

The Chicagoland Electric Association Education Foundation presents the... FALL 2010 Semester Continuing Education Programs



The Chicagoland Electric Association Education Foundation is pleased to present the Fall 2010 Semester training curriculum. This condensed print format provides a quick overview of course offerings for the semester. More detailed information on courses, instructor profiles, and the continuing education program is available online at: www.eachicago.org/education.

WHAT'S NEW THIS SEMESTER: **GET READY FOR THE 2011 NEC!**

The 2011 National Electric Code will go into effect January 1st. Two seminars will be held this fall to educate the industry on the changes in the code. These courses shall award CEU's for successful completion and can be counted towards professional license accreditation renewal.

CEAEF COURSES AWARD CONTINUING EDUCATION UNITS

The Education Foundation is an Authorized Provider of Continuing Education Units, by the International Association for Continuing Education and Training (IACET). We shall award CEU's to participants who successfully complete training courses. All students must meet a minimum overall percentage of 70% in their coursework to obtain satisfactory completion. CEU's are calculated on the number of classroom hours included in each educational course, so the number of CEUs will differ from course to course. For more information on our accreditation, please contact the CEAEF Office (630-305-3050).



GROUP PRICING DISCOUNTS

Send more than one person from the same company to fall semester courses and take advantage of group price-breaks: subtract \$25 per student, for every student after the first student, if you are registering more than one person in any class from the same company. Electric Association Members receive substantial discounts for all training courses.

ENROLLMENT POLICY

Excellent courses have been cancelled due to lack of enrollment. A delay in registration can result in courses being cancelled until the next semester. **Please register for your course at least eight business days prior to the first class session.** Courses with insufficient enrollment are cancelled immediately after the registration deadline. Take advantage of the Group Discount Pricing.

REGISTRATION

You may register online with a major credit card at www.eachicago.org; you can register by returning the form included in this brochure (Or) you can download a registration form at www.eachicago.org.

Please direct questions to:

Amy Kasser, Education Coordinator:
akasser@eachicago.org

Carrie Spaeth, Executive Director:
cspaeth@eachicago.org

Chicagoland Electric Association Education Foundation
One Energy Center, 40 Shuman Blvd., Suite 247,
Naperville, IL 60563

Phone: (630) 305-3050, Fax (630) 305-3056

Directions From I-88

From the Naperville Road Exit

Turn South to Diehl Street, go West 1 mile.

Cross Washington Street, turn Right into One Energy Center.

From the Winfield Road Exit

Turn South to Diehl Street, go East 1.5 miles.

Turn Left into One Energy Center.

Park on the west side of the building.

Fall 2010 Semester Continuing Education Programs

Key: **Date(s):** Course Start Date **Location:** CEAEF training center is located in Naperville, IL
 Time: Course Start & End Time **M/NM Fee:** EA Member Rate vs. Non Member Rate

Electrical & Computer Courses

ABC'S OF ELECTRICITY

This **10 week course** presents the fundamentals of electricity in a simple manner. ABC's of Electricity is directed at individuals who have no technical background, and should serve as a foundation for further study in the electrical field.

Instructor: Brett Riedl

Date(s)	Time	Location	M/NM Fee
Wed, Sept 22	4 - 6pm	CEAEF/Naper	\$425/\$525

ADVANCED ELECTRICITY

This **6 week course** is directed at individuals who have completed the ABC's of Electricity and who want to further their studies in the electrical field. The focus of this course will be single-phase and three phase AC concepts.

Instructor: Brett Riedl

Date(s)	Time	Location	M/NM Fee
Wed, Sept 22	6:15 - 8:15pm	CEAEF/Naper	\$395/\$495

ELECTRICAL CODE

This **10 week course** covers the history, development, and implementation of the most recent version of the National Electrical Code and the latest Chicago Electrical Code. This is an excellent preparation course for the City electrical examination.

Instructor: Dan Caddigan

Date(s)	Time	Location	M/NM Fee
Tues., Sept 21	5:30 - 8pm	CEAEF/Naper	\$475/\$575

BASICS OF ELECTRICAL BLUEPRINT READING

This **1/2 day seminar** is a good starter for office staff, journeymen, estimators, sales professionals, and project managers. The course will cover all aspects of reading an electrical blueprint, including symbols, nomenclature, schedules, and specifications to a point so you will be able to look at a drawing and understand what the engineer/architect is trying to convey.

Instructor: Kerry Felske

Date(s)	Time	Location	M/NM Fee
Mon., Sept 27	8am - Noon	CEAEF/Naper	\$195/\$295

BASIC ELECTRICAL ESTIMATING

This **one day course** will cover the principles of commercial electrical estimating. You will learn how to use estimating tools, understand blueprints, and prepare a successful & profitable bid. This seminar will also review labor units, material costs, and writing a professional proposal.

Instructor: Kerry Felske

Date(s)	Time	Location	M/NM Fee
Mon., Oct 4	8:30am - 4pm	CEAEF/Naper	\$260/\$360

* Lunch is provided

Electrical & Computer Courses

FUNDAMENTALS -ELECT'L PROJECT MANAGEMENT

This **1/2 day seminar** will cover the basics of managing an electrical project from breaking down an estimate, writing a proposal, contracts, tracking hours and materials, pricing and negotiating change orders, and collecting retention monies.

Instructor: Kerry Felske

Date(s)	Time	Location	M/NM Fee
Mon., Nov 1	8am - Noon	CEAEF/Naper	\$245/\$345

INTRO TO COMPUTERIZED ELECTRICAL ESTIMATING

This **8 week course** helps contractors, estimators, and electricians obtain new skills in preparing accurate, competitive bids with fewer mistakes and forgotten items. This hands-on class uses computer applications such as: Microsoft Excel, Accubid, and TRF. This course is universal and is applicable to other estimating software.

Instructor: Ken Gordon

Date(s)	Time	Location	M/NM Fee
Mon., Sept 20	5:30 - 8pm	CEAEF/Naper	\$395/\$495

INTRO TO AUTOCAD FOR ELECTR'L CONSTRUCTION

This **8 week introductory course** is a starter for using AutoCAD as a drawing tool in the electrical construction industry. Prior use of CAD programs is not required, but familiarity with computer usage and knowledge of blueprint reading are required. Emphasis will be placed on typical electrical drawings such as floor plans, riser diagrams, and schedules.

Instructor: Ken Gordon

Date(s)	Time	Location	M/NM Fee
Thurs., Sept 23	5:30-8pm	CEAEF/Naper	\$395/\$495

QUICKBOOKS PRO FOR SMALL BUSINESS

This **one day seminar** covers features of Quickbooks Pro Edition 2009. First time Quickbooks users will learn the basic features of the software, while experienced users will learn new features and functionality of QuickBooks. Class participants will learn to set up a company, work with lists, inventory, sell products, prepare invoices, process payments, work with bank accounts, and enter & pay bills.

Date(s)	Time	Location	M/NM Fee
Thurs., Nov 4	9am-4pm	CEAEF/Naper	\$295/\$395

* Lunch is provided.

CUSTOMIZED MICROSOFT OFFICE WORKSHOPS

Are you looking to train your office personnel on the latest version of Microsoft Office? Customize a course through the CEAEF. These workshops will be tailored to your time frame, skill level, and group size. Utilize the new training center to bring your staff up to speed on the latest office software.

Training is available on: Microsoft Office: Access 2007, Word 2007, PowerPoint 2007, Excel 2007, Outlook 2007 and Publisher 2007
 Contact the CEAEF Office to schedule your class. (630)305-3050

Fall 2010 Semester Continuing Education Programs

LEED Exam Preparation / 2011 NEC / Lighting

LEED AP/GREEN DESIGN & CONSTRUCTION EXAM STUDY SESSION

This **full day session** helps to prepare you for the LEED AP (Green Design & Construction) examination. It is for individuals studying for the LEED Accredited Professional (AP) exam, and is conducted by the USGBC Chicago Chapter. This study session is targeted towards the LEED AP Building Design & Construction designation, and will include a the USGBC study manual.

Date(s)	Time	Location	M/NM Fee
TBD	8:30am-4:30pm	CEAEF/Naper	\$275/\$375

LEED GREEN ASSOCIATE: EXAM STUDY SESSION

This **full day review session** is designed for individuals preparing for the LEED Green Associate exam, and is conducted by the USGBC Chicago Chapter. Participants will receive the USGBC's Green Associate study manual.

Date(s)	Time	Location	M/NM Fee
TBD	8:30am-4:30pm	CEAEF/Naper	\$225/\$325

2011 National Electrical Code - Learn about the Major Changes in the NEC!

These **four hour seminars** will highlight the most significant changes in the 2011 National Electrical Code, and how they will affect the electrical construction industry. This seminar is designed for individuals whom already have a general understanding of the NEC®.

These seminars provide only an overview of the code – for more intense studies of electrical codes, we recommend our 10 week Electrical Code course. An "Analysis of changes" book is included with your registration fee.

Instructor: Dan Caddigan, PE
- 2 seminars offered:

Date(s)	Time	Location	M/NM Fee
Thurs, Nov 17	5-9pm	CEAEF/Naper	\$150/\$250
Tues, Dec 14	1-5pm	CEAEF/Naper	\$150/\$250

DAYLIGHT HARVESTING & LIGHTING CONTROLS

This **half day class** covers the basic principles of lighting & lighting controls. Students from distribution, manufacturing, manufacturer's reps or designers will learn how to lay out different types of fixtures in a residential, commercial, industrial, or parking lot application. Additionally, students will learn how to control lighting fixtures through various integration of BMS or stand along lighting controls.

Instructor: Kerry Felske

Date(s)	Time	Location	M/NM Fee
Mon., Nov 1	1pm-5pm	CEAEF/Naper	\$235/\$335

Professional Development Courses

CONSULTATIVE SELLING SKILLS FOR SALES PROFESSIONALS

This dynamic, interactive and fast-paced **one day** workshop will provide you, the sales professional, with proven insights and techniques to maximize your consultative sales relationships. This Selling Skills-focused session will utilize facilitator led discussions, case studies, classroom exercises and role playing to not only learn the key skills but, more importantly, to practice them resulting in a significant increase in retention. This course is administered by the Carroll-Keller Group Ltd., and is held at the DePaul University O'Hare Campus.

Date(s)	Time	Location	M/NM Fee
Tues, Sept 21	9am-5pm	Depaul/Ohare	\$375/\$475

STRATEGIC PLANNING

The Strategic Planning and Goal Setting Workshop aims to assist managers and team leaders to plan strategically, set goals and objectives for their functional team, and align them with actions, as well as to demonstrate strategic thinking during everyday operations.

In this **one day** workshop, the managers or team leaders will learn how to:

- think outside the box
- set goals and objectives
- balance the tactical and the strategic
- demonstrate strategic thinking during everyday operations
- construct a plan that aligns everyone's actions to the organization's strategy
- apply tools and techniques to think differently about issues or situations in their work.

This course is administered by the Carroll-Keller Group Ltd., and is held at the DePaul University O'Hare Campus.

Date(s)	Time	Location	M/NM Fee
Fri, Oct 8	9am-5pm	Depaul/Ohare	\$375/\$475

ESSENTIAL LEADERSHIP SKILLS

This **one day program** will prepare managers & supervisors for a complete change of responsibilities and offer a plan for the challenges ahead. Participants will come away with a better understanding of what the boss, peers, staff and company expects of them. The invaluable set of tools in this program will prepare supervisors for their important new role providing greater confidence and success. This course is administered by the Carroll-Keller Group Ltd., and is held at the DePaul University O'Hare Campus. As in all Carroll-Keller Group training sessions, specific proven skills will be taught and reinforced. This is not a one day esoteric discussion on leadership. It is a fast paced, invigorating workshop that will leave your supervisors well prepared for the challenges awaiting them.

Date(s)	Time	Location	M/NM Fee
Fri., Oct 29	9am-5pm	DePaul/Ohare	\$375/\$475

CARROLL-KELLER GROUP TRAINING WORKSHOPS ARE HELD AT THE DEPAUL UNIVERSITY - O'HARE CAMPUS: 3166 RIVER ROAD, DES PLAINES, IL (2ND FLOOR)

Chicagoland Electric Association Education Foundation

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40 Shuman Blvd, Suite 247
Naperville, IL 60563

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EASY ONLINE REGISTRATION AT WWW.EACHICAGO.ORG/EDUCATION

registering more than one person in any class from the same company)

TOTAL AMOUNT: _____
(Group Discount Special: subtract \$25 per student, for every student after the first student, if you are

Cardholder Billing Address: _____

Name on Card: _____ Signature: _____

Credit Card Number: _____ Exp. Date: _____

METHOD OF PAYMENT: Check made out to Chicagoland Electric Association Education Foundation
 Visa MasterCard American Express

COURSE(S) YOU WISH TO ENROLL IN: _____

E-Mail Address: _____

Phone: _____ Fax: _____

City, State, Zip: _____

Company Address: _____

Name: _____ Company: _____

Phone: 630-305-3050, Fax: 630-305-3056, or Email to: akasser@eachicago.org
CEAEF, 40 Shuman Blvd., Suite 247, Naperville, IL 60560

* Complete this form and return with payment at least eight days before your first class session to:

CHICAGOLAND ELECTRIC ASSOCIATION EDUCATION FOUNDATION - SPRING 2010 SEMESTER REGISTRATION