

Fall 2012 Courses

Introduction to Computer with Windows

Are you starting out in the world of computers? Come learn the basics of the computer. You will learn the best ways to navigate, organize, and manage your computer and contents. You will identify parts of the computer and learn how they work. Then you will move on to using basic programs and the internet.

Address	Day(s)	Time	Start/End
Manhattan			
80 West End Ave. (Windows 7 & MS Office 2010)	Monday/Tuesday	9:30 am to 12:30 pm	10/1/2012 to 11/20/2012
80 West End Ave. (Windows 7 & MS Office 2010)	Wednesday/Thursday	5:30 pm to 8:30 pm	10/3/2012 to 11/28/2012
Bronx			
2510 Grand Concourse (Windows XP & MS Office 2007)	Monday/Tuesday	9:30 am to 12:30 pm	10/1/2012 to 11/20/2012
	Saturday	9:30 am to 1:30 pm	10/6/2012 to 12/22/2012
Brooklyn			
25 Elm Place (Windows XP & MS Office 2007)	Thursday/Friday	9:30 am to 12:30 pm	10/4/2012 to 11/29/2011

Microsoft Word

Turn boring documents into must-read material. Microsoft Word is Microsoft's popular word processing application. It will allow users to create professional documents such as letters, reports and memos through formatting tools, themes, designs and sharing features.

Address	Day(s)	Time	Start/End
Manhattan			
80 West End Ave (Windows 7 & MS Office 2010)	Tuesday	5:30 pm to 8:30 pm	10/2/2012 to 12/4/2012
	Thursday	9:30 am to 12:30 pm	10/4/2012 to 12/13/2012
Brooklyn			
25 Elm Place (Windows XP & MS Office 2007)	Monday	5:30 pm to 8:30 pm	10/1/2012 to 12/10/2012

Microsoft Excel

Turn unorganized data into useful information. Microsoft Excel is Microsoft's popular spread sheet application. This program features calculations, graphing tools, pivot tables, and macro programming language that simplifies techniques used for spread sheets. You will organize data and create charts, graphs, and budgets.

Address	Day(s)	Time	Start/End
Manhattan			
80 West End Ave (Windows 7 & MS Office 2010)	Monday	5:30 pm to 8:30 pm	10/1/2012 to 12/10/2012
	Wednesday	9:30 am to 12:30 pm	10/3/2012 to 12/5/2012
Bronx			
2510 Grand Concourse (Windows XP & MS Office 2007)	Thursday	9:30 am to 12:30 pm	10/4/2012 to 12/13/2012
Brooklyn			
25 Elm Place (Windows XP & MS Office 2007)	Tuesday	9:30 am to 12:30 pm	10/2/2012 to 12/4/2012

Microsoft PowerPoint/Publisher

Have an eye for designing things? This course will allow members to create dynamic professional looking presentations, flyers, and other publications.

Address	Day(s)	Time	Start/End
Manhattan			
80 West End Ave. (Windows 7 & MS Office 2010)	Saturday	9:30 am to 12:30 pm	10/6/2012 to 12/22/2012
Brooklyn			
25 Elm Street (Windows XP & MS Office 2007)	Thursday	5:30 pm to 8:30 pm	10/4/2012 to 12/13/2012

Introduction to Computer Hardware I

This course will introduce members to the basics of computer repair. Members will learn the functions of the various parts and components of the computer. Individually members will take apart and put together computers, install and upgrade the operating system, analyze and clean-up the hard drive, and set up a simple network. Members should have some basic computer knowledge to register.

Address	Day(s)	Time	Start/End
Training & Upgrading Fund 80 West End Ave.	Tuesday	9:30 am to 12:30 pm	9/11/2012 to 11/13/2012
	Thursday	5:30 pm to 8:30 pm	9/13/2012 to 11/15/2012
	Friday	9:30 am to 12:30 pm	9/14/2012 to 11/16/2012

Introduction to Computer Hardware II

This course will build on the knowledge acquired in Hardware I. After a review of material from the previous course, emphasis will be placed on how the Windows XP operating system functions, how to customize your computer's environment, how to install MS office, how to install and configure the software to protect your computer from viruses, spy ware, and hackers, and how to restore your system to health after a catastrophe.

Address	Day(s)	Time	Start/End
Training & Upgrading Fund 80 West End Ave.	Monday	9:30 am to 12:30 pm	9/10/2012 to 11/19/2012
	Wednesday	5:30 pm to 8:30 pm	9/12/2012 to 11/14/2012

Introduction to Networking

Introduction to Networking course is designed for members who want to learn the fundamental elements and technological concepts of networking. Our lectures, discussion, exercise, and hands-on labs will maximize your learning experience. The course covers routers, switches, basic network planning, and design guidelines.

Address	Day(s)	Time	Start/End
Training & Upgrading Fund 80 West End Ave.	Tuesday	5:30 pm to 8:30 pm	9/11/2012 to 11/13/2012
	Thursday	9:30 am to 12:30 pm	9/13/2012 to 11/15/2012

Language(s)

You will learn the following skills:

- Develop conversation skills
- Learn how to read and write in that language
- Learn basic grammar tools

Beginning Spanish I

Address	Day(s)	Time	Start/End
Training & Upgrading Fund 80 West End Ave.	Tuesday	9:30 am to 12:30 pm	9/11/2012 to 11/13/2012
	Thursday	5:30 pm to 8:30 pm	9/13/2012 to 11/15/2012

Advance Spanish 2			
Training & Upgrading Fund 80 West End Ave.	Monday	5:30 pm to 8:30 pm	9/10/2012 to 11/19/2012
	Friday	9:30 am to 12:30 pm	9/14/2012 to 11/16/2012

English as a Second Language			
English as a Second Language is intended for those members wishing to improve their English skills. This course can help members participate in conversations with confidence. You will learn how to pronounce challenging vowels, consonants, and correct intonation. These skills will help your grammar and sentence structure when speaking and writing. This course is offered at the basic level.			
Training & Upgrading Fund 80 West End Ave.	Monday	9:30 am to 12:30 pm	10/1/2012 to 12/10/2012
	Wednesday	5:30 pm to 8:30 pm	10/3/2012 to 12/5/2012

American Sign Language (ASL)			
American Sign Language (ASL) focuses on basic vocabulary, grammar, reception and tools to make a smooth transition to learning a visual language. It introduces cultural knowledge and increases understanding of the deaf community.			
Training & Upgrading Fund 80 West End Ave.	Tuesday	5:30 pm to 8:30 pm	9/11/2012 to 10/16/2012
	Thursday	9:30 am to 12:30 pm	9/13/2012 to 10/18/2012

Introduction to Electronics			
This course is designed to introduce members to various aspects of electronics including DC, AC, semiconductor, digital devices, and microprocessors.			
Introduction to Electronics I			
Address	Day(s)	Time	Start/End
Training & Upgrading Fund 80 West End Ave.	Monday	5:30 pm to 8:30 pm	9/10/2012 to 2/18/2013
	Wednesday	5:30 pm to 8:30 pm	9/12/2012 to 2/6/2013
Introduction to Electronics II			
Address	Day(s)	Time	Start/End
Training & Upgrading Fund 80 West End Ave.	Tuesday	5:30 pm to 8:30 pm	9/11/2012 to 12/18/2012

Transit Certificate Program
Members in entry level titles are now able to broaden their promotional opportunities. The TCP gives members the background information they need to prepare for promotional exams in operational titles such as Train Operator or Bus Operator. The TCP consists of three core courses and they are as follows: <ul style="list-style-type: none"> • Job Duties of a Specific Promotional Title (such as Train Operator) • Worker Health and Safety (3 college credits) • An Overview of Transit: A History of the Transit System and Issues Faced by the Transit Workforce (3 college credits) Successful completion of all three courses will make members eligible to take the promotional exam for a particular title. In addition, members can earn 6 college credits and can use them toward their degree and elective courses.

Transit Certificate Program - Workshops

Address	Day(s)	Time	Start/End
Training & Upgrading Fund 80 West End Ave.	Monday	10:00 am to 12:00 pm	12/3/2012
	Wednesday	5:00 pm to 7:00 pm	12/5/2012
	Tuesday	10:00 am to 12:00 pm	12/11/2012
	Thursday	5:00 pm to 7:00 pm	12/13/2012

For additional information on the transit certificate program; please contact TUF

Math Review

Math Review will prepare members for the Transit Certificate Program (TCP) and college level courses. Topics include: basic math, scientific measurements, and algebra.

Advanced Math Review includes the following topics:

- Review of basic algebraic operations; solving equations; formulas and literal equations
- Functions; rectangular coordinates; coordinate geometry; graphing functions
- Systems of linear equations; solving techniques; determinants
- Factoring; quadratic equations
- Trigonometric functions; graphing of trigonometric functions
- Exponential and logarithmic functions

Other topics may be added or changed depending upon the needs of the students.

Math Review

Address	Day(s)	Time	Start/End
Training & Upgrading Fund 80 West End Ave.	Wednesday	9:30 am to 12:30 pm	9/12/2012 to 12/19/2012
	Thursday	5:30 pm to 8:30 pm	9/13/2012 to 1/3/2013

Advance Math Review

Training & Upgrading Fund 80 West End Ave.	Monday	9:30 am to 12:30 pm	9/10/2012 to 1/7/2013
	Tuesday	5:30 pm to 8:30 pm	9/11/2012 to 12/11/2012

English Review

English review will provide a basic review of remedial English. It will include grammar, sentence structure, punctuation, paragraph development, writing, and other writing techniques. Members will complete many practice exercises and writing paragraphs. This course will prepare you for the Transit Certificate Program (TCP), promotional, and college entrance exams.

Address	Day(s)	Time	Start/End
Training & Upgrading Fund 80 West End Ave.	Monday	5:30 pm to 8:30 pm	9/10/2012 to 1/7/2013
	Friday	9:30 am to 12:30 pm	9/14/2012 to 1/4/2013

Members who are continuing with the TCP program are advised to come in (if you have not done so) to update your information with TUF and enroll with the college during the workshop.

CPR/AED/First Aid

Our hands-on First Aid/CPR/AED course will prepare you to respond to a variety of emergencies for adults and children, through lectures, interactive videos, emergency scenarios and hands-on training.

You will learn to:

- Call for and work with EMS.
- Care for a variety of emergencies such as burns, cuts and scrapes, sudden illness, head, neck and back injuries etc.
- Care for conscious and unconscious victims.
- Perform CPR and care for breathing and cardiac emergencies in adults and children.
- Learn how to use automatic external defibrillators.
- Gain confidence to act quickly and effectively in the face of an emergency.

Once the course is completed you will receive a First Aid/CPR/AED certification. You should get recertified every two years.

CPR/AED/First Aid - Workshops

Address	Day(s)	Time	Start/End
Training & Upgrading Fund 80 West End Ave.	Saturday	9:00 am to 3:00 pm	9/29/2012
	Monday	1:00 pm to 7:00 pm	10/22/2012
	Saturday	9:00 am to 3:00 pm	10/27/2012
	Wednesday	1:00 pm to 7:00 pm	11/14/2012

All Schedules are subject to change.

New Jersey Online Defensive Driving – Pilot Workshop

Online Point & Insurance Reduction Course

ALL NJ Licensed TWU Local 100 Members are eligible to participate!

Facts

- 🚗 Defensive Driving course may be used to remove 2 points from your driving record.
- 🚗 Defensive Driving course provides a **minimum 5% reduction** in the base rate of your liability, no-fault, and collision premiums. Some insurance companies offer more!
- 🚗 This course is **free** to TWU Local 100 members that are employed by NYC Transit.
- 🚗 Refresh your driving knowledge and receive new tips on driving safely and car maintenance.

In order to take the class, you must have a valid email address and you must register with TUF before taking this class.

-TUF will not be responsible for members who take the class on their own without registering with us first!

Either call, email, fax, or visit TUF to register!

Defensive Driving September 2012 – December 2012

6-Hours Point and Insurance Reduction Course
New York State Defensive Driving

Workshops eligible for

*ALL TWU Local 100 Brothers and Sisters.

**Fee for MTA Bus, Private Lines and Retirees

- 🚗 Refresh your driving knowledge with a review of time-tested safe driving tips and an overview of today's New York State vehicle and traffic laws.
- 🚗 Eligibility to reduce as many as four (4) points on your driving record.
- 🚗 Receive a minimum 10% reduction in the base rate of your NY automobile and motorcycle liability and collision insurance each year for three years.
- 🚗 These courses are free to TWU Local 100 members employed by NYC Transit.
- 🚗 Fee for MTA Bus, Private Lines and Retirees
- 🚗 Courses offered at:

TWU Local 100/NYCT Training & Upgrading Fund
80 West End Avenue, New York, NY (corner of West 64th St.)

SEPTEMBER

Thursday/Friday	9/6/2012 and 9/7/2012	9:00am to 12:00pm
Saturday	9/8/2012	10:00am to 4:00pm
Monday/Tuesday	9/10/2012 and 9/11/2012	5:00pm to 8:00pm
Saturday	9/22/2012	10:00am to 4:00pm

OCTOBER

Monday/Tuesday	10/1/2012 and 10/2/2012	5:00pm to 8:00pm
Thursday/Friday	10/4/2012 and 10/5/2012	9:00am to 12:00pm
Saturday	10/6/2012	10:00am to 4:00pm
Saturday	10/20/2012	10:00am to 4:00pm

NOVEMBER

Saturday	11/3/2012	10:00am to 4:00pm
Monday/Tuesday	11/5/2012 and 11/6/2012	5:00pm to 8:00pm
Thursday/Friday	11/8/2012 and 11/9/2012	9:00am to 12:00pm
Saturday	11/17/2012	10:00am to 4:00pm

DECEMBER

Monday/Tuesday	12/3/2012 and 12/4/2012	5:00pm to 8:00pm
Thursday/Friday	12/6/2012 and 12/7/2012	9:00am to 12:00pm
Saturday	12/8/2012	10:00am to 4:00pm

All Schedules are subject to change.

**Any interested TWU Local 100 - NYCT Members should
contact your Training Fund at
(646) 505 - 4500**

Registration Form

Name _____		Pass # _____
Address _____		Apt. _____
City _____	State _____	Zip _____
Home Phone _____		Alt. Phone _____
E-mail _____		
Title _____	Department _____	
Work Schedule _____	RDO _____	Work Location _____

I am interested in:

	Day(s)	Time(s)
___ Introduction to Computer with Windows 7 or XP(Basic)*	_____	_____
___ Microsoft Word 2010 or 2007 (Intermediate)*	_____	_____
___ Microsoft Excel 2010 or 2007 (Intermediate)*	_____	_____
___ Microsoft PowerPoint and Publisher (Advance)*	_____	_____
___ Introduction to Computer Hardware	_____	_____
___ Computer Hardware Level 2	_____	_____
___ Introduction to Networking (Must know Computer Hardware)	_____	_____
___ Defensive Driving (New York)	_____	_____
___ Online Defensive Driving (New Jersey)	_____	_____
___ High School Equivalency (GED)	_____	_____
___ Civil Service Test Preparation (Job Title) _____	_____	_____
___ College Preparation	_____	_____
___ English Review	_____	_____
___ Math Review	_____	_____
___ Advance Math Review	_____	_____
___ Language		
___ American Sign Language	_____	_____
___ Chinese	_____	_____
___ ESOL – English as a Second Language	_____	_____
___ French	_____	_____
___ Russian	_____	_____
___ Spanish	_____	_____
___ Introduction to Electronics I	_____	_____
___ Introduction to Electronics II	_____	_____
___ CPR / AED / First Aid	_____	_____
___ Transit Certificate Program (TCP)		
Development of Mass Transit in NYC: The		
___ industry & its Workers (3 Credits)	_____	_____
___ Worker Health & Safety (3 Credits)	_____	_____
___ General Test taking skills	_____	_____
___ STEP Program		

80 West End Ave. 3rd Floor, New York, NY 10023 Phone: (646) 505-4500 Fax: (212) 362-1041

www.twulocal100tuf.org E-mail: training@twulocal100tuf.org