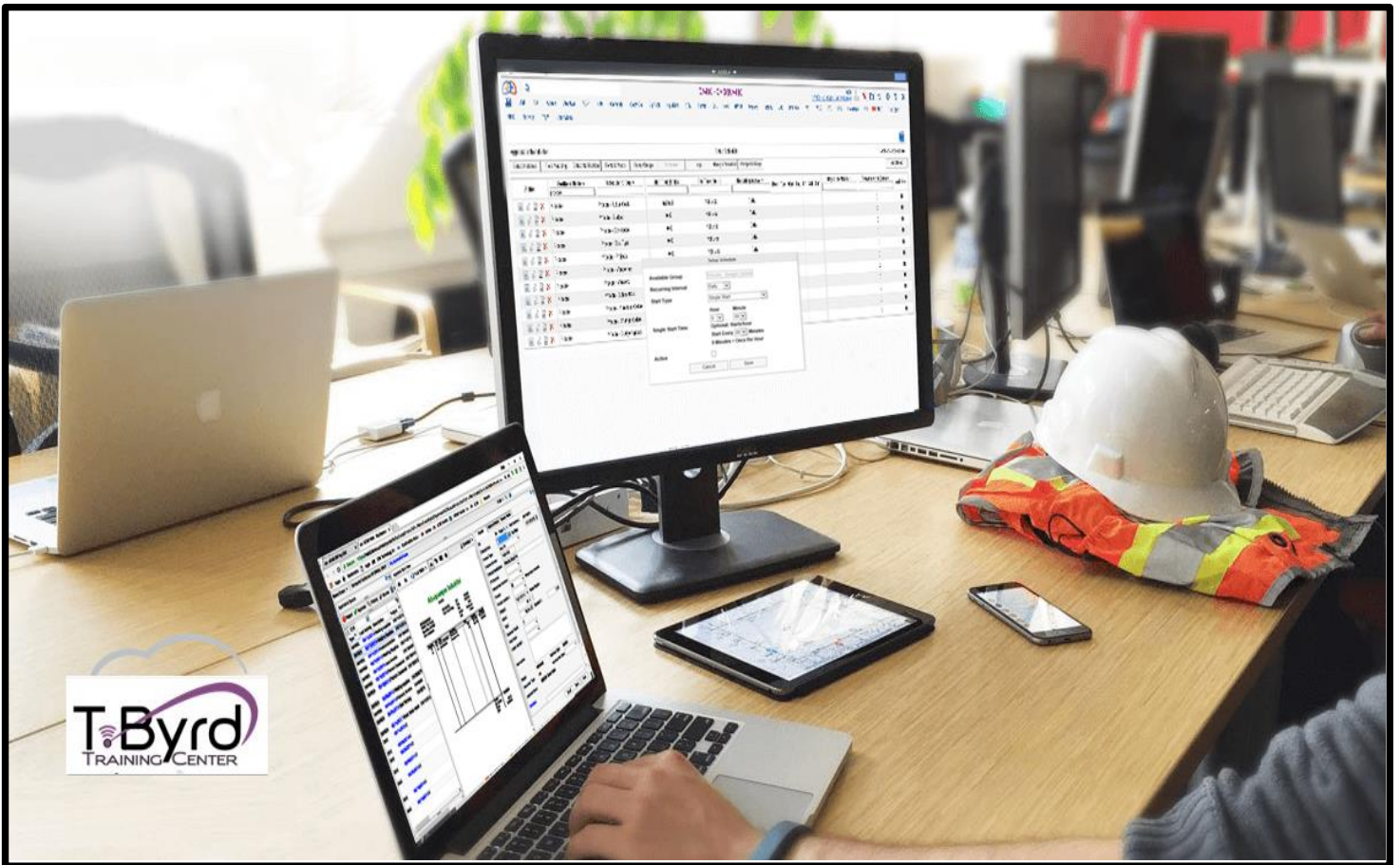


TByrd Training CENTER

1501 S. New Road, Pleasantville, NJ 08232
609-484-9356 Office Administration – Free Training Grant
<https://www.tbyrdcenter.com/construction-admin/>

INFORMATION PACKET



Thank you for your interest in our training center's construction office administration training program. The TByrd Training Center is a state approved private vocational school for which we offer customized training to fit the needs of the employer since 1990. We pride ourselves in the quality of our training programs and the relationships we build with the employers who hire our graduates.

Please find the training curriculum on the following pages.

TRAINING CURRICULUM *

12 Week TRAINING – Construction Office Administration Assistant

ACTIVITY	DESCRIPTION
Training Orientation, Technology Literacy 30 hours	<p>Students will complete the following orientation procedures/steps/tasks:</p> <ul style="list-style-type: none"> • Program requirements for graduation • Curriculum requirements for graduation • Complete Career Plan that includes an employability plan • Assess the Job Market to determine individual fit • Identify barriers, challenges to employment and the solutions • Create an employment implementation plan <p>Student will receive a certificate of completion for completing this component. Students will complete a tutorial detailing each module of the training program at which they will complete a quiz to ensure they are clear on the objectives and requirements for graduation.</p> <p>In addition, students will be instructed to setup the technology requirements for training and receive technology literacy basics not only for the training program but to ensure they have entry level technology job readiness requirements for the construction industry. Students will have access to our supportive services portal where they will find valuable technology-based seminars, workshops, webinars, and resources they can complete based on their individual technology-based needs in preparation for this training program. This data is tracked, and students receive a letter of completion for any of these trainings.</p>
Construction Administration 101 30 hours	<p>Students will complete our customized Construction Office Administration Training Guide, Workbook and Projects.</p> <p>Final Project: Students will complete a Construction Project Activity Portfolio. This portfolio will include several activities completed that demonstrate knowledge and ability to apply what they have learned. Students will complete a digital binder to include this tab: Construction Administration 101</p>
Office 365 60 hours	<p>Students will learn the basics of using the Office 365 package that includes Microsoft Word, Excel, Publisher, and Power Point.</p> <p>Final Project: Students will complete a Construction Project Business Portfolio that includes mock: contract, financials, marketing materials and presentation.</p>
Google Workspace 30 hours	<p>Students will learn the basics of using the virtual platform of Google Workspace that will include the following google apps: calendar, task list, drive, forms, and meets.</p> <p>Final Project: Students will complete a virtual Construction Communication and Collaboration Project for selected company.</p>
Quick Books 60 hours	<p>Students will learn the basics of using the bookkeeping software Quick Books.</p> <p>Final Project: Students will complete a Construction Quick Books Portfolio that includes mock bookkeeping/financial data for that construction company.</p>
Construction Permits, Licensing, Blueprint Reading 30 hours	<p>Students will complete a mock business project where they will research the permits, licenses and procedures required for the project.</p> <p>Final Project: Students will complete a Construction Permits, Licensing, Procedures Project Portfolio.</p> <p>Students will learn and research the basics of blueprints.</p> <p>Final Project: Students will complete a Construction Blueprint Project</p>

ACTIVITY	DESCRIPTION
Construction Management Software training 30 hours	Students will be introduced to the top four construction management software platforms. Final Project: Students will complete a Construction Management Software Project Portfolio.
RFP, RFI, RFQ Contract, Contract Monitoring 30 hours	Students will research a current construction administration request for proposal (rfp), request for qualifications (rfq) and request for information (rfi) and create a mock business response for their construction project. Final Project: Students will complete a Construction Management Request Portfolio Students will research construction administrative contracts. Final Project: Students will complete a Mock Business Contract Project
Scheduling and Client following up/document 30 hours	Students will learn and research the basics of scheduling and client follow up procedures using a mock contract/project. Final Project: Students will complete a Construction Scheduling Project
Final Presentation Final Exam 30 hours	Students will combine all projects into their binder, Final Project: Students will complete a final project live presentation for follow students, instructors, presenters, etc. Presentation will be recorded and added to their Career Portfolio. Students will complete their final exam, final exit, preliminary job search requirements

TRAINING SCHEDULE *

SCHEDULE – Construction Office Administration Assistant

WEEK	DESCRIPTION	SCHEDULE	Total Hours
1	Orientation, Technology Literacy	9 to 12pm – Lecture, 1 to 4pm – Project, Quiz	30 hours
2	Construction Administration 101	9am to 12pm – Lecture, 1pm to 4pm – Project, Quiz	30 hours
3 - 4	Office 365	9am to 12pm – Lecture, 1pm to 4pm – Project, Quiz	60 hours
6	Google Workspace	9am to 12pm – Lecture, 1pm to 4pm – Project, Quiz	30 hours
7	Quick Books Billing Logging, Tracking data	9am to 12pm – Lecture, 1pm to 4pm – Project, Quiz	30 hours
8	Construction Permits, Licensing Procedures Blueprint Reading basics	9am to 12pm – Lecture, 1pm to 4pm – Project, Quiz	30 hours
9 - 10	Construction Management Software training	9am to 12pm – Lecture, 1pm to 4pm – Project, Quiz	60 hours
11	RFP, RFI, RFQ Contract, contract Monitoring Scheduling and Client following up/document	9am to 12pm – Lecture, 1pm to 4pm – Project, Quiz	30 hours
12	Final Presentation Final Exam	9am to 12pm – Lecture, 1pm to 4pm – Project, Quiz	30 hours
	TOTAL Construction Office Administration HOURS		270 hours

WORK READINESS – CAREER DEVELOPMENT *

Construction Office Administration Assistant

We will conduct Career Development each week of the training program as follows:

WEEK	DESCRIPTION
1	Research: Construction Office Administration jobs, salary, etc.
2	Know your Value, Know your Worth
3	Changing Careers or Roles
4	Resume
5	Job Search Letters (cover, thank you, follow up)
6	Elevator Pitch
7	Mock Interview
8	Final Career Portfolio, Live Presentation

ATTENDANCE *

Construction Office Administration Assistant

All lectures are recorded and uploaded to our customized platform within 1 hour of completed lecture. Student who may be absent from class have the ability and opportunity daily to review the recording, therefore they will not miss any important content, resources, lecture, questions, review, etc. Course hours are a combination of attendance and completion of projects. **However accurate attendance is recorded in our customized tracking database under the attendance tab** regardless of the corrective action document below. This has proven to benefit the student as well as the instructors.

Type	DESCRIPTION	Corrective Action
Tardiness	Tardiness is defined as no more than 10 minutes late to class.	Students who are late after ten minutes of class will not be penalized if all assignments required for completion for that day have been met.
Excused Absences	Absences may be considered an excused absence because of a doctor's note or any unforeseen personal or professional situation.	Students are given the opportunity to turn in all assignments that day by 8pm, upon written request and approval this time may be extended.
Unexcused Absences	Absences that may be considered an unexcused absence because student did not notify the school by 8:30am or the entire day.	Students are given a warning, incident report and/or write up and the opportunity to turn in all assignments that day by 8pm without any extension. If not received, they will receive a zero for assignments due that day.