

Augusta County School Board
Secretarial/Bookkeeper
Career Enhancement Program
Stackable - Each Level =4,000 OJT hours 288 RTI hours

NAME: SCHOOL: POSITION:

| Office Technician Requirements -Level I - 2 year 5% Base Salary | | Educational Requirements | | | ON THE JOB (OJT) TRAINING REQUIREMENTS |
|---|-------|--------------------------|--|------------------|--|
| REQUIRED COURSES | HOURS | LOCATION | Cost 2021 <i>prices subject to change</i> | COMPLETED (√) | OJT |
| First Aid/CPR | 10 | VCTC | \$80.00 | | *Two years OJT- one year can be granted credit for previous experience *Positive year-end evaluation w/Supv. recommendation * Level II Apprenticeship Action Form *Submit Certificates of Completion signed by supervisor to VCTC |
| Behaviors of Successful People | 12 | VCTC | \$100.00 | | |
| Communications | 50 | VCTC | \$231.00 | | |
| Introduction to Google Analytics | 24 | VCTC/ED2GO | \$115.00 | | |
| Computer Skills in the Workplace | 24 | VCTC/ED2GO | \$115.00 | | |
| Effective Business Writing | 24 | VCTC/ED2GO | \$115.00 | | |
| Keys to Effective Communication | 24 | VCTC/ED2GO | \$115.00 | | |
| The Keys to Effective Editing | 24 | VCTC/ED2GO | \$115.00 | | |
| Understanding Adolescents | 24 | VCTC/ED2GO | \$115.00 | | |
| Administrative Assistant Fundaments | 24 | VCTC/ED2GO | \$129.00 | | |
| Introduction to Windows 10 | 24 | VCTC/ED2GO | \$115.00 | | |
| Achieving Success with Difficult People | 24 | VCTC/ED2GO | \$115.00 | | |
| OJT/RTI (for mentors teaching concepts OJT) Supervisor to provide documentation up to 60 hours | | | | | |
| CLOCK HOURS - Level 1 | | 288 | \$1,460.00 | | |
| Must complete 288 related instruction hours | | | | | |
| Office Specialist Requirements Level 2 - 2 year 10% Increase Base Salary | | Educational Requirements | | | ON THE JOB (OJT) TRAINING REQUIREMENTS |
| REQUIRED COURSES | HOURS | LOCATION | Cost 2021 | COMPLETED (√) | OJT |
| Carry over 144 hours | 144 | | | | *Two years OJT- one year can be granted credit for previous experience *Positive year-end evaluation w/Supv. recommendation * Level III Apprenticeship Action Form *Submit Certificates of Completion signed by supervisor to VCTC |
| Accounting Fundamentals | 24 | VCTC/ED2GO | \$129.00 | | |
| Accounting Fundamentals II | 24 | VCTC/ED2GO | \$115.00 | | |
| Administrative Assistant Applications | 24 | VCTC/ED2GO | \$129.00 | | |
| Business Finance for Non-Finance Personnel | 24 | VCTC/ED2GO | \$115.00 | | |
| Collaborative Problem Solving | 24 | VCTC/ED2GO | \$145.00 | | |
| Building Teams That Work | 24 | VCTC/ED2GO | \$115.00 | | |
| Individual Excellence | | VCTC/ED2GO | \$115.00 | | |
| Skills for Making Great Decisions | | VCTC/ED2GO | \$115.00 | | |
| Creating Web Pages | | VCTC/ED2GO | \$115.00 | | |
| Choose 6 courses = 144 hours - with supervisor approval | | | | | |
| CLOCK HOURS - Level 2 | | 288 | \$1,093.00 | | |
| Must complete 144 related instruction hours and can carry over 144 hours = 288 hours | | | | | |
| Master Office Specialist Level 3 - 2 years 15% Increase Base Salary | | Educational Requirements | | | ON THE JOB (OJT) TRAINING REQUIREMENTS |
| REQUIRED COURSES | HOURS | LOCATION | Cost 2021 | COMPLETED (√) | OJT |
| Carry over 144 hours | 144 | | | | *Two years OJT- one year can be granted credit for previous experience *Positive year-end evaluation w/Supv. recommendation *Submit Certificates of Completion signed by supervisor to VCTC |
| Marketing Your Business on the Internet | 24 | VCTC/ED2GO | \$115.00 | | |
| Using Social Media in Business | 24 | VCTC/ED2GO | \$115.00 | | |
| Achieving Top Search Engine Positions | 24 | VCTC/ED2GO | \$115.00 | | |
| Introduction to PC Security | 24 | VCTC/ED2GO | \$115.00 | | |
| Understanding the Cloud | 24 | VCTC/ED2GO | \$115.00 | | |
| High Performance Organization | 24 | VCTC/ED2GO | \$115.00 | | |
| Workers' Compensation | | VCTC/ED2GO | \$115.00 | | |
| Microsoft Office 2019/365 Value Suite -72 hours | | VCTC/ED2GO | \$324.00 | | |
| Requires a subscription to Microsoft 365, or with Microsoft Office Professional 2019 (Not included in enrollment) | | | | | |
| Introduction to Microsoft Project 2019/Office 365 -24 hours | | VCTC/ED2GO | \$129.00 | | |
| Requires a subscription to Microsoft 365, or with Microsoft Office Professional 2019 (Not included in enrollment) | | | | | |
| CLOCK HOURS - Level 3 | | 288 | \$1,258.00 | | |
| Choose 6 courses = 144 hours - with supervisor approval | | | | | |
| Must complete 144 related instruction hours and can carry over 144 hours = 288 hours | | | | | |
| TOTAL HOURS IN Level 1, 2, and 3- | | 576 | | | |
| Administrator's Signature: | | | Date: | | Approved 11/1/2021 |
| Preapproval of elective selection is required by supervisor. | | | | | |

This program was developed in conjunction with your employer.
Preapproval of elective selection is required by supervisor.
This program and prices are subject to periodic review and change.