

# Spring 2010 Semester Continuing Education Programs

## *At a glance*



The Chicagoland Electric Association Education Foundation is pleased to present the Spring 2010 Semester training curriculum. This condensed print format provides a quick overview of course offering for the semester. More detailed information on courses, instructors, and the continuing education program is available online at: [www.eachicago.org/education](http://www.eachicago.org/education).

### WHAT'S NEW IN 2010: "GREEN" TRAINING CURRICULUM

Green Building: Nuts & Bolts for Contractors, Sustainable Lighting, and LEED Exam Preparation are some of the new courses incorporated into the spring curriculum. These courses shall award CEU's for successful completion and can be counted towards professional license accreditation renewal. We will also host a one hour seminar for those considering a LEED accreditation, which will inform participants of the exam and credentialing process.

### 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.

### 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](http://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](http://www.eachicago.org).

Please direct questions to:

Amy Kasser, Education Coordinator:  
[akasser@eachicago.org](mailto:akasser@eachicago.org)

Carrie Spaeth, Executive Director:  
[cspaeth@eachicago.org](mailto: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.

Parking is available on the East and West sides of the building.

## Spring 2010 Semester Continuing Education Programs - At A Glance

**Key:**      **Date(s):** Course State 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 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.

Date(s)	Time	Location	M/NM Fee
Wed, Feb. 24	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.

Date(s)	Time	Location	M/NM Fee
Wed, Feb. 24	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.

Date(s)	Time	Location	M/NM Fee
Tues., Feb. 23	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.

Date(s)	Time	Location	M/NM Fee
Mon., March 1	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 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.

Date(s)	Time	Location	M/NM Fee
Mon., March 15	8:30am - 4pm	CEAEF/Naper	\$260/\$360

\* Lunch is provided

#### 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.

Date(s)	Time	Location	M/NM Fee
Mon., April 19	8am - Noon	CEAEF/Naper	\$245/\$345

### Electrical / Computer Courses

#### 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.

Date(s)	Time	Location	M/NM Fee
Mon., Feb. 22	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.

Date(s)	Time	Location	M/NM Fee
Thurs., Feb. 25	5:30-8pm	CEAEF/Naper	\$395/\$495

#### ADVANCED AUTOCAD FOR ELECTR'L CONSTRUCTION

This 4 week (2 classes per week on Monday & Thursday evenings) course is a continuation of the Introductory AutoCAD class. CAD Techniques will be covered in greater depth. Heavy emphasis will be placed on symbol creation and layer management. Students must demonstrate proficiency through completion of in-class CAD drawings and an examination.

Date(s)	Time	Location	M/NM Fee
Mon/Thurs, April 26	5:30-8pm	CEAEF/Naper	\$245/\$345

#### 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., March 18	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

# Spring 2010 Semester Continuing Education Programs - At A Glance

## "Green" Sustainability/LEED Courses

### GREEN BUILDING: NUTS & BOLTS FOR CONTRACTORS

This full day workshop is designed to educate the construction community about green building procedures and strategies, the LEED rating system, and the requirements that need to be met on the construction site and in the office to achieve a certified structure. Workshop topics include the green building team and the contractor's role in the following: sustainable site construction methods, considerations of energy and water efficiency, building commissioning, construction waste management, procurement and documentation of green building materials, construction for good indoor air quality, and documentation for LEED credits. This course will be taught by the USGBC Chicago Chapter, and is held in conjunction with the Electrical Contractors Association of Chicago.

Date(s)	Time	Location	M/NM Fee
Tues., March 16	8:30am-4:30pm	CEAEF/Naper	\$325/\$425

\*Lunch is provided.

### LEED CREDENTIALING SEMINAR

This 1 hour seminar presented by the Chicago Chapter - USGBC introduces the LEED credential programs to individuals thinking about pursuing a LEED AP or LEED Green Associate accreditation.

Date(s)	Time	Location	M/NM Fee
Tues., Feb 23	4-5pm	CEAEF/Naper	\$35/\$55

### LEED AP/GREEN DESIGN & CONSTRUCTION EXAM STUDY SESSION

This 4 hour session is designed for individuals preparing for the LEED Accredited Professional (AP) exams, 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
Thurs., May 6	1-5pm	CEAEF/Naper	\$225/\$325

### LEED GREEN ASSOCIATE: EXAM STUDY SESSION

This 4 hour session is designed for individuals preparing for the LEED Green Associate exams, 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
Tues., April 27	1-5pm	CEAEF/Naper	\$225/\$325

### SUSTAINABLE LIGHTING

This course is directed at individuals who have basic knowledge of lighting. The focus of this course will be recent lighting trends, energy codes, LEED, daylighting, efficacious lamp sources, efficient luminaires, controls and lighting applications.

Date(s)	Time	Location	M/NM Fee
Thurs, March 4	1-4:30pm	CEAEF/Naper	\$175/\$275

## Lighting & Professional Development Courses

### ABC'S OF LIGHTING

ABC's of Lighting presents the fundamentals of Lighting in a simple manner. This 3 session course is directed at individuals who are new or have some basics in lighting. The course will cover definitions, vision, color, perception, lamps, luminaires, lighting calculations, exterior lighting, daylighting, lighting economics and electrical basics.

This course is held three consecutive Thursday's beginning April 15.

Date(s)	Time	Location	M/NM Fee
Thurs., April 15	1-4pm	CEAEF/Naper	\$225/\$325

### 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.

Date(s)	Time	Location	M/NM Fee
Mon., April 19	1pm-5pm	CEAEF/Naper	\$235/\$335

### 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
Thurs., March 4	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
Tues., March 16	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

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

PRSRT STD  
U.S. Postage  
**PAID**  
Palatine P&DC, IL  
Permit #2490

## EASY ONLINE REGISTRATION AT [WWW.EACHICAGO.ORG/EDUCATION](http://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](mailto: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**