



**Chicagoland Electric Association  
Education Foundation**

## **2020 Spring Semester Education Programs**

**Why take our classes?** We have been training the Chicagoland electrical industry for over 90 years. Our Instructors are highly qualified, Chicago industry experts. They each have decades of experience, which provides a “real life” practical approach to our training programs. Students can take what they learn and apply it to their job the very next day. **All students will receive professional development hours for successful completion of coursework.**

Additionally, the Electric Association Education Foundation can create classes to meet the needs of the industry - and your company. If you have a number of employees that need training on a specific electrical or professional development topic, contact us and we can create a custom course just for you.

**Electric Association Members** may take advantage of reduced registration costs.

**Spring Semester classes begin the week of February 24.**

Course Locations:

- **Electric Association**, 17W733 Butterfield Rd., Suite B, Oakbrook Terrace, IL 60181
- **Jamerson & Bauwens Electrical Contractors**, 3160 MacArthur Blvd, Northbrook, IL 60062
- **Steiner Electric Training Center (Harold Hall)**, 1275 Touhy Ave., Elk Grove Village, IL 60007
- **IIT Wheaton Campus**, 201 East Loop Rd., Wheaton, IL

**Register Online: [www.eachicago.org](http://www.eachicago.org)**

**Chicagoland Electric Association Education Foundation**

17W733 Butterfield Rd., Suite B, Oakbrook Terrace, IL 60181

630-305-3050

Email inquiries: [akasser@eachicago.org](mailto:akasser@eachicago.org)

## Spring 2020 Semester Classes

**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. This course will cover: the nature of electricity (voltage, current, and resistance), Simple CD Circuit Analysis, (Ohms Law, Series, Parallel & Combination Circuits), Electrical Power & Work, Electromagnetism (magnetism, electromagnets, transformers), Generators & Motors (simple overview of AC&DC), Alternating Current, (AC principles, phase relationships, impedance, power factor), and Electrical Power Systems (generation, transmission, distribution).

**This class is held every Wednesday for 10 weeks from 4pm to 6pm, beginning February 26th.** Classes are held at the Oakbrook Terrace location. Registration: Member Rate - \$525 / Non-Member Rate - \$625 Instructor: Brett Riedl

**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.

**This class is held every Wednesday for 6 weeks from 6:15pm to 8:15pm, beginning February 26th.** Classes are held at the Oakbrook Terrace location. Registration: Member Rate - \$395 / Non-Member Rate - \$495 Instructor: Brett Riedl

**ELECTRICAL CODE** The duration of this course is 10 weeks and it 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. Each student will receive a copy of the latest NEC Handbook on the first day of class.

**This class is held on Tuesdays from 5:30pm to 8:00pm, beginning February 25th.** Classes are held at the Oakbrook Terrace location. Registration: Member Rate - \$600 / Non-Member Rate - \$700 Instructor: Dan Caddigan

**BASICS OF ELECTRICAL BLUEPRINT READING** This half 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.

**This half day workshop will be held on April 22nd Noon to 3:30pm.** This class is held at the Oakbrook Terrace location. Registration: Member Rate - \$225 / Non-Member Rate - \$325 Instructor: Brett Riedl

**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.

**This class will be held in two sessions: March 18th & March 25th from 1:00pm to 4:30pm.** This class held at the Steiner Electric training facility "Harold Hall" in Elk Grove. Registration: Member Rate - \$375 / Non-Member Rate - \$475 Instructor: Ken Gordon

**INTRODUCTION 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. Computers are provided onsite.

**This class is held every Tuesday for 8 weeks from 5:30pm to 8:00pm, beginning February 25th.** Classes are held at Jamerson & Bauwens in Northbrook, Illinois. Registration: Member Rate - \$475 / Non-Member Rate - \$575 Instructor: Ken Gordon

**REVIT MEP ELECTRICAL TRAINING: 2 SESSIONS** The Revit training program includes two sessions focusing on the fundamentals through intermediate level skills. Participants are expected to participate at both workshops.

**SESSION 1 - FUNDAMENTALS:** The first workshop introduces new users to the interface and basic building components of the software. The main goal is to familiarize users with the tools necessary to create, modify, and document your parametric model. This is an instructor-led, hands-on learning environment. Topics include: Introduction to Revit MEP Interface, Basic Drawing

and Editing Tools, Linking Revit models, Creating Views, Annotating, Modeling Cable Tray & Modeling Conduit, Creating Connection Geometry, Placing electrical components (hosted vs standalone), Sheets

SESSION 2 - INTERMEDIATE: The main goal of this session is to familiarize you with the tools necessary to create, modify, and document your parametric model, with a focus on specific content creation and modification relating to Building-Electric asset design Topics include: Power Workflow, Adding Equipment & Fixtures, Creating Circuits, Wiring Circuits, Panel Schedules, Lighting Workflow, Placing Lighting Fixtures, Copy monitor, Adding light switches, Creating a switch system, Lighting schedule and Lighting tags. **These sessions will be held on April 15th and April 16, from 8:30am to 4pm.** Students are expected to attend both class sessions. The class will be held at the Illinois Institute of Technology, Wheaton - Rice Campus. Registration: Member Rate - \$625 / Non-Member Rate: \$725

### **LEADING & MOTIVATING PEOPLE**

*Objectives: Understanding principles and theories of leading and motivating – Developing skills in leading and motivating – Learning strategies and techniques for leading and motivating*

An interactive, “to-the-point” session designed to assist managers and supervisors in learning practical tips and strategies in leading, motivating, and coaching people to obtain higher performance. Strategies, leadership styles, techniques, case studies, discussion, handouts and a short video are used in this session.

**This class will be held at the Electric Association in Oakbrook Terrace on March 26th from 8:30 to Noon.**

Registration: Member Rate - \$175 / Non-Member Rate - \$275 Instructor: Dan Tomal, PhD.

### **TEAM BUILDING and COMMUNICATIONS**

*Objectives: Building teamwork, communications and interpersonal relations – Establishing a foundation of trust, mutual respect and understanding – Analyzing the team’s strengths and weaknesses and developing actions for team improvement*

This program is designed for building collaboration, teamwork and communications. Topics include building a solid foundation of communications, mutual understanding, respect, teamwork and relationships. The session is an interactive workshop in which the members develop strategies for effective teamwork and organizational improvement. **This class will be held on March 26th from 1:00pm to 4:30pm at the Electric Association in Oakbrook Terrace.**

Registration: Member Rate - \$175 / Non-Member Rate - \$275 Instructor: Dan Tomal, PhD.

### **EFFECTIVE NEGOTIATING**

*Objectives: Developing skills in negotiating and relationships - Developing skills in collaborative “win-win” negotiating with clients, business associates, sales and others*

Life is a negotiation process. We negotiate every day in lives---with family, clients, sales and associates. This lively, interactive session focuses on understanding negotiating principles, strategies and tactics when dealing with all people in order to build relationships and win-win interpersonal relations and agreements. **This class will be held on April 2nd from 8:30am to Noon at the Electric Association in Oakbrook Terrace.**

Registration: Member Rate - \$175 / Non-Member Rate - \$275 Instructor: Dan Tomal, PhD.

### **BUSINESS & PROPOSAL WRITING**

*Objectives: Constructing well-organized, clear and concise letters, reports and other correspondence – Developing skills in grammar, sentence structure, language, tone and style – Developing skills in planning, organizing and editing business and technical writing*

This half day session is designed to improve the participants' skills in technical writing--memos, reports, letters and technical proposals. Participants learn how to avoid common errors, conceptualize technical ideas, develop successful first-drafts, edit letters and communicate effectively and efficiently. Participants are encouraged to bring samples of their writing and can receive feedback. **This class will be held on April 2nd from 1:00pm to 4:30pm at the Electric Association in Oakbrook Terrace.**

Registration: Member Rate - \$175 / Non-Member Rate - \$275 Instructor: Dan Tomal, PhD.

### **Don't See the Topic You Need?**

Don't see the topic you need? Contact us and provide a description of the course you are looking for. We will try to host the class during the next semester, (or) if you have several people in need of training from your company, we can hold a class just for you, using your classroom or ours! Contact us and provide a description of the training you need. Contact Amy Kasser: 630-305-3050 / [akasser@eachicago.org](mailto:akasser@eachicago.org) Chicagoland Electric Association Education Foundation, 17W733 Butterfield, Suite B Oakbrook Terrace, IL 60181

# Chicagoland Electric Association Education Foundation

17W733 Butterfield Road, Suite B,  
Oakbrook Terrace, Illinois 60181

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

## CHICAGOLAND ELECTRIC ASSOCIATION EDUCATION FOUNDATION - FALL 2019 SEMESTER REGISTRATION

\* Complete this form and return with payment at least eight days before your first class session to: CEAEF, 17W733 Butterfield Road, Suite B, Oakbrook Terrace, IL 60181 Phone: 630-305-3050, Fax: 630-305-3056, or Email to: akasser@eachicago.org

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

COURSE(S) YOU WISH TO ENROLL IN: \_\_\_\_\_

METHOD OF PAYMENT: Check made out to Chicagoland Electric Association Education Foundation

Visa  MasterCard  American Express (Credit Card Payments incur a 5% convenience fee)

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

TOTAL AMOUNT: \_\_\_\_\_

**EASY ONLINE REGISTRATION AT [WWW.EACHICAGO.ORG](http://WWW.EACHICAGO.ORG)**