

The Chicagoland Electric Association Education Foundation presents the... Spring 2012 Semester Continuing Education Programs



The Chicagoland Electric Association Education Foundation is pleased to present the Spring 2012 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: **New courses on Solar Photovoltaics & Renewable Energy for Commercial Real Estate. Plus now offering four Chicagoland course locations!**

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 spring 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. If you have 6 or more students from the same company, we can customize a course for your employees at your office or ours at substantial group savings! Contact us for more information (630-305-3050).

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.

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:
Electric Association Education Foundation
Phone: 630-305-3050

Fax: 630-305-3050

Email: akasser@eachicago.org

Web: www.eachicago.org/education

NAPERVILLE CLASS LOCATION:

Chicagoland Electric Association Education Foundation

One Energy Center, 40 Shuman Blvd., Naperville, IL 60563

Suite 247A, L&R Aniter Training Center

NORTHBROOK CLASS LOCATION:

JAMERSON & BAUWENS ELECTRICAL CONTRACTORS INC.

3055 MacArthur Blvd, Northbrook, IL 60062

* Conveniently located just off the Edens Expressway, near 294.

ELK GROVE VILLAGE CLASS LOCATION:

Steiner Electric Co. Training Center

1275 Touhy Ave, Elk Grove Village, IL 60007

*Parking onsite

CHICAGO / O'HARE -

PROFESSIONAL DEVELOPMENT CLASS LOCATION:

The Carroll-Keller Group Ltd.

DePaul University, O'Hare Campus, 8770 W. Bryn Mawr Ave., Chicago IL 60631

Spring 2012 Semester Continuing Education Programs

Key: Date(s): Course Start Date Location: Naperville, Elk Grove, Chicago O'Hare or Northbrook - see front cover for addresses
Time: Course Start & End Time M/NM Fee: EA Member Rate vs. Non Member Rate

Electrical & Lighting 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, Feb. 29	4 - 6pm	Naperville	\$450/\$550

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, Feb. 29	6:15 - 8:15pm	Naperville	\$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., Feb. 28	5:30 - 8pm	Naperville	\$550/\$650

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: Brett Riedl

Date(s)	Time	Location	M/NM Fee
Wed, April 25	Noon - 3:30pm	Naperville	\$195/\$295

LED's: The Art & Science of SSL Illumination

This **1/2 day seminar** will give students a broad perspective of the latest in LED Lighting technology, applications, and sustainability.

Learning objectives:

- Students will gain a comprehensive understanding of LED technology for architectural illumination.
- Indoor & outdoor applications will be discussed and benchmarked with current technologies.
- Hands-On demonstrations of the various types of LED's and how they are best suited for specific applications.
- The benefits and features of the various types of LED's will be analyzed to determine which ones have the greatest potential for energy savings and long life applications.

Instructor: James Crowley

Date(s)	Time	Location	M/NM Fee
Tues, March 20	1 - 5pm	Elk Grove	\$195/\$295

Electrical & Computer Courses

THE BASICS OF ELECTRICAL ESTIMATING

This **2 session course** will cover the basic principles of commercial electrical estimating. You will learn how to use electrical 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: Ken Gordon

Date(s)	Time	Location	M/NM Fee
Tues, March 6	1 - 4:30pm	Naperville	\$275/\$375
Tues, March 13	1 - 4:30pm	Naperville	

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., Feb 27	5:30 - 8pm	Northbrook	\$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., March 1	5:30-8pm	Northbrook	\$395/\$495

CUSTOMIZED MICROSOFT OFFICE (or) QUICKBOOKS FOR SMALL BUSINESS 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 our training center to bring your staff up to speed on the latest office software (or) we can bring the training to you.

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

*The Electric Association Education Foundation
thanks Jamerson & Bauwens Electrical
Contractors and Steiner Electric for the use of
their training facilities this semester.*

Spring 2012 Semester Continuing Education Programs

LEED Exam Preparation / Solar / Energy Efficiency

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. The LEED Green Associate credential is intended for professionals who want to demonstrate green building expertise in non-technical fields of practice.

Participants will receive the USGBC's Green Associate study manual.

* Lunch will be provided.

Date(s)	Time	Location	M/NM Fee
Mon., March 12	8:30am-4:30pm	CEAEF/Naper	\$225/\$325

PHOTOVOLTAICS 101

Held in conjunction with the Midwest Renewable Energy Association.

This **one-day course** uses a combination of lecture and classroom activities to teach the basics of solar electric systems. Anyone that manufactures, sells, designs or installs solar systems should take this course. Participants will learn how photovoltaic (PV) systems work, diagram the four PV system types, describe and identify components, understand the best application and limitations of each system type, define the solar window, make energy efficiency recommendations, estimate system loads, and understand the basics of PV site assessment.

*Lunch will be provided.

Date(s)	Time	Location	M/NM Fee
Tues, April 17	9am-5pm	Naperville	\$250/\$350

RENEWABLE ENERGY IN COMMERCIAL REAL ESTATE

Held in conjunction with the Midwest Renewable Energy Association.

This eight hour class will begin with a comparison of traditional energy sources and grid distribution vs. distributed energy. It will be followed by a brief overview of the applicability of renewable energy under LEED. The lecture will include introductions to various renewable energy options; focusing on solar electric (PV) and solar hot water. The balance of the lecture will discuss geothermal, wind and solar hot air, concluding with a review of useful industry resources and tools.

*Lunch will be provided.

Date(s)	Time	Location	M/NM Fee
Mon, April 23	9-5pm	Naperville	\$250/\$350

Professional Development Courses

SELLING SKILLS FOR SALES PROFESSIONALS

This dynamic, interactive and fast-paced one day workshop that 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. Who should attend this workshop:

- New or existing sales professionals
- Managers of sales professionals
- Business owners

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, March 2	9am-5pm	Depaul/Ohare	\$425/\$525

TIME MANAGEMENT & PERSONAL EFFECTIVENESS

This full day workshop will identify the essential personal effectiveness skills needed in today's fast paced environment, and focus on applying these key skills utilizing the process you choose (paper based, e-tools or both). This powerful combination (skills and tools) will result in immediate and dramatic improvements and help you to:

- Develop effective techniques for planning and achieving short and long term goals & prioritize your daily activities to accomplish your most important work
- Plan and schedule the necessary time for highly important projects
- Make effective decisions and handle information flow efficiently
- Delegate with confidence and track delegations with greater ease and success
- Gain control through personal organization and desk management
- Plan and execute productive meetings
- Achieve balance in the key areas of your life

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
Thurs, May 10	9am-5pm	Depaul/Ohare	\$425/\$525

CUSTOMER SERVICE SKILLS & EXCELLENCE

This full day highly interactive workshop will focus on the essential skills that create and support World Class Customer Service. This session is valuable for anyone involved with customer service (both new and experienced representatives) and all levels of supervisors, managers or team leaders. Study after study indicates that World Class Customer Service will provide the most valued differentiator between your organization and the competition. Rather than just responding to the customer's request or demand, the most effective customer service professionals strategically gain control of the inquiry (remember it is not just telephone calls anymore), accurately predict the customer's position and proactively provide the desired results in advance. This approach requires moving from the more traditional reactive customer service mode to a proactive diagnosing and problem solving strategy.

Date(s)	Time	Location	M/NM Fee
Tues. March 27	9am-5pm	DePaul/Ohare	\$425/\$525

CARROLL-KELLER GROUP TRAINING WORKSHOPS ARE HELD AT THE The DePaul University, O'Hare campus, located at: 8770 W. Bryn Mawr Ave., Chicago IL 60631.

Chicagoland Electric Association Education Foundation

One Energy Center
40 Shuman Blvd, Suite 247
Naperville, IL 60563

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U.S. Postage
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Palatine P&DC, IL
Permit #2490

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 2012 SEMESTER REGISTRATION