



Center for Career Services

Introduction to Career & Technical Education (iCTE) *AM Session Only*

65 Grasslands Road, Valhalla, NY

Auto Body & Detailing

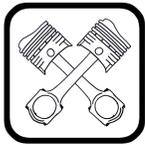


In this program, students will learn proper shop safety, detailing, polishing, dent repair, sheet metal fabrication, refinishing, custom painting, and other aspects of collision repair. In addition, students will gain experience in problem solving, teamwork, decision making, critical thinking, and professionalism while learning a marketable skill.

Potential career paths include:

Auto detailer, auto body shop apprentice, stocking and inventory, or shop assistant in a related occupation.

Automotive Trades & Maintenance



Students learn entry level automotive repair, maintenance and shop safety skills required to become employable in the automotive industry. Training areas include: Wheels and tires, lubrication, brakes, steering and suspension, engine tune-ups, electrical systems, and small engine repair.

Potential career paths include:

Tire shops, service centers, automotive dealerships, small equipment dealers, lubrication centers, or automotive parts stores.

Retail Food Skills & Service



The class's setting is in a live working cafeteria that serves the campus with meals and snacks daily. While assisting the chefs, students will learn the basics: of food and baking preparations, label pricing, stocking & rotating retail and cafeteria food items, cashier and bagging skills, setting and busing tables, operating a professional dish washer and pot washing station, and the importance of sanitation and safety. Students will also learn how to prepare a resume, complete a job application, keep a portfolio and practice interviewing skills that will help them seek and maintain employment.

Potential career paths include:

Introductory jobs found in food retail and food service, high end supermarkets, basic food service & concession jobs

Intro to Applied Art and Design



Students in this program will be exposed to basic art design skills including drawing, sketching, model making and 3D art. Students will learn how to apply the elements of art principles to various art and design related fields. Students will have the opportunity to be exposed to Adobe Illustrator and Adobe Photoshop, which are commonly used in many entry level design fields.

Potential career paths include:

Customer Service, Design Assistant (in any related field), Photo Assistant, Photo Researcher, Photo Stylist, Retail Operations, Copy/Scan Assistant, Junior Graphic Designer and Drafter.

Intro to Fashion & Retail

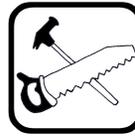


Students in this program learn entry level skills linked to the exciting world of Fashion / Retailing. Students will be exposed to retail math, sales, stock and inventory control, merchandising, color theory, customer service and elements of design.

Potential career paths include:

Fashion Designer, fashion consultant, fashion coordinato, seamstress, botique manager / owner, fashion buyer and other related occupations.

General Maintenance Assistant



Students will be exposed to basic plumbing, electrical, carpentry, painting, sheet rocking, taping, tiling, cleaning, and maintenance. Students will learn proper shop safety procedures, measuring, tool identification and usage while they gain the required social skills and collaboration to secure employment in the industry.

Potential career paths include:

Plumber, electrician, or carpenter's assistant; as a custodian or maintenance worker, or at hardware stores, home improvement centers, warehouses, electrical and plumbing supply houses.

Office Skills & Occupations



This program prepares students for entry level office positions. Coursework includes instruction in the Microsoft Office Suite, Business Simulations, filing, shredding, office machine operation, and Google Applications.

Potential career paths include:

Receptionists, copy clerks, general office clerks, file clerks and administrative assistants.

All students enrolled in the iCTE program will be supported in building a portfolio that includes:

- ❖ A RESUME & COVER LETTER
- ❖ A CAREER PLAN
- ❖ VOCATIONAL ASSESSMENT REPORT
- ❖ EMPLOYABILITY PROFILE
- ❖ SAMPLE STUDENT WORK

*STUDENTS ENROLLED IN THE iCTE PROGRAM WILL HAVE THE OPPORTUNITY TO FULFILL THE LEARNING STANDARDS FOR THE CAREER DEVELOPMENT AND OCCUPATIONAL STUDIES (CDOS) EXITING CREDENTIAL

*** For additional information on the iCTE program, please call the Guidance Dept. (914) 761-3400.**