

2018-19
Miami



Course Catalog

7

Courses and
quick courses!



26

Online Courses
for universal access
and convenience!

Now offering
Active Shooter and
Medical Emergency
Preparedness and CPR/
First Aid training!



**Educating workers to build environments
where you want to live and work.**

Welcome!

Taking courses with the 32BJ Training Fund is free, easy and fun!

Here's what's new:

- New quick course:
Active Shooter and Medical
Emergency Preparedness



Héctor J. Figueroa
Chairman

Howard I. Rothschild
Secretary

Eligibility

Eligibility for the 32BJ Training Fund is fully detailed in the Summary Plan Description (SPD) available online at training.32bjfunds.org or by calling Member Services at 800-551-32BJ (3225), Monday–Friday, 8am–5pm.

Your eligibility depends on the particular collective bargaining agreement or participation agreement covering your employment. Generally, the waiting period for training is 90 days unless otherwise specified in your collective bargaining agreement or participation agreement.

If you become ineligible and are out of work for more than 91 days, you may be required to complete the waiting period again. If you are taking a class when you become ineligible you will be allowed to complete your classes for that trimester. If you are participating in a yearlong course and you lose eligibility during the second trimester, you may complete the third trimester of that course. However, once you lose eligibility, you may not enroll in any new courses.

CREATING AN ENVIRONMENT FOR LEARNING

Participants who take courses through the 32BJ Training Fund are hardworking people who make a commitment to their personal and professional development. Our Rules and Regulations are distributed at the start of each course. Not only are you expected to

Sign up today for 32BJ Training Alerts!

Send us your e-mail address to keep up with the latest at training.32bjfunds.org/keepinformed.

read the Rules and Regulations, but also to show your fellow students the respect they deserve by abiding by these rules.

ATTENDANCE POLICY

Minimum attendance of 80 percent is required. Unfortunately, academic and computer classes that do not have regular attendance of at least eight students may be closed or combined. We will do our best to accommodate all students in another section. Ask your instructor to assign make-up work to improve your attendance rate.

COURSE/QUICK COURSE PREREQUISITES

Some courses and quick courses require you to complete a prerequisite—a preparatory course—before you enroll. Some courses require minimum reading and math skills. Achievement of these skills can be established by presenting a high school diploma or its equivalent from an English-speaking country, or by passing a standardized test at registration. These prerequisites are noted above each course description.

EMERGENCY SCHOOL CLOSINGS

To inquire about the possible cancellation of classes in the event of a weather emergency or other hazardous conditions, contact your Site Manager.

NOTICE OF NONDISCRIMINATION POLICY

The 32BJ Training Fund does not discriminate on the basis of race, color, age, gender, sexual orientation, national origin, ethnicity, or religion in the administration of its educational or admission policies.

TEST OUT AVAILABLE

The 32BJ Training Fund allows members to test out of some prerequisite courses, where available. This is indicated above each course description.

Online Courses



Online Courses

Not all courses require your presence in a classroom! The classes listed below and on the next page are available online through the 32BJ Training Fund.

First time users are required to take our short online introductory training before enrolling in their first online course; see box below for the details.

Basic computer and Internet skills are expected for students taking online classes. First time visitors to our website should select "COURSES" on the top gray bar and click "TAKING ONLINE COURSES" to learn all the steps required to get started.

Please call 888-284-3225 or e-mail onlinetraining@32bjfunds.com for more information.

Online: Introduction to Online Courses



SELF-PACED

Learn everything you need to know about the rules surrounding registration and completion of an online course. After successful completion of this course, you will be able to register for up to two online classes at a time.

Check our website for our 2018-19 Webinars!

Topics and Dates TBA

Members will be able to participate in select Quick Courses remotely through our website. Students will need webcam access to participate.

Online Courses

Basic Budgeting

Basic Principles of Electricity

Business Writing

Business Writing, Letters, and E-mails

Chemical Hazard Communications

Customer Service for Building Service Workers

Disaster Preparedness

Elder Abuse Awareness

English as a Second Language

Effective Communication for Employees

Fire Extinguisher Safety

High School Equivalency (Test Assessing Secondary Completion [TASC])

Individual Anger Management

Math and Measuring Skills for Industry: Carpentry

Math and Measuring Skills for Industry: Electricity

Math and Measuring Skills for Industry: Plumbing

Microsoft Excel

Microsoft PowerPoint

Microsoft Word

OSHA 10-Hour General Industry Outreach Training

OSHA 30-Hour General Industry Outreach Training

Presentation Skills

Safe Drivers

Tools of the Trade

Typing

Courses & Quick Courses

About Course Offerings

Courses take place over an entire trimester, which is 11 to 16 weeks long. The length is indicated under each course title and is shown in the following format:

COURSE: 11 WEEKS

Quick Courses vary in length, ranging from 1 to 10 sessions. The number of sessions and the length are indicated under each quick course title and are shown in the following format:

QUICK COURSE: TWO 3-HOUR SESSIONS

Courses and quick courses are offered at day, evening, and weekend times. Schedules and locations are located underneath the course and quick course descriptions.

WEEKDAY SESSIONS last 2 to 3 hours and meet once or twice per week.

WEEKEND SESSIONS last 2 to 6 hours and meet once per week.

Some schedules have a 30- to 60-minute meal break included.

Key to the Symbols

CERTIFICATION	
ONLINE COURSE	
ON-SITE AVAILABLE	
PARTNERSHIP	
SPANISH AVAILABLE	
SECURITY	
TESTING FEES/THIRD PARTY	

Active Shooter and Medical Emergency Preparedness

QUICK COURSE: ONE 2-HOUR SESSION



Learn to recognize workplace violence indicators and actions to take to prevent and prepare for potential active shooter incidents.

Little Havana: Miami Dade College

Sep 15, Sat, 10am-12pm

Computer: Basics/New Users

COURSE: 11 WEEKS

(Test Out available)

Gain knowledge of basic computer skills and terminology, keyboard familiarity, mouse techniques, and navigation in Microsoft Windows. Establish a free e-mail account and browse the Internet, including industry, 32BJ, and Benefit Fund websites, and shop for building supplies online. Learn about online security precautions, avoiding scams, free anti-spyware, and first-stage troubleshooting.

FLORIDA

Little Havana: Miami Dade College

Sat, 2-5pm (Fall)

Computer: Internet Basics/Social Media

COURSE: 11 WEEKS

Prerequisite: Computer: Basics/New Users

(Test Out available)

Learn to use search engines effectively, create accounts, and participate in various social media sites such as LinkedIn, Facebook, Twitter, Google+, and blogs. Network and stay connected with coworkers, friends, and family. Understand how to set social media content to allow public or private viewing, learn how to tag, share, comment, and use hashtags.

Little Havana: Miami Dade College

Sat, 2-5pm (Spring)



Computer: Basics/New Users, Miami, FL

Computer: Word Processing (MS Word)

COURSE: 11 WEEKS

Prerequisite: Computer: Basics/New Users
Learn beginning to intermediate word processing skills using Microsoft Word. Explore the MS Word environment, create a document from a template, perform basic formatting, insert graphics, spell-check, and print. Also available online. For more information, please e-mail onlinetraining@32bjfunds.com.

Little Havana: Miami Dade College
Sat, 2–5pm (Winter)

CPR/AED

QUICK COURSE:
ONE 4-HOUR SESSION



Obtain CPR/AED certification. Learn how to recognize cardiac arrest, get emergency care on the way quickly, perform CPR on an adult and a child, and how to use an automated external defibrillator (AED). Note that students arriving more than 30 minutes late will not be admitted to the class.

*PARTNERS: AMERICAN HEART ASSOCIATION OR
AMERICAN RED CROSS*

Little Havana: Miami Dade College
Jan 12, Sat, 9:30am–1:30pm

How to Register for training on our website

1

Go to training.32bjfunds.org and click “login” to enter your login ID and password.

Instructions for users logging in for the first time can be found on that page.

2

Click on “courses” at the top. Enter the course name in the keyword field (or leave blank to see all courses). Use the dropdowns and check boxes to customize your search. Click on the green “SEARCH” button.

3

Click on the course title.

4

On the course details page you can find the dates and times that work with your schedule.

5

Click on “ENROLL” or “REQUEST COURSE” to request your class.

Courses, Location & Registration

English as a Second Language

COURSE: VARIES



Learn English skills to become more successful and confident at work and in daily life. Classes are taught through five levels that build and grow essential English skills. Speaking, listening, reading, writing, grammar, and pronunciation are taught through fun and interactive activities inspired by real-world situations and events. Gain fluency and confidence in using English at work, at home, and in your community. See page 3 to learn more about taking this course online.

Little Havana: Miami Dade College
Sat, 9:30am-1:30pm

First Aid

QUICK COURSE: ONE 4-HOUR SESSION ✓

Learn appropriate responses to heart attacks, choking, diabetic shock, and how to stabilize victims until EMS arrives. Note that students arriving more than 30 minutes late will not be admitted to the class.

*PARTNERS: AMERICAN HEART ASSOCIATION,
AMERICAN RED CROSS OR QS2 TRAINING*

Little Havana: Miami Dade College
Jan 12, Sat, 2-6pm

Florida

SITE MANAGER: MAGGIE CRUZ-LEDON
floridatraining@32bjfunds.com
305-807-8467 or 888-284-3225 (toll-free)

Miami: Little Havana

District Location
1313 NW 36th St, Suite 501
Miami, FL 33142

Miami Dade College
InterAmerican Campus
627 SW 27th Avenue, Miami, FL 33135

Phone Registration
305-807-8467 or 888-284-3225 (toll-free)

Online Registration
Log on to training.32bjfunds.org

Fall Trimester Registration
Tue, Aug 21, 2018-Tue, Sep 11, 2018
Fall Trimester Begins Sat, Sep 22, 2018

Winter Trimester Registration
Tue, Nov 27, 2018-Tue, Dec 18, 2018
Winter Trimester Begins Sat, Jan 26, 2019

Spring Trimester Registration
Tue, Feb 26, 2019-Tue, Mar 26, 2019
Spring Trimester Begins Sat, Apr 6, 2019



Name:	SARA MARTINEZ
Job:	CLEANER
Employer:	ABM
Location:	Miami, FL
Courses Taken:	Computer: Internet Basics/ Social Media, English as a Second Language

“I like my classes.
They have helped me
communicate better with
students and coworkers.”

¡Bienvenidos!

Realizar los cursos con el

32B1 Training Fund es gratis,

fácil y divertido.

Aquí le presentamos las

novedades:

• Nuevo curso rápido: Prepa-

ración frente a tiradores activos

y emergencias médicas

Inglés como segundo idioma

CURSO: VARIOS

Aprenda inglés para desenvolverse mejor

y con más confianza en el trabajo y la vida

diaria. Las clases se dictan en cinco niveles

básicas para usar el inglés. Se desarrollan

habilidades para hablar, escuchar, leer,

escribir, y utilizar la gramática y la pronun-

ciación a través de actividades divertidas e

interactivas inspiradas en situaciones y even-

tos reales. Adquiera fluidez y confianza para

usar el inglés en el trabajo, en el hogar

y en su comunidad. Consulte la página 3

para obtener más información sobre la

posibilidad de realizar este curso en línea.

Little Havana: Miami Dade College

Sábado, de 9:30 a. m. a 1:30 p. m.

Resucitación

cardiopulmonar (CPR)/

desfibrilador externo

automático (DEA)

CURSO RÁPIDO: UNA SESIÓN DE 4 HORAS



Obtenga su certificación en Resucitación

cardiopulmonar (CPR)/desfibrilador externo

automático (DEA). Aprenda cómo reconocer

un paro cardíaco, cómo obtener atención de

emergencia rápidamente, cómo realizar resu-

citación cardiopulmonar en un adulto y un

niño, y cómo usar un desfibrilador externo

automático (DEA). Tenga en cuenta que los

estudiantes que lleguen más de 30 minutos

tarde no serán admitidos en la clase.

SOCIOS: AMERICAN HEART ASSOCIATION

AMERICAN RED CROSS

Little Havana: Miami Dade College

12 de enero, sábado,

de 9:30 a.m. a 1:30 p.m.

2 Follow us on: facebook.com/32b1training @32b1training

Primeros auxilios

CURSO RÁPIDO: UNA SESIÓN DE 4 HORAS



Aprenda a responder adecuadamente a infar-

tos de miocardio, asfixia y coma diabético.

y cómo estabilizar a las víctimas hasta la lle-

gada de los servicios médicos de emergencia

(EMS). Tenga en cuenta que los estudiantes

que lleguen más de 30 minutos tarde no

serán admitidos en la clase.

SOCIOS: AMERICAN HEART ASSOCIATION

AMERICAN RED CROSS

Little Havana: Miami Dade College

12 de enero, sábado, de 2 a 6 p. m.

En línea: Inglés como segundo idioma

AUTOREGULADO

Aprenda vocabulario, frases y gramática

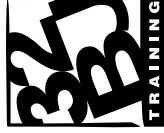
en inglés a través de un divertido curso

interactivo.

Catálogo de Cursos



2018-19
Miami



32BJ Benefit Funds
25 West 18th Street
New York, NY 10011-4676
training.32bjfunds.org
888-284-3225 Training Information
800-551-3225 Benefits Information

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