

Trainings at VFI

Career Choices	Program Requirements	Program Length	What You'll Learn	Entry-Level Jobs	Industry Salaries <i>*based on experience and education</i>
Bank Teller w/Basic Accounting 	<ul style="list-style-type: none"> • 18-21 years of age • HS Diploma/GED • Documentation • Clean background 	10 weeks Mon – Fri (9am – 12pm)	<ul style="list-style-type: none"> • Cash Handling • Teller Transactions • Customer Service • Selling Bank Products • Basic Accounting 	<ul style="list-style-type: none"> • Bank Teller • Credit Union Teller • Customer Service Rep. 	\$8.50 - \$12.50* p/h
Security Guard/Public Safety 	<ul style="list-style-type: none"> • 18-21 years of age • Documentation • Clean background • Reading level must be 6.0 and above 	10 weeks Mon – Fri (9am – 4pm)	<ul style="list-style-type: none"> • Role of Security Guard • Ethics/Workplace Conduct • CPR/First Aid • Terrorism Awareness • Report Writing • 8 & 16 Hour test 	<ul style="list-style-type: none"> • Security Guard • Security Officer 	\$8.00 - \$13.00* p/h
Office Support Specialist 	<ul style="list-style-type: none"> • 17-21 years of age • Documentation • Reading level must be 6.0 and above 	15 weeks Mon – Fri (9am – 4pm)	<ul style="list-style-type: none"> • Keyboarding • MS Word and Excel • Office Equipment • Create Business Documents • Data entry 	<ul style="list-style-type: none"> • Office Clerk • Adm. Assistant • Secretary • Receptionist • Office Assistant 	\$8.00 - \$12.00* p/h
Certified Customer Representative 	<ul style="list-style-type: none"> ▪ 17-21 years of age ▪ Documentation ▪ Reading level must be 6.0 	15 weeks Mon-Fri (9am-4pm)	<ul style="list-style-type: none"> • Principles of retail procedures • Retail Safety & Customer Service • Inventory & Computer Terminal Calculations • Decision-Making & conflict Resolution 	<ul style="list-style-type: none"> ▪ Customer Service Representative ▪ Retail Associates ▪ Inventory Clerk ▪ Front Line Supervisor 	\$8.00-12.00* p/h
Medical Administrative Assistant 	<ul style="list-style-type: none"> ▪ 18-21 years of age ▪ HS Diploma/GED ▪ Documentation 	15 weeks Mon-Fri (9am-4pm)	<ul style="list-style-type: none"> ▪ Medical Terminology ▪ Medical Coding & Billing using Microsoft ▪ Office Procedures & Ethics ▪ Anatomy & Physiology 	<ul style="list-style-type: none"> ▪ Medical Receptionist ▪ Data-Entry Clerk 	\$8.50-12.50* p/h
Computer Technology 	<ul style="list-style-type: none"> • 17-21 years of age • Documentation • Clean background • Reading level must be 6.0 and above 	15 weeks Mon – Fri (9am – 4pm)	<ul style="list-style-type: none"> • Introduction to Networks • Hardware/Software • MS Word & Excel • PC Fundamentals • Data entry 	<ul style="list-style-type: none"> • Assistant Network Technician • Help Desk Assistant • Adm. Assistant • Office Clerk 	\$8.00 - \$12.00* p/h

Vocational Foundation, Inc. is not a GED program. We are a career training and job placement organization. Clients interested in obtaining a GED only, are encouraged to seek services from organizations that provide extensive educational services. In collaboration with the NYCDOE, clients who are enrolled and READ between 6.0 and 8.9 will be placed in GED Level I academic classes. GED Level I classes focus on developing the basic skills and content-area knowledge needed to perform GED practice work. Clients who are enrolled and READ between 9.0 and 12.9 will be placed in GED Level II academic classes. GED Level II classes focus on academic remediation and test preparation skills needed to pass the GED test. **Documentation needed for enrollment: Birth Certificate or Alien Card, Social Security Card, Proof of Income, Proof of Address and NYS ID.**