



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 CCSF, the Carpenter’s Union, & the Laborer’s Union. In addition to receiving basic training in these and various other trades, graduate will receive job referral assistance in the trade of their choice upon completion.</p>
Occupations	Pre-Apprenticeship Union position in a variety of Construction Skilled Trades
Certifications Received	<ul style="list-style-type: none"> CPR/First Aide Fall Protection Flagging Forklift Hazardous Materials Hilti-Pneumatic OSHA-10 Scaffolding Scissorlift
Minimum Qualifications	<ul style="list-style-type: none"> 18 years old Authorized to Work in the US San Francisco Resident High School Diploma or GED Valid CA Driver’s License Ability to Pass a Drug Test
Assessment Requirements	<ul style="list-style-type: none"> 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 20 pounds Ability to walk continuously for up to two hours
Schedule	<ul style="list-style-type: none"> One Semester Approximately 30 hours per week Monday- Thursday, 8:00am – 4:00pm Friday, 8:00am – 2:00pm VESL Class: Monday, Wednesday, 3:30pm – 5:30pm; Friday, 12:30pm – 2:30pm



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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 ▪ Keyboarding ▪ Resume & Cover Letter Writing ▪ Interview Skills
Occupations	Construction Industry Administration
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>