



## Construction Administration & Professional Services Academy (CAPSA)

### Description

#### What is CAPSA?

The Construction Administration and Professional Services Academy is an 18-week training, placement, career development program that teaches and trains San Francisco residents about construction administration. Students enrolled in the program will learn to be proficient in Microsoft Excel, Word, PowerPoint, and Outlook, giving them more competitive power in the construction administration industry.

For more information, please contact Drew Taylor at [dtaylor@missionhiringhall.org](mailto:dtaylor@missionhiringhall.org) or (415) 865-2105

### Eligibility Requirements

- Age 18 or older
- San Francisco resident with proof of domicile
- Authorized to work in the US
- 25 WPM typing speed
- English proficiency – ESL level 8

### CAPSA Curriculum

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Outlook
- Business Communication
- Introduction to Construction Management

Industry Professional Construction Curriculum including Soft Skills, Project Cost Management, Obtaining the Project, Safety, Contracts, Insurance, and Bonds.

## Career Pathways

- Office Administrator
- Project Assistant
- Project Engineer
- Project Coordinator
- Document Control Specialist

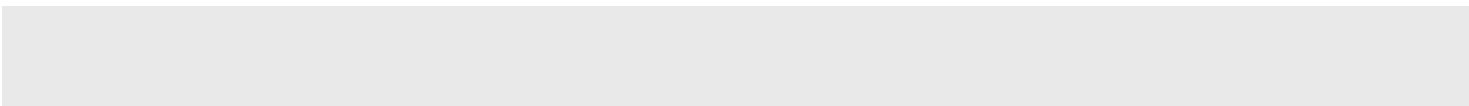
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## CAPSA began...

In 2009 and has trained over 200 administrative professionals over the course of 22 cycles

## CAPSA Offers...

Participants an opportunity to either directly enter the workforce or continue pursuing a degree in Construction Management





# CITY COLLEGE OF SAN FRANCISCO

## Construction Office Administration

*Students who successfully complete the program will receive a certificate from the Mayor's Office.*

### PROGRAM DESCRIPTION:

City College, Mission Center, in partnership with Mission Hiring Hall, designed this **FREE 18-week Certificate program** offering job placement services in the construction industry.

#### Students most likely to succeed are

- ✓ *Highly coachable with basic computer knowledge/skills.*
- ✓ *Able to work effectively in teams and follow directions.*
- ✓ *Fluent in English, ESL 8 plus*
- ✓ *Ambitious and highly motivated*

Previous graduates are now working in Construction Administration, Document Control, Project Coordination & Management. Entry level salary range \$54K – \$63K

**Program Pre-Requisites:** Basic Computer Skills, Previous Customer Service experience, Typing 25wpm, English communication ESL 8

Monday through Friday; Virtual group training 24 hours a week for 18 weeks: August - December 2021



*Curriculum: Microsoft Office, Word, Excel, PowerPoint, Basic Construction Management, Construction Terminology, Business Communication, Industry Knowledge, Resume, Cover Letter, Public Speaking and Interview skills*

## APPLY NOW FOR FALL 2021

To apply for entry to the Construction Office Administrative Certificate Program through City College of San Francisco contact:

**Drew Taylor (415) 626-1919, [dtaylor@missionhiringhall.org](mailto:dtaylor@missionhiringhall.org);**

**NOTE: This certificate is eligible for CTB (California Training benefits).**

**Please contact Kate Ryan for information. [kryan@ccsf.edu](mailto:kryan@ccsf.edu) 415-920-6010**

## Industry Partners and Sponsors:

**BOLDT**®



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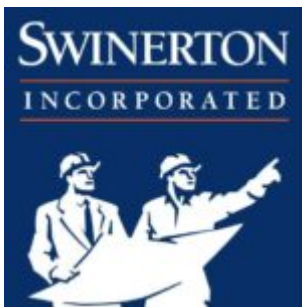


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"It's not easy. I cannot stress how many times I wanted to quit this program. But you have to want it. You have to be willing to put in the work. CAPSA gave me the confidence to walk into an interview and take total control of the room; I am now gainfully employed and beyond grateful for the impact CAPSA has had on my life."

Diatrece McIntosh, CAPSA Cycle 12

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[REGISTER NOW](#)

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### Date Created

August 2016

### Author

mhh-admin

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