

600 Hour Hotel Operations with Internship

Culinary Tech Center has been providing vocational training to New York City special education high school students for over 10 years. Through CTC our students receive not only the training to develop their skills in the field of their choice, but also the support of the faculty and administration to reach their goals. Using creative and flexible teaching methods, hands on training and repetition, our instructions have been able to meet each student's individual learning needs. With the assistance of our job placement department, students learn how to develop resumes and build their interviewing skills to help them gain and maintain permanent employment.

CURRICULUM (500 Hours)

EFFECTIVE ORAL COMMUNICATION

(100 Instructional Hours)

The student will be able to define factors influencing effectiveness of speech, voice and body language, and the principles of active listening. Define various verbal units; given a written selection containing inaccurate word selection and identifying verbal fault; principles of general phone etiquette and ways of projecting and appropriate phone personality.

LITERACY FOR THE WORKPLACE

(90 Instructional Hours)

Students will study the principles of grammar and punctuation, vocabulary development, basic principles of effective writing and effective reading skills. In skills development, lab students will create written critiques of both fiction and non-fiction work and newspaper or magazine articles.

CAREER DEVELOPMENT (60 Instructional Hours)

Students will develop cover letter and resume writing, job search skills and successful interview techniques. Ethical and legal considerations for the work place and how to get ahead in the job. Students will role-play in mock interviews both as interviews and employers.

INTERNSHIP (100 Hours)

The internship is a continuation of the school learning process, giving the student the opportunity to sharpen and expand their skill in a real-world environment.

FRONT DESK OPERATIONS

(100 Instructional Hours)

Students will understand reservation functions, rooms, bedding, and rates, guest procedures and effective guest relations. Students will also become familiar with the common front desk reports, controls and their management functions.

HOSPITALITY LAW & SECURITY (60 Instructional Hours)

Students will learn the procedures and equipment for fire safety, accident and crime prevention. Cash and dealing with medical emergencies.

HOUSEKEEPING & FACILITIES MANAGEMENT

(60 Instructional Hours)

Students will be able to describe staffing responsibilities and organization of the housekeeping and engineering departments.

TRAINING FACILITIES

303 Quarropas Street
White Plains, NY 10601
Tel. 914-315-0740

25 Allen Street
Albany, NY 12208

231-10 Hillside Avenue
Queens, NY 11427

Executive Office:
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