2013 Spring Courses

TWU LOCAL 100 · NYC Transit

Training & Upgrading Fund

Contact your Training & Upgrading Fund to Register Now.
80 West End avenue, 3rd Floor
New York, N.Y. 10023
Phone: (646) 505-4500 **Fax:** (212) 362-1041
Email: training@twulocal100tuf.org

Spring 2013 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 how they work, then 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	5:30 pm to 8:30 pm	2/4/2013 to 5/20/2013
80 West End Ave. (Windows 7 & MS Office 2010)	Saturday	9:30 am to 12:30 pm	2/9/2013 to 5/25/2013
Bronx			
2501 Grand Concourse (Windows XP & MS Office 2007)	Thursday/Friday	9:30 am to 12:30 pm	2/7/2013 to 3/28/2013
Brooklyn			
25 Elm Place (Windows XP & MS Office 2007)	Tuesday	5:30 pm to 8:30 pm	2/5/2013 to 5/14/2013
	Thursday	1:00 pm to 4:00pm	2/7/2013 to 5/16/2013

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, memos etc through formatting tools, themes, designs and sharing features

Address	Day(s)	Time	Start/End
Manhattan			
80 West End Ave (Windows 7 & MS Office 2010)	Monday	9:30 am to 12:30 pm	2/4/2013 to 4/15/2013
	Thursday	5:30 pm to 8:30 pm	2/7/2013 to 4/11/2013
Bronx			
2501 Grand Concourse (Windows XP & MS Office 2007)	Saturday	9:30 am to 12:30 pm	2/9/2013 to 4/20/2013
Brooklyn			
25 Elm Place (Windows XP & MS Office 2007	Tuesday	9:30 am to 12:30 pm	2/5/2013 to 4/9/2013

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)	Wednesday	5:30 pm to 8:30 pm	2/6/2013 to 4/10/2013
	Thursday	9:30 am to 12:30 pm	2/7/2013 to 4/11/2013
Bronx			
2501 Grand Concourse (Windows XP & MS Office 2007)	Tuesday	9:30 am to 12:30 pm	2/5/2012 to 4/9/2013
Brooklyn			
25 Elm Place (Windows XP & MS Office 2007)	Monday	5:30 pm to 8:30 pm	2/4/2013 to 4/15/2013

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)	Tuesday	5:30 pm to 8:30 pm	2/5/2013 to 4/9/2013
	Wednesday	9:30 am to 12:30 pm	2/6/2013 to 4/10/2013

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.	Monday	9:30 am to 12:30 pm	2/4/2013 to 4/15/2013
	Tuesday	5:30 pm to 8:30 pm	2/5/2013 to 4/9/2013
	Saturday	9:30 am to 12:30 pm	2/9/2013 to 4/20/2013

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.	Thursday	5:30 pm to 8:30 pm	2/7/2013 to 4/11/2013
	Friday	9:30 am to 12:30 pm	2/8/2013 to 4/19/2013

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	9:30 am to 12:30 pm	2/5/2013 to 4/9/2013
	Wednesday	5:30 pm to 8:30 pm	2/6/2013 to 4/10/2013

Language(s)

These classes are designed to help members. 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.	Monday	5:30 pm to 8:30 pm	2/4/2013 to 4/15/2013
	Saturday	9:30 am to 12:30 pm	2/9/2013 to 4/20/2013

Advance Spanish 2

Address	Day(s)	Time	Start/End
Training & Upgrading Fund 80 West End Ave.	Wednesday	9:30 am to 12:30 pm	2/6/2013 to 4/10/2013
	Thursday	5:30 pm to 8:30 pm	2/7/2013 to 4/11/2013

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.

Address	Day(s)	Time	Start/End
Training & Upgrading Fund 80 West End Ave.	Tuesday	9:30 am to 12:30 pm	2/5/2013 to 4/9/2013
	Wednesday	5:30 pm to 8:30 pm	2/6/2013 to 4/10/2013

French

This class for students with no experience in the language, or for students who have some background in the language but need a review of the basics.   Basic conversation, reading, listening and writing skills will be taught.   Students learn regular verbs ending in "er" and some irregular verbs: to be, to have, to do, to go, etc. Present and past tenses, basic negations, questions, adjective usage will also be covered. Main conversation topics include: introducing oneself, talking about food, family, telling time, and different actions in the present and past tenses.

Address	Day(s)	Time	Start/End
Training & Upgrading Fund 80 West End Ave.	Tuesday	9:30 am to 12:30 pm	2/5/2013 to 3/12/2013
	Wednesday	5:30 pm to 8:30 pm	2/6/2013 to 3/13/2013

Russian

This class for students with no experience in the language, or for students who have some background in the language but need a review of the basics.   Basic conversation, reading, listening and writing skills will be taught.   Students learn to read and write in the cyrilic alphabet, the present and past tense of regular verbs or regular and some irregular verbs . Present and past tenses, adjective usage and most cases in the singular form will also be covered. Main conversation topics include: introducing oneself, talking about food, family, and different actions in the present and past tenses.

Address	Day(s)	Time	Start/End
Training & Upgrading Fund 80 West End Ave	Monday	5:30 pm to 8:30 pm	2/4/2013 to 3/18/2013
	Thursday	9:30 am to 12:30 pm	2/7/2013 to 3/14/2013

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.	Tuesday	5:30 pm to 8:30 pm	2/5/2013 to 6/18/2013
	Wednesday	9:30 am to 12:30 pm	2/6/2013 to 6/19/2013
	Friday	9:30 am to 12:30 pm	2/8/2013 to 6/28/2013

Introduction to Electronics II

Address	Day(s)	Time	Start/End
Training & Upgrading Fund 80 West End Ave.	Thursday	5:30 pm to 8:30 pm	2/7/2013 to 5/16/2013

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:

- 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, member can earn 6 college credits and can use them toward their degree and elective courses.

Any interested TWU Local 100 - NYCT Members interested in the Transit Certificate Program should contact your training Fund at (646) 505-4500.

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.	Monday	9:30 am to 12:30 pm	2/4/2013 to 5/20/2013
	Tuesday	5:30 pm to 8:30 pm	2/5/2013 to 5/14/2013

Advance Math Review

Address	Day(s)	Time	Start/End
Training & Upgrading Fund 80 West End Ave.	Thursday	5:30 pm to 8:30 pm	2/7/2013 to 5/16/2013
	Friday	9:30 am to 12:30 pm	2/8/2013 to 5/24/2013

English Review

English review will provide a basic review of remedial English, including grammar, sentence structure, punctuation, paragraph development, writing etc. 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.	Wednesday	5:30 pm to 8:30 pm	2/6/2013 to 5/15/2013
	Friday	9:30 am to 12:30 pm	2/8/2013 to 5/24/2013

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.	Monday	12:00 pm to 6:00 pm	1/14/2013
	Saturday	10:00 am to 4:00 pm	1/19/2013
	Wednesday	12:00 pm to 6:00 pm	1/23/2013
	Wednesday	12:00 pm to 6:00 pm	2/6/2013
	Monday	12:00 pm to 6:00 pm	2/11/2013
	Saturday	10:00 am to 4:00 pm	2/16/2013
	Wednesday	12:00 pm to 6:00 pm	3/13/2013
	Saturday	10:00 am to 4:00 pm	3/16/2013
	Monday	12:00 pm to 6:00 pm	3/18/2013
	Saturday	10:00 am to 4:00 pm	4/13/2013
	Monday	12:00 pm to 6:00 pm	4/15/2013
	Wednesday	12:00 pm to 6:00 pm	4/24/2013
	Saturday	10:00 am to 4:00 pm	5/11/2013
	Monday	12:00 pm to 6:00 pm	5/13/2013
	Wednesday	12:00 pm to 6:00 pm	5/29/2013
	Saturday	10:00 am to 4:00 pm	6/8/2013
	Wednesday	12:00 pm to 6:00 pm	6/12/2013
	Monday	12:00 pm to 6:00 pm	6/17/2013

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

<table>
<tr><td colspan="3" align="center">**Defensive Driving**
January 2013 – June 2013</td></tr>
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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.)

JANUARY			
	Tuesday/Wednesday	1/8/2013 to 1/9/2013	5:00pm to 8:00pm
	Thursday/Friday	1/10/2013 to 1/11/2013	9:00am to 12:00pm
	Saturday	1/12/2013	10:00am to 4:00pm
	Saturday	1/26/2013	10:00am to 4:00pm
February			
	Monday/Tuesday	2/4/2013 to 2/5/2013	5:00pm to 8:00pm
	Thursday/Friday	2/7/2013 to 2/8/2013	9:00am to 12:00pm
	Saturday	2/9/2013	10:00am to 4:00pm
	Wednesday	2/13/2013	10:00am to 4:00pm
	Saturday	2/23/2013	10:00am to 4:00pm
MARCH			
	Monday/Tuesday	3/4/2013 to 3/5/2013	5:00pm to 8:00pm
	Thursday/Friday	3/7/2013 to 3/8/2013	9:00am to 12:00pm
	Saturday	3/9/2013	10:00am to 4:00pm
APRIL			
	Saturday	4/6/2013 to 4/6/2013	10:00am to 4:00pm
	Monday/Tuesday	4/8/2013 to 4/9/2013	5:00pm to 8:00pm
	Thursday/Friday	4/11/2013 to 4/12/2013	9:00am to 12:00pm
	Wednesday	4/17/2013	10:00am to 4:00pm
	Saturday	4/20/2013	10:00am to 4:00pm
MAY			
	Saturday	5/4/2013	10:00am to 4:00pm
	Monday/Tuesday	5/6/2013 to 5/7/2013	5:00pm to 8:00pm
	Thursday/Friday	5/9/2013 to 5/10/2013	9:00am to 12:00pm
	Wednesday	5/15/2013	10:00am to 4:00pm
	Saturday	5/18/2013	10:00am to 4:00pm
JUNE			
	Saturday	6/1/2013	10:00am to 4:00pm
	Monday/Tuesday	6/3/2013 to 6/4/2013	5:00pm to 8:00pm
	Thursday/Friday	6/6/2013 to 6/7/2013	9:00am to 12:00pm
	Saturday	6/15/2013	10:00am to 4:00pm
	Wednesday	6/19/2013	10:00am to 4:00pm

All Schedules are subject to change.

TWU Local 100 - NYCT
Training & Upgrading Fund
Presents
A workshop on "Stress & Time Management"

Members come join us to learn strategies and techniques on how to deal with stressful situations and how to manage your time more efficiently.

To be announced
Call your Training & Upgrading Fund today!!!!

80 West End avenue, 3rd Floor
New York, N.Y. 10023
Phone: (646) 505-4500 **Fax:** (212) 362-1041
Email: training@twulocal100tuf.org

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		
Stress Management		
Time Management		
STEP Program		