

2018-19
Pittsburgh



Course Catalog

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Courses and
quick courses!



25

Online Courses
for universal access
and convenience!

3

Locations!



**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:

- Now offering Computer: Basics/New Users, English as a Second Language, and Spanish for the Workplace



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

Sign up today for 32BJ Training Alerts!

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

of each course. Not only are you expected to 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

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	
TESTING FEES/THIRD PARTY	
UPDATED COURSE	

Cleaning: Basic Skills for Cleaners

QUICK COURSE: 3-33 HOURS
(BASED ON EMPLOYER NEED)



Prerequisite: Employer Referral Only

Become familiar with essential work-related phrases to help communicate with coworkers, supervisors, and tenants. Learn how to avoid the most common safety hazards facing cleaners (slips, trips, falls, and blood-borne pathogens), review appropriate signage procedures, and get a basic cleaning skills refresher. Developed with important employer input to target the most common cleaner training needs.

32BJ SEIU: Administrative Office

Feb 15, Fri, 12-3pm

Cleaning: Products and Techniques

COURSE: 11 WEEKS

Acquire the knowledge to safely use cleaning chemicals, machinery, and equipment according to industry and OSHA guidelines. Learn which cleaning agents, equipment, and techniques are appropriate for various surfaces. Acquire strategies for low-impact environmental cleaning and housekeeping. Learn to operate and maintain floor care machines. Learn to use appropriate signage when cleaning. Training will include lecture, demonstrations, and hands-on practice.

32BJ SEIU: Administrative Office

Sat, 9am-12pm (Fall & Spring)

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.

32BJ SEIU: Administrative Office
Sat, 9am-12pm (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.

32BJ SEIU: Administrative Office
Sat, 12-2pm (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*

32BJ SEIU: Administrative Office
Sep 22, Sat, 11am-2pm
Apr 6, Sat, 12-3pm

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 & Quick Courses

Electricity Basics

COURSE: 11 WEEKS

(Test out available)

Prerequisites: Appropriate reading and math level, high school diploma or its equivalent, successful completion of or concurrent enrollment in Online: Tools of the Trade

Identify wires, cables, and service distribution panels. Safely install switches, receptacles, doorbells, emergency lights, and lighting fixtures. Learn basics of electrical theory, Ohm's law, electrical codes, and how to make basic electrical repairs. Review energy efficiency practices.

**Oakdale: Parkway West
Career and Technology Center**
Sat, 10am–12pm (Spring)

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.

32BJ SEIU: Administrative Office
Sat, 10am–12pm (Fall)

Financial Literacy

QUICK COURSE: VARIES

Learn to create a budget, manage credit, and set short-term and long-term financial goals. Review the financial tools you can use to reach your goals, receive guidance on how to purchase a home, and gain an understanding of various types of mortgages. Also learn about identity theft, money scams, and debt reduction.

32BJ SEIU: Administrative Office
Feb 9, Sat, 12–3pm

High School Equivalency I: Preparation

COURSE: 11 WEEKS



Improve reading, writing, and math skills as well as scientific and critical thinking to prepare for the High School Equivalency (HSE) test, including the new TASC and updated GED tests, which now reflect the more comprehensive Common Core State Standards. Some of the major changes to the test are:

- The test will be done on the computer.
- No writing utensils or hand-held calculators will be allowed into the test.
- The test will consist of five modules which are: Math, Reading, Writing, Science, and Social Studies.
- Test takers will receive detailed score reports in each area describing areas of mastery and/or areas in need of improvement.

See page 3 to learn more about taking this course online.

32BJ SEIU: Administrative Office
Sat, 1–5pm (Winter)

Leadership and Supervisory Skills

Formerly known as Leadership Skills and Supervisory Skills for Building Service Workers

QUICK COURSE: FOUR 3-HOUR SESSIONS 

Recognize your personal leadership strengths and discover how to use them most effectively for career advancement. Understand the qualities necessary for effective leadership and learn methods to put them into practice. Learn about coaching and mentoring, dealing with difficult situations, the importance of promoting a supportive environment, getting the best out of people, tips for delegating effectively, and reducing job stress.

32BJ SEIU: Administrative Office

Sep 29–Oct 20, Sat, 12–3pm
Apr 13–Apr 20, Sat, 10–12pm

OSHA 10-Hour General Industry Outreach Training

QUICK COURSE:
TWO 5-HOUR SESSIONS   

Acquire a 10-Hour OSHA Certificate. Learn to recognize and prevent hazards in a general industry setting. Learn about the OSHA Act and how to work with hazardous materials, and personal protective equipment. Review electrical safety, machine guarding, and more. Note that students must attend all classes in order to be eligible to obtain the certification. Also available online. For more information, please e-mail onlinetraining@32bjfunds.com.

32BJ SEIU: Administrative Office

Sep 29 & Oct 6, Sat, 9am–2pm


Pittsburgh

SITE MANAGER: KATY RITTLE
pittsburghtraining@32bjfunds.com
412-639-1329 or 888-284-3225

Community College of Allegheny County

808 Ridge Avenue, Pittsburgh, PA 15212

 Take T to Allegheny Station


 PAT Bus lines: 1, 2, 4, 6, 7, 8, 11, 12, 13, 14, 15, 16, 17, or 18

Parkway West Career and Technology Center

7101 Steubenville Pike, Oakdale, PA 15071
From downtown Pittsburgh: I-376 West/US Route 30/22 toward Fort Pitt Bridge/Airport. Merge onto US 30/West US 22 via EXIT 60A. Montour Church Road EXIT toward Old Steubenville Pike. LEFT onto Montour Church Road. Right onto Steubenville Pike.

32BJ SEIU: Administrative Office

209 Ninth Street, 6th Floor,
Pittsburgh, PA 15222

 Take any PAT bus to 9th street and Pennsylvania Avenue. Walk 1/2 block to union office between Penn and Liberty.

Phone Registration

412-639-1329 or 888-284-3225

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 5, 2019

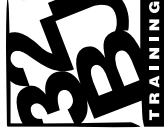
Spring Trimester Registration

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

Catálogo de Cursos



2018-19
Pittsburgh



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

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