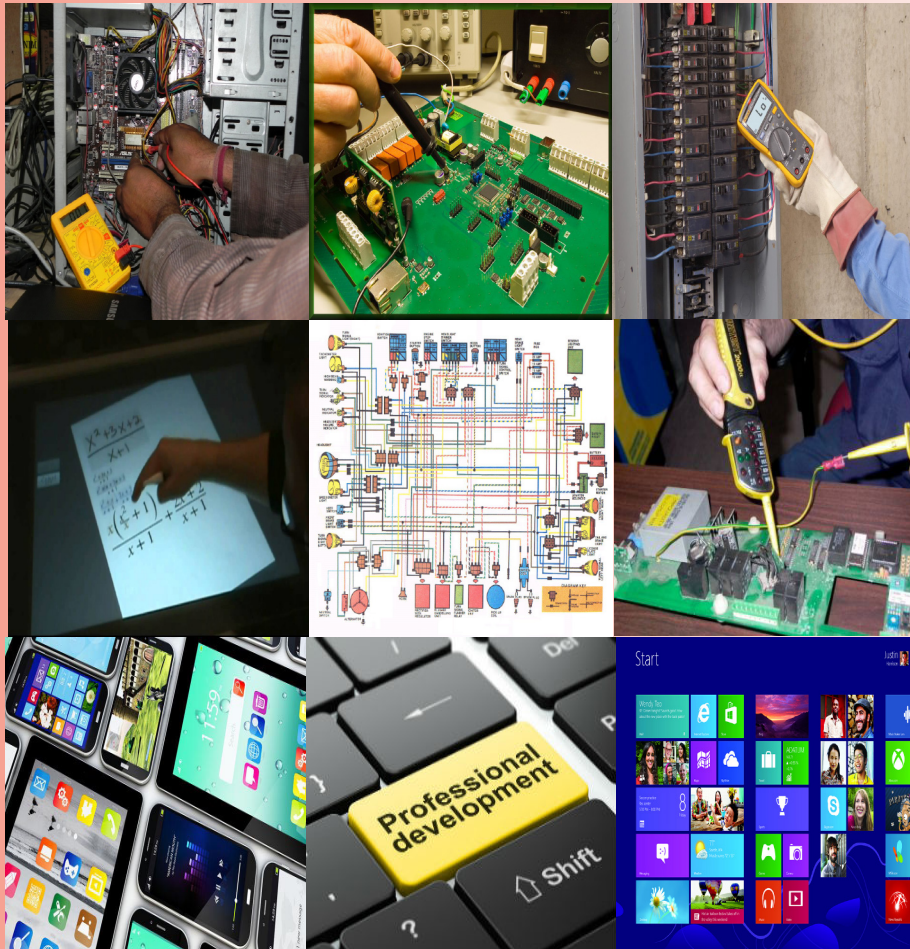




**TWU LOCAL 100-NYC Transit**

# **Training & Upgrading Fund**



## **Summer 2015 Class Brochure**

**195 Montague Street, 4th Floor Brooklyn, NY 11201**

**Phone: 718-780-8700 • Fax: 718-222-1580**

**Email: [training@twulocal100tuf.org](mailto:training@twulocal100tuf.org)**

**Website: [www.twulocal100tuf.org](http://www.twulocal100tuf.org) • Charles Jenkins, Acting Director**

# Eligibility/Registration

## Mission Statement

The TWU local 100 - NYCTA Training & Upgrading Fund (TUF) will offer continuous education and training to the dedicated public transit workers who operate and maintain the largest system in the nation. It aims to enhance individual employability, growth, and opportunity. As the system modernizes, the Fund will help ensure that workers keep pace with emerging technology. The Fund will give opportunities for workers to remain highly skilled, thus providing the best possible service and maximizing the value of the public investment in transportation.

## Eligibility

Eligibility for TUF benefits depends upon the particular collective bargaining agreement covering your employment.

You are eligible to participate in TUF as soon as you become a Member of TWU Local 100 and an employee of a participating employer.

Limited classes are available for Retirees.

**Members MUST be in good standing.**

**You are ineligible:**

- When you resign or are terminated from your position.
- You are no longer an active member of TWU Local 100.
- Your employer terminates its participation in the Plan.
- When you are automatically withdrawn from two (2) or more classes within six (6) months.

## Emergency Closing

To find out if classes are canceled in the event of a weather emergency or other unsafe conditions, call 718-780-8700 or check our website at [www.twulocal100tuf.org](http://www.twulocal100tuf.org) for the latest information.

## Registration

Every eligible member will have an equal opportunity to register for courses.

Enrollment is done on a first come, first served basis for courses listed in the brochure. You can access our registration form at [www.twulocal100tuf.org](http://www.twulocal100tuf.org).

### Phone/Fax Registration

Please call 718-780-8700

Fax us at 718-222-1580

### Email Registration

[training@twulocal100tuf.org](mailto:training@twulocal100tuf.org)

### Walk-in Registration

Hours: 9:00am to 5:00pm

195 Montague Street, 4th Floor  
Brooklyn, NY 11201

## Non-discrimination Policy

TUF admits eligible students of any race, color, nationality, or ethnic origin to all rights, privileges, and activities generally accorded or made available to members of the Fund. It does not discriminate on the basis of race, color, sexual orientation, nationality, or ethnic origin in administration of its educational policies, and other Fund administered programs.

## Attendance Policy

Regular attendance is mandatory. Depending on the length of your class, no more than three (3) absences are allowed for a certificate of completion. If you are more than (1) hour late to any of your classes, you will be marked absent for the day and it will count towards your total allowed absences for the course.

**Please make sure TUF has your most current contact information on file.**



**\*\*Please note that classes may be canceled if enrollment is less than anticipated. All schedules are subject to change. Advance notice will be given.**

## **Basic Math**

Basic Math will prepare members for the Transit certificate Program (TCP), college, electronics and Technical Math courses. Topics include: basic math, scientific measurements, and algebra.

Wednesday, 9:30am to 12:30pm, 6/10/2015 to 8/12/2015

Thursday, 5:30pm to 8:30pm, 6/11/2015 to 8/20/2015

## **Technical Math 1**

Technical Math will prepares to understand the mathematics terminology in electronics and/or electrical fields. This course also helps prepare members for any Civil Service Test Prep exam. Topics include: decimals and fractions, ratios, and proportions, unit conversions area and volumes, application of algebraic equations in Ohm's and Kirchhoff's laws, solving for circuit resistance and reactions, trigonometric functions, and use of graphs to analyze data.

Tuesday, 5:30pm to 8:30pm, 6/9/2015 to 8/11/2015

Thursday, 9:30am to 12:30pm, 6/11/2015 to 8/13/2015

## **Computer Integration**

Today's technology has an explosive growth in mobile and tablet devices. Mobile and Tablet devices play an essential role in both our personal and professional life. Most people rely on technology to help them operate more efficiently and effectively. TUF has a new course that can help members to utilize their smart phone or tablet like a personal computer on the Android/iOS (Apple) operating system. You will learn how to navigate keys, syncing email and social networks, print and email documents, and set up Wi-Fi.

Saturday, 9:30am to 3:30pm, 6/13/2015 (Android)

Tues/Wed, 5:30pm to 8:30pm, 6/23/2015 to 6/24/2015 (Apple)

Saturday, 9:30am to 3:30pm, 7/18/2015 (Apple)

Wed/Thurs, 5:30pm to 8:30pm, 7/22/2015 to 7/23/2015 (Android)

Saturday, 9:30am to 3:30pm, 8/8/2015 (Android)

Tuesday, 9:30am to 3:30pm, 8/18/2015 (Apple)

## **Introduction to Computers with Windows 8**

This course focuses on the basics of the Introduction to Computers course, as well as introduce you to the new operating system of Windows 8. Microsoft has re-imaged and reinvented their new operating system. Come learn how to navigate and learn the new capabilities of the new Windows 8 user interface. Through hands-on practice, learn how to customize, navigate, explore, and utilize a Windows 8 operating system.

Tuesday, 9:30am to 12:30pm, 6/9/2015 to 8/11/2015

Wednesday, 1:00pm to 4:00pm, 6/10/2015 to 8/12/2015

Thursday, 5:30pm to 8:30pm, 6/11/2015 to 8/20/2015

## **Computer Hardware 1**

This course will introduce members to the basics of computer repair. 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.

Tuesday, 9:30am to 12:30pm, 6/9/2015 to 8/11/2015

Wednesday, 5:30pm to 8:30pm, 6/10/2015 to 8/12/2015

## **Electronics 1**

You will learn the basic fundamentals of electronics terminology and mathematical formulas which allow you to advance into other technical courses. Course content includes but is not limited to: Basic Electricity, D.C. and A.C. Electronics Theory, Semiconductor Theory, and Solid State Theory. **\*A Math Assessment test is required prior to the start of class. If you do not pass the test, you are required to take a basic math or technical math course before you can enter the electronics course. Contact TUF to schedule your test.**

Tuesday/Wednesday, 9:30am to 12:30pm, 6/9/2015 to 8/12/2015

Wednesday/Thursday, 5:30pm to 8:30pm, 6/10/2015 to 8/19/2015

## **Schematics**

In this class, you will learn to identify the symbols that are schematically and pictorially used to represent various electrical components in an electrical circuit. You will learn how to accurately read and trace out simple and complex schematic circuits. You will be able to apply your knowledge of electrical and electronics theory to make use of schematics and wire diagrams to perform basic troubleshooting skills.

Tuesday, 5:30pm to 8:30pm, 6/9/2015 to 8/11/2015

Thursday, 9:30am to 12:30pm, 6/11/2015 to 8/13/2015

## **Nutrition and Fitness - NEW**

Are you interested in nutritional cooking and fitness classes? If so, TUF has the courses for you to better fit on the job.



**To learn more about:**

**Basic Nutrition**

**Healthy Recipes**

**and Fitness**



**Call TUF for more information.**

## **New York Defensive Driving**

6-Hours Point and Insurance Reduction Course

New York State Defensive Driving Workshops eligible for:

All active TWU Local 100 Brothers and Sisters

\$20.00 Fee for MTA Bus, Private Lines, Retirees, and Spouses

**Refresh your driving knowledge**

**Receive 10% car insurance deduction**

**Get (4) points reduced on your driving record.**

Monday/Tuesday, 5:00pm to 8:00pm, 7/6/2015 to 7/7/2015

Wednesday, 10:00am to 4:00pm, 7/8/2015

Thursday/Friday, 9:00am to 12:00pm, 7/9/2015 to 7/10/2015

Saturday, 10:00am to 4:00pm, 7/11/2015

Wednesday/Thursday, 1:00pm to 4:00pm, 7/15/2015 to 7/16/2015

Monday/Tuesday, 5:00pm to 8:00pm, 8/3/2015 to 8/4/2015

Wednesday, 10:00am to 4:00pm, 8/5/2015

Thursday/Friday, 9:00am to 12:00pm, 8/6/2015 to 8/7/2015

Saturday, 10:00am to 4:00pm, 8/8/2015

Tuesday, Wednesday, 1:00pm to 4:00pm, 8/11/2015 to 8/12/2015

## **First Aid/CPR/AED**

Our hands-on First Aid/CPR/AED course will prepare you for:

Care for a variety of emergencies such as burns, cuts, and scrapes, sudden illness, head, neck, and back injuries, etc

Perform CPR and care for breathing and cardiac emergencies in adults and children.

Learn how to use automatic defibrillator.

Saturday, 10:00am to 4:00pm, 7/18/2015

Saturday, 10:00am to 4:00pm, 8/15/2015

## **Financial Workshops**

Financial Workshops are for members who want to understand how money works, how to plan for their financial future, and secure their life goals and dreams. Learn how to manage your finances and credit score.

### **Psychology of Money/Behavioral Finance**

Tuesday, 10:00am to 12:00pm, 7/7/2015

Thursday, 5:00pm to 7:00pm, 7/16/2015

### **Taxes and Tax Credit**

Tuesday, 5:00pm to 7:00pm, 7/14/2015

Wednesday, 10:00am to 12:00pm, 7/22/2015

### **Credit, credit Reports and Debt**

Wednesday, 10:00am to 12:00pm, 7/29/2015

Tuesday, 5:00pm to 7:00pm, 8/11/2015

### **Buying a Home and Foreclosure Prevention**

Tuesday, 5:00pm to 7:00pm, 7/28/2015

Thursday, 10:00am to 12:00pm, 8/13/2015

### **Investments, Insurance, and Retirement Planning**

Tuesday, 10:00am to 12:00pm, 8/18/2015

Wednesday, 5:00pm to 7:00pm, 8/19/2015

## **Professional Development**

Are you interested in managing your time/stress and how to deal with difficult people? If, So, we have the perfect workshops for you!

### **Stress Management**

Saturday, 10:00am to 4:00pm, 6/20/2015

Thursday, 10:00am to 4:00pm, 6/25/2015

### **Time Management**

Saturday, 10:00am to 4:00pm, 7/11/2015

Tuesday, 10:00am to 4:00pm, 7/21/2015

### **Dealing With Difficult People**

Saturday, 10:00am to 4:00pm, 8/15/2015

Wednesday, 10:00am to 4:00pm, 8/19/2015

**Education can help you  
climb your CAREER ladder.**



**Check our website for  
upcoming courses and  
new benefits.**  
**[www.twulocal100tuf.org](http://www.twulocal100tuf.org)**

