

# COURSE DESCRIPTIONS

## FUNDAMENTALS OF CREW LEADERSHIP

*Fridays, February 6, 13, 20 & 27, 7:00 - 10:00 a.m.*

*Instructor: Mike Tramel*

*Cost: \$325.00*

Leadership and supervision on the jobsite is how a construction company makes or loses money. Whether he is a "good hand" just beginning in supervision or an experienced supervisor wanting to strengthen his fundamentals, students completing this course will be able to:

- **Understand and incorporate leadership skills into work habits.**
- **Demonstrate an awareness of safety issues.**
- **Understand the planning process.**

## MOTOR CALCULATIONS

*Saturday, February 7, 9:00 a.m. - 4:00 p.m.*

*Instructor: Curtis Kirksey*

*Cost: \$125.00*

This 6 hour course focuses on the following areas:

- **Total resistance and draw of series and parallel motor windings.**
- **Feeder and branch circuit conductors.**
- **NEC requirements for motors.**
- **Overcurrent, overload and short circuit protection.**

## ELECTRICAL EXAM PREPARATION

*Saturday, February 14, 9:00 a.m. - 4:00 p.m.*

*Instructor: Curtis Kirksey*

*Cost: \$125.00*

In regards to the Electrical Exam, it's not what you know but how to find the information in the code book efficiently. Too many times examinees waste valuable time flipping through pages trying to locate the correct answers. However, the instructor has developed a comprehensive methodology for finding the right answers quickly.

This 6 hour course helps you:

- **Analyze the question for proper content...what information is the question seeking.**
- **Proper use of the index.**
- **Proper use of the Table of Contents.**
- **Understanding the natural progression of the articles found in the NEC Code book.**

## PLANS READING

*Fridays, March 13, 20 & 27, 12:30 - 4:30 p.m.*

*Instructor: Terry Waldrop, CPE*

*Cost: \$125.00*

The course consists of 12 hours of instruction and is designed to provide knowledge of blueprint reading as it relates to the standard architectural and engineering construction drawing practices.

Topics discussed include:

- **Symbol legend**
- **Architectural and engineering scales**
- **Plan sheet and spec formats**
- **Elevation and plan views**
- **Detail and section drawings**
- **Practical applications**

## BASIC ELECTRICAL ESTIMATING

*Thursday thru Saturday, April 2, 3 & 4*

*8:00 a.m. - 5:00 p.m.*

*Instructor: Terry Waldrop, CPE*

*Cost: \$355.00*

This course focuses on electrical estimating for new construction projects. The course is tailored for new estimators and small shop electrical contractors who wish to develop organized and consistent skills in estimating and bid contracts.

The course consists of 24 hours of instruction conducted over a three day period. Each participant shall estimate a project with bid documents and materials provided by ACEF, which will culminate in a "mock bid" at the completion of the class.

The focus of this course is in four key areas:

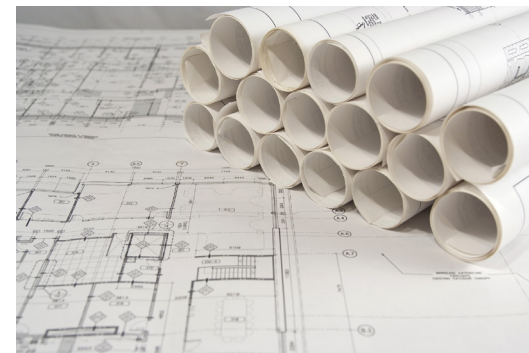
- **Preparation**
- **Quantity Take Off**
- **Labor Units**
- **Compiling Data and Bid Day**

### Group Policy

The course prices are based on individual attendance. If your company would like to enroll multiple participants, contact ACEF for group prices.

### Cancellation / Refund Policy

ACEF reserves the right to cancel a course. In the event a course is cancelled by ACEF, a full refund will be issued or you may attend a course at a future date. If you are unable to attend, ACEF will issue a full refund if cancellation is received three days prior to course. If cancellation is received one or two days prior to course, ACEF will issue a refund for 50% of the course fee. Cancellation must be in writing.



# REGISTRATION

## LOCATION - ALL COURSES

ACEF Education Center

4421 W. 61st Street, Little Rock, AR 72209

## COURSE OFFERINGS (CHOOSE ALL THAT APPLY)

Fundamentals of Crew Leadership	_____	\$325.00
Motor Calculations	_____	\$125.00
Electrical Exam Preparation	_____	\$125.00
Combined Motor Calculation and Electrical Exam Preparation <i>(Recommended if sitting for state exam)</i>	_____	\$200.00
Plans Reading	_____	\$125.00
Basic Electrical Estimating	_____	\$355.00

**TOTAL \$ \_\_\_\_\_**

Send check or money order to:

*Payment must be received 3 days prior to course offering*

ACEF

4421 W. 61st Street

Little Rock, AR 72209

Name \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_

Pay with Visa or Master Card

Call in with credit card information to:

501.372.1590 / 800.240.2730