery cleaning. Bed making and total room/area along with basic building maintenance skills will be presented.

### Orientation to Competitive Employment

This course will provide training to develop productivity, organization and independence on the job. Dependability, work tolerance, following instruction and directions, adapting work patterns, making independent decisions and developing appropriate work habits are reinforced and evaluated. Each student will develop a resume to complete online applications and will calculate potential payroll deductions. Emphasis is placed on practical application of the skills learned in *Employment Skills 1*. The student will complete a personal portfolio to use for career placement in this field of study.

### Cleaning Service Practicum

This course requires the student to complete a practicum/internship work experience at a business within this industry. A CCAC advisor and the on-site manager(s) will monitor the student's progress. Appropriate job matching of the student's work skill ability will be used to create a smooth transition from the training program to a local employment opportunity for employment success.

### CCAC Nondiscrimination Policy

The college does not discriminate based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, sexual orientation, disability, marital status, familial status, veteran status, age or use of a guide or support animal because of blindness, deafness or physical disability of any individual. Questions may be addressed to [diversity@ccac.edu](mailto:diversity@ccac.edu).

Notifications of nondiscrimination and contact information can be found at [www.ccac.edu](http://www.ccac.edu), search keywords "notifications of nondiscrimination."

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# Environmental Services/ Janitorial Training Program with Learning Supports



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# Environmental Services/Janitorial Training Program

**CCAC–North Campus initiated the *Environmental Services/Janitorial Training* program in 1977. This two-semester non-credit certificate program serves students interested in the environmental services/janitorial industry.**

Through this program, students will develop the skills needed to find, secure and maintain employment in the area of environmental/janitorial services. The program involves two 15-week semesters of training, including a practicum at a commercial facility. Work skills training and classroom instruction are competency-based, which enables individualized instruction according to the student's ability.

Students are provided with practical cleaning experience throughout CCAC–North Campus. Appropriate work habits are stressed throughout the entire program. Field trips are built into the curriculum as a way of exposing students to a variety of commercial worksites.

In addition to job skills and classroom training, employment skills including resume development, job search linkage, application preparation, interviewing skills, proper work attire and grooming are taught. Job placement assistance is available to students who successfully complete training.

Based on current placement statistics, employment in the environmental service industry is a realistic goal for students who need learning supports.

**Criteria for acceptance into the *Environmental Services/Janitorial Training* program include:**

- Appropriate career match
- Ability to follow multi-step directions, both verbal and written
- Physical mobility—stooping, standing and walking
- Ability to lift 25+ pounds
- Stamina to work six hours
- Good communication and customer service skills
- Third grade academic level
- Act 33 and Act 34 clearances
- Flexibility
- Appropriate work ethic and attendance
- Time concepts

**CCAC learning supports students receive all of the benefits of traditional students plus:**

- transportation to and from downtown Pittsburgh
- when indicated, one-on-one student tutoring and program adaptation
- progress evaluation reviews with student and funding agency at least twice per semester
- individualized job matching and placement
- participation in CCAC commencement ceremony for graduates

## Courses Offered

### First Semester

#### **Introduction to Cleaning Services**

This course will provide instruction in identifying cleaning agents, supplies and surfaces. Students will perform basic skills in an organized manner and display appropriate work behaviors using learned and defined skills.

#### **Basic Cleaning Techniques**

This course will provide training in general cleaning, restroom care, window and wall washing and basic floor care. Some outdoor maintenance skills will be explored and developed.

#### **Fundamentals of Safety & Sanitation**

This course will include information on safety rules specific to each job. Students will understand and demonstrate correct procedures for fires and emergencies and will be made aware of potential hazards and how to respond in the event of an emergency. Information regarding OSHA, sustainable products and the Pennsylvania Right to Know Law will be provided for all of the work skill tasks.

#### **Employment Skills 1**

This course will provide an introduction to the skills needed to find and maintain gainful employment. Information for job applications, job search methods, interview techniques, payroll calculations and resume development will be covered.

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