



CityBuild

Office of Economic and Workforce Development

San Francisco: Building Tomorrow's Workforce Today

VOCATIONAL TRAININGS OVERVIEW

Pre-Apprenticeship Training Program

Provider	City College of San Francisco – Evans Campus
Description	<p>The CityBuild Academy – Pre-Apprenticeship Training Program curriculum aims to provide entry-level construction skills through classroom and hands-on training, in preparation for applying for, and working in, the Construction Industry.</p> <p>Instruction is facilitated in partnership with the City College of San Francisco, community-based organizations, and trade unions. In addition to receiving basic training in various trades, graduates will receive job referral assistance upon completion.</p>
Occupations	Union Apprenticeships in a variety of Construction Skilled Trades
Certifications Received	<p>CPR/First Aid Forklift OSHA-10 Scissorlift Skid Steer</p> <p>Additional Certifications for Specific Trades Available: Confined Space Excavation Shoring Safety Flagging/Traffic Control HAZWOPER Scaffold Safety</p>
Minimum Qualifications	<p>18 years old Authorized to Work in the US San Francisco Resident (with proof of residency) High School Diploma or GED Valid CA Driver's License Ability to Pass a Drug Test</p>
Assessment Requirements	<p>Reading Level- 6th-8th grade (VESL is offered for all interested students) Ability to sit in a classroom setting for up to four hours Ability to lift 50 pounds Ability to walk continuously for up to eight hours</p>
Schedule	<p>One Semester Approximately 30 hours per week Monday- Thursday, 8:00am – 4:00pm Friday, 8:00am – 2:00pm</p> <p>VESL Class:</p>



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Monday, Wednesday, 3:30pm – 5:30pm; Friday, 12:30pm – 2:30pm

Construction Administration Training Program

Provider	City College of San Francisco – Mission Campus
Description	<p>The CityBuild Academy – Construction Administration Training Program curriculum aims to provide office-based construction literacy and vocational skills training through classroom, active practice, and internship, in preparation for applying for and working in Construction Industry back office and related jobs.</p> <p>Topics covered:</p> <ul style="list-style-type: none"> ▪ Microsoft Office Word, Excel, Access, Power Point, & Outlook ▪ Basic Accounting Concepts I ▪ QuickBooks Pro ▪ Construction Terminology ▪ Construction Industry Processes ▪ Keyboarding ▪ Resume & Cover Letter Writing ▪ Interview Skills
Occupations	Construction Industry Administrative Positions
Certifications Received	None
Minimum Qualifications	<p>18 years old Authorized to work in the US San Francisco Resident ESL 7 Familiarity with computer software Typing - 20 wpm</p>
Assessment Requirements	<p>Reading Level- 7th grade Ability to sit in a classroom setting for up to four hours Basic computer skills</p>
Schedule	<p>Class Schedule: One Semester 20 hours per week Monday- Thursday, 12:45pm – 5:45pm</p> <p>Internship Schedule: 10-15 hours per week Monday- Thursday, 7:30am – 11:00am</p>