



Joint Utility Training School

PO Box 588 - Brookings, SD 57006

Phone 605-697-8491 ~ Fax 605-697-8565

www.juts.biz

Training Today for Tomorrow

33rd Annual

Joint Utility Training School

January 22-23-24, 2008

Ramkota Inn - Sioux Falls, SD

Joint Utility Training School

Registration Form

Please fill in the following information.

Name of Registrant (Please Print)	Session (1 st Choice)	Session (2 nd Choice)
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____

Remember, if more than 12 are signed up the 13th is free. Need more room, print another registration form.

All sessions are \$175.00. Make the check to Joint Utility Training School – Box 588 Brookings, SD 57006 ATTN: Tom. Registration deadline is January 11th, 2008. Fax: 605-697-8565

Company: _____ Phone: _____

Address: _____ Fax: _____

City: _____ State _____ Zip: _____

Email please: _____ Contact: _____

**33rd Annual
Joint Utility Training School
January 22-23-24, 2008
Ramkota Inn, Sioux Falls, SD**

**REGISTRATION FEE
\$175 per student - PREPAID**

1. HANDS-ON LEADERSHIP TRAINING
2. TRANSFORMER CONNECTIONS
3. OPERATIONS AND SAFETY
4. FIELD OPERATIONS/TECHNICAL SUPPORT
5. SIEMENS REGULATORS/RECLOSERS
6. GAS – FLOW VALVES AND PURGING
7. SECURITY AWARENESS – “101”
8. INTRODUCTION TO NETWORKS AND THE INTERNET
9. INTRODUCTION TO MICROSOFT WORD AND EXCEL

Some sessions have limited enrollment, so make your reservations as soon as possible.

Please submit registration form with payment.

Make checks payable to Joint Utility Training School.

Refunds and changes in registrations will be allowed to January 11, 2008.

Send check and registration form to: JUTS, ATTN: Tom, PO Box 588, Brookings, SD 57006.

SESSIONS PROGRAM INFORMATION

Each session is designed as a 12-hour mini-course. Registration will be for one session only per individual. You will remain in that session for the entire length of the course. Certificates will be sent to your respective company if attendance has been continuous.

To obtain continuing education credit for sessions that qualify, a copy of your completion certificate must be sent to: SD Electrical Commission, 118 West Capitol Avenue, Pierre, SD 57501.

REGISTRATION

Tuesday - January 22, 2008
10:00 a.m. to 1 pm.
\$175 per person

Pre-paid registration will include breakfast on Wednesday and Thursday morning at 6:30 a.m. - 7:30 a.m. in the Exhibit Hall and a noon meal on Wednesday in the Exhibit Hall.

LUNCHEON

Wednesday - January 23, 2008 12:00 noon to 1:00 p.m.

Mini-courses will be:
Tuesday General Session 1:00 p.m.-5:00 p.m.
Wednesday 8:00 a.m.-5:00 p.m.
Thursday 8:00 a.m.-12:00 noon

GENERAL SESSION

Washington Room
Tuesday, January 22
1 p.m. to 5:00 p.m.

Burns and Burn Protection

Dr. David Ahrenholz – Regions Burn Center of St. Paul

Program: Dr. Ahrenholz’s presentation will cover the affects of electric shock and arc blast to the human body and the treatment for these types of burns and what we as electrical workers can do to stop these types of injuries.

Dr. David Ahrenholz is currently Associate Director of the Regions Burn Center and staff surgeon at the Trauma Surgery Service of Regions Hospital in St. Paul, Minnesota. He has been associated with the Regions Burn Center and the Department of Surgery for the University of Minnesota Medical School in Minneapolis since 1982. He completed his bachelor's degree and medical school in Iowa before moving to the University of Minnesota Hospital to complete his internship and residency. He is a member of numerous organizations in the medical and burn fields and has been published in various journals and books.

Michael Willetts, Director of Job Training and Safety, Minnesota Municipal Utilities Association

This program is designed to help save lives, prevent disabling injuries, and inspire safe work habits based on the National Electrical Safety Code (NEESC), the NFPA 70E , and real life case studies of arc flash and arc blast accidents. This class will help you understand the standards and guide you in your selection of fire retardant clothing and PPE while working on, around or near energized electrical equipment.

Whether your employees are power lineman, master electricians, substation technicians, or metering technicians this course is an absolute “must” for anyone working on or around electrically energized systems and equipment.

What you will learn:

- Identification of electrical hazards
- Qualified and unqualified workers
- Personal protective equipment/FR clothing
- Safety requirements
- Updated rules and regulations
- Hazard evaluation
- Proper work practices
- The effects of arc flash and arc blast on the body
- Real life case studies dealing with arc flash and blast
- How can you comply with the new rules and regulations

Coordinator: Terry Ebright

SESSION 1

CONFERENCE ROOM 3

HANDS-ON LEADERSHIP TRAINING

Get the job done--safely, completely, on time, and within the budget! That's everybody's goal isn't it? And achieving this goal takes practical, hands-on, leadership skills that don't get taught in books. We'll talk about finding solutions and avoiding showdowns...about leading people who are both friends and co-workers...about changing things without ruining relationships...about how you can feel good about yourself in the work you do. We cover these topics in a way that works for the participants. This is a discussion class that is as comfortable for people who like to listen as it is for people who want to talk. We've been here before and we look forward to coming back--and we are looking forward to working with you again in this new program!

Check out these five topics. Most of what we talk about is just as applicable to a person's home and family as it is to his or her work. If you attend, you can bring any questions that apply and we'll add them to our list of things to address.

Frontline Leadership

Create an environment where people show respect for each other and learn to be good followers. Learn how to act like a leader even when you don't feel all that much like leading.

Communicating Effectively

Learn to ask the right questions, make the right statements, and follow through with the right discussions. Communicate with confidence when you're talking to your team in the field or to your boss in the office. In short, we'll discuss ways to communicate more clearly and with better results. This takes practice, but these ideas really work if you practice them at home and at work.

Confronting Problems

Do you want a solution or a showdown? We'll discuss ways to address problems with people without ruining your relationships with them. We'll discuss ways to work with people who are your friends...we'll talk about how to be the boss without being too bossy...how to get people to do what you tell them to do (most of the time).

Teambuilding 101

Here are five quick and easy things you can do to help your team work and act as a team should work and act. Sure, building a team is a lot easier said than done, but these things are guaranteed to work over time if your intention to build a team is strong and you're willing to stick with it.

The Final Frontier

Here, we deal with your issues...what is bothering you? What problems do you have to overcome? How can a person balance the demands of work with the needs of life and family? How can we feel good about what we do, even when things aren't as smooth as we'd like? We won't guarantee to solve every issue that comes up, but within the class, we guarantee there will be several ideas for you that you haven't tried.



Jim Kellar provides consulting and training resources for people and businesses throughout the Midwest. He helps organizations and individuals design and implement solutions that meet specific goals and are sustainable over time.

Jim provides training and coaching in Performance Management, Mentoring, Teambuilding, Managing Change, and Customer Service. He helps organizations develop and implement long-term strategies to deal with retention, succession planning, and professional development.

Jim is an innovative retreat leader. Some of his retreats involve going to rustic settings in the woods or by a river, eating gourmet food, and using outdoor activities as a foundation for learning. These Unique Retreats™ are as intriguing and as useful to organizations and individuals as the retreats he conducts in traditional corporate settings. In the recent past, retreats have addressed Strategic Planning, Change Planning, Stress Management, and Management Teambuilding. Jim also

facilitates large group planning and problem solving through Negotiated Rule Making.

Jim lives and works in Sioux Falls, SD. In his leisure, Jim indulges his passion for the outdoors. He can often be found kayaking a river, snorkeling, hunting, snow shoeing, hiking with his dogs, or camping with friends...or he may be conducting a training session out there.

INSTRUCTOR: JIM KELLAR

KELLAR TRAINING ASSOCIATES, Sioux Falls, SD

COORDINATOR: Mike Burkard & Lori Tendler

Course size limited to 40 participants

SESSION 2

Washington Room

TRANSFORMER CONNECTIONS

A 12-hour workshop designed for apprentice lineman or for experienced linemen and servicemen who are willing to go through a refresher course seeking ideas for communicating and explaining electrical terms and transformer connections to employees whom they may supervise. The workshop experience will be valuable to senior linemen who did not have the opportunity to learn the trade at a lineman's school. A pocket calculator would be helpful in determining the anticipated voltage.

GENERAL SESSION

Tuesday, January 22 -1:00 p.m. - 5:00 p.m.

PARTS I AND II

Wednesday, 8:00 a.m. - 5:00 p.m.

Description: This part will discuss basic three-phase systems. We will work with some basic phasor diagrams and try to explain the relationship of the phasor to the transformer itself. We will also make transformer connections with miniature equipment.

Description: Recognizing that the majority of work done with transformers is for single-phase loads, we will begin with basic transformers. This will include turns ratios, polarities, calculations, connections, and troubleshooting. We will use lecture, open discussion, and hands-on connection with miniature equipment.

PART III

Thursday, 8:00 a.m. - 12:00 noon

Description: We will continue to build miniature transformer banks and work on troubleshooting. We will also discuss motor rotation as it related to three-phase systems, as well as discuss ways to prevent voltage surges during switching a three-phase bank.

Instructor: Scott Meinecke - Northwest Iowa Community College, Sheldon, IA

Supervisor: Ken Booze - East River Electric, Madison, SD

Coordinators: Gary Clayton, Jim Moore

4 other credit hours will be given by the State Electrical Commission.

Course Size Limited to 40 Participants

SESSION 3

Lincoln Room

OPERATIONS AND SAFETY

GENERAL SESSION

Tuesday, January 22 - 1:00 p.m. - 5:00 p.m.

SECTION I

Wednesday, January 23 - 8 a.m. - 12 noon

Beating the Odds

Tree work, particularly in relation to line clearance, continues to be near the top of high-risk professions despite our advancements in techniques and equipment. Surprisingly to many electrocution is not the highest risk to line clearance tree trimmers as many more accidents occur during felling, pruning and chipper as well as driving between sites. This session will provide an overview of the accidents that occurred in 2006 but more important - how to avoid them!

Instructor: John Ball
SDSU

John Ball is a Professor of Forestry at South Dakota State University where he conducts research on tree worker safety as well as instructs courses in arboriculture. He has published the research in a wide range of journals and trade publications including *Arboriculture & Urban Forestry*, *Arborists News* and *TCI* and has made presentations in more than 40 states. John previously managed tree care companies in the Midwest and New England.

SECTION II

Wednesday, January 23 1–3pm

Rigging and Fall Arrest

Instructor: Bill Peterson
Dakota Riggers

Bill Peterson has been with Dakota Riggers & Tool Supply, Inc. in Sioux Falls, SD for over 20 years and has provided training and safety seminars on rigging and fall arrest products to countless attendees. This training session will cover all types of lifting slings, including alloy chain, synthetic slings, wire rope slings, and rope slings. General usage, care, and inspection will be covered. Bill will also discuss fall arrest equipment used in construction and industry. Dakota Riggers and Tool Supply, Inc. is one of 300 world-wide members of the Associated Wire Rope Fabricators, whose main purpose is to set standards in the industry for rigging related products and educate users of rigging related products.

SECTION III

Wednesday, January 23 3-5 p.m.

Basic Hydraulics

Hydraulic Safety
Periodic Inspections
Hose selection (stamped)
Troubleshooting
Proper Coupling Selection
Adapter Identification
Contamination Control
Proper Hose Assembly
Installing Hose Assemblies
Hydraulic Systems Discussions
Open Questions

Instructor: Randy Anderson - Dakota Fluid Power Inc.

Randy has been employed in the Fluid Power field and have been involved from designing systems to service and repair problem solving for 20 yrs. I have had the opportunity to work with some of the best in the industry and look forward to all the changes that are occurring as we speak. I have enjoyed working the last 13 yrs at Dakota Fluid Power Inc. with excellent customers and coworkers.

SECTION IV

Thursday, January 24 8-12 am.

Defensive Driving

Instructor: Tom Slattery, CSP, ARM
Manager, Occupational Safety & Health
South Dakota Safety Council

Tom has been involved in safety, occupational health and environmental management for more than 18 years. In addition to a variety of positions as a trainer and consultant, he has served as Division Environmental, Health & Safety Manager for a large international printing company and as a Sr. Risk Consultant for a worker's compensation insurer. Tom's specialties include ergonomics, hazardous materials, and the development of safety management systems.

Tom is a Certified Safety Professional, and has earned the "Associate in Risk Management" designation from the Insurance Institute of America. He is an OSHA-authorized Outreach Trainer and a National Safety Council Certified Defensive Driving Instructor. Tom has a B.S. in microbiology from S. D. State University.

Coordinators: Jerry Hetlet , Ken Meirose

SESSION 4

Amphitheater II

Field Operations /Technical Support

Part I

Tuesday 1:00pm – 5:00pm

Title: General Session

Part II

Wednesday 8:00am – 12:00am

Title: Underground Development Design Philosophy

Description: This workshop will cover UG development design philosophy and will incorporate the following:

- General layout philosophy-front lot versus back lot
- Direct buried versus duct installation
- Transformer and secondary pedestal placement
- Transformer sizing-anticipated load with diversity-heat pump considerations
- Secondary sizing
- Voltage drop and flicker considerations
- Fusing considerations-Take off pole, switchgear
- Lightning protection-arrestor placement and type
- Use of Junctions
- Looped vs. radial
- Setback and clearance requirements

Instructor: Joseph Wulf - NorthWestern Energy

Part III

Wednesday 1:00pm - 05:00pm

Title: Distribution System Protection

Description: Discuss reliability, recloser application, momentary outages, and fuse characteristics. Coordination between recloser and fuse link (source and load side fusing), coordination between recloser and recloser, and coordination between relay and recloser. Discuss sectionalizer characteristics and application, inrush currents, and NOVA equipment.

This is a more in depth and comprehensive presentation than that presented at the 2007JUTS.

Instructor: John Gadbury-Cooper Power Systems

Part V

Thursday 8:00am –9:00am

Title: Disaster Planning should not happen in Vacuum?

Description: How does the state emergency operation room work? What things do I as utility person need to know before a flood, blizzard, or other disaster? How do we communicate? What things should we plan for?

1. Determining the crisis' origin and scope
2. Assisting the authorities with their investigations
3. Monitoring the crisis
4. Acknowledging the organization's responsibilities
5. Taking prudent action to end the crisis
6. Informing all those affected about how to protect themselves
7. Updating those affected continuously via interactive communications and the media

Instructor: Steve Wegman, SD Public Utilities Commission

Part VI

Thursday 9:15 – 10:45 am

Title: Managing UG Cable Asset Reliability at the Lowest Possible Cost

Description: Several market dynamics are causing utilities to review their current cable rehabilitation practices. These dynamics include rising costs such as fuel and raw materials, which are accelerated by increased demand from developing countries, assets operating beyond their projected life, an increased demand for electric power, and a limited cable manufacturing capacity. As these dynamics converge, the risk of a public backlash is real if alternative methods of dealing with these challenges are not adopted. This presentation presents the economics of traditional approaches and compares them to a new strategic method based on defect specific condition assessment. This new approach is supported by a combination of actual field data collected over the past seven years and traditional business alternative modeling. The analysis of the model results provides a tool to assist a utility in developing the optimum strategy which balances planned investment and desired system reliability improvement.

Instructor: Bruce Broussard- **IMCORP**

Bruce Broussard, CSE

Bruce joined IMCORP as Vice President of Operations, North America in April of 2006. Prior to joining IMCORP, Bruce spent 24 years with Eaton Corporation's Electrical Group. While there, he held several geographic sales assignments for Eaton Cutler-Hammer from 1982 to 1989. After a brief headquarter market management assignment in 1990, Bruce became the District Manager in Cincinnati, OH in 1991. With the purchase of Westinghouse's DCBU operation in 1994, Bruce moved to the group's new headquarters in Pittsburgh, PA where he held the Commercial Marketing Manager assignment. In 1997, Bruce became the Vice President of OEM Sales. Then in 2002, Bruce took over the leadership of the Strategic Sales Operations for the Industrial and Institutional market segments. Bruce obtained his Bachelor of Electrical Engineering degree from Louisiana State University in 1982. He is a graduate of the Syracuse Graduate School of Sales and Marketing Management program and served on the Syracuse University Graduate School of Sales and Marketing Management Board of Trustees from 2000 to 2003. Bruce obtained his Certified Sales Executive status through the Sales and Marketing Executives International organization in 1994. In 1995, Bruce was recognized as the International Sales and Marketing Executive of the Year by Sales and Marketing Executives International. Bruce has also been active in Junior Achievement where he volunteered as a Board of Director member for the Southwest Pennsylvania Chapter 2001-2005.

Part VII

Thursday 11:00am – 12:00pm

Title: So I Do Not Live In an “Energy Star Home”, what can I do?

Description: This workshop will cover the basics in energy audits and how to use them.

There will be a discussion on where energy is used in the northern climate homes today, and how they differ from the homes of yesterday. What are heating degree days? When should I use an energy yardstick or energy audit? The presenter will demonstrate various energy audits that are found on the Internet and how to interpret the results. The presenter will also demonstrate how to use blower doors, various other energy audit tools, and the use of an infrared camera. This fast paced workshop will provide participants a good knowledge base to conduct or evaluate single-family homes

Instructor: Steve Wegman

SD Public Utilities Commission

Course Coordinators: Steve Arbach

Bruce Brekke

SESSION 5

Jefferson Room
Siemens Regulators

Wednesday - January 23rd, 8:00 am – 5:00 pm
Thursday – January 24th, 8:00 am – noon

VOLTAGE REGULATORS

The Regulator College of Knowledge was developed over a period of 40 years. It is designed to increase the knowledge of personnel responsible for handling, installing and maintaining single phase voltage regulators. The program consists of classroom training (various control panel and regulators operations) and hands-on instruction. Topics included to be covered are voltage regulator construction; control panel set-up: MJ-3A, MJ-X and MJ-XL; trouble shooting controls and regulators; and installing and bypassing.

Topics include:

- * Regulator Product Presentation
- * Introduction to Voltage Regulators
- * By-passing Regulators
- * Regulator Construction, Tap Changer Operation
- * Nameplates and Control Diagrams
(Straight & Inverted Designs)
- * Troubleshooting/Hands on & Discussion
- * and much more

Instructors:

Mark Mande – Channel Manager of Siemens.

Robert Champion – Senior Field Service Engineer

Mr. Champion has been the instructor and curriculum designer for the Siemens Voltage Regulator College of Knowledge for the past ten years. The College of Knowledge offers comprehensive training relevant to the voltage regulator market.

Coordinators: Ken Van Zee - Greg Burrell

SESSION 6
Conference Room I

GAS FLOW VALVES AND PURGING

PART I

Wednesday, January 23, 2008

8:00 a.m. – 3:00 p.m.

Description: This session will cover the proper use of squeeze off tools, Changing of valves on risers, Riser wrap, Leak repair for blowing gas and Leak detection

Instructor: Gary Ebnet from Groebner & Associates

PART II

Wednesday, January 23, 2008

3:00 p.m. – 5:00 p.m.

Description: This session will cover Locating Theory and the Do's and Don'ts of locating

Instructors: Dave Jansa

Ed Miller

Gary Hyatt from Ditch Witch of South Dakota

PART III

Thursday, January 24, 2008

8:00 a.m. – 12:00 noon

Description: This session will cover Excess Flow valves, Purging, Installation and Resting

Instructor: Terry Hanson from GTS

Coordinators: Ginny Beck

Jay Nordquist

SESSION 7

Roosevelt Room

Security Awareness – “101”

GENERAL SESSION- Tuesday, January 22 - 1:00 p.m. - 5:00 p.m.

Wednesday, January 23 8:00 a.m. - 5:00 p.m.

Thursday, January 24, 8:00 a.m. - 12:00 noon

- 1. Determining “Risk” and “Vulnerability”**
 - a. Hicks Law
 - b. Inverted “U” Phenomenon
 - c. Response to critical event(s)
- 2. ABC’s of Security**
 - a. Access control
 - b. Background checks
 - c. Communication options
- 3. Three (3) Layers of Security**
 - a. Visual deterrents
 - b. Security equipment
 - c. Employee empowerment to respond
- 4. Office Considerations**
 - a. Office Configurations based on risk factors
 - b. Personal information
- 5. Suggested Responses to:**
 - a. Angry Client/Co-worker
 - b. Shouting Client/Co-worker
 - c. Client/Co-worker with a weapon
- 6. Bomb Threats**
 - a. Searches
 - b. Bomb threat protocols
 - c. IED awareness
- 7. Illicit/Street Narcotics**
 - a. Packaging
 - b. Recognition
 - c. Physiological/Psychological indicators of “user”
 - d. Response protocol
- 8. Gangs/Organized Crime**
 - a. Gang member recognition
 - b. Gang “Turf” marking/tagging
 - c. Specific safety/security consideration(s) for county personnel
- 9. Specific Security Recommendations for Utility Personnel**
 - a. Security systems
 - b. Closed circuit video monitoring
 - c. Identity theft of personnel records
 - d. Identify theft of utility client members
- 10. Questions/Answers**

“HIGH RISK OPERATIONS – Mitigation the Risk” – GOALS AND OBJECTIVES

GOALS – To provide the participant(s) with new levels of awareness, knowledge and understanding regarding their personal safety/security.

OBJECTIVES -

I. Risk

- a. Defining Risk _____ minutes
- b. Sources Of Risk _____ minutes
- c. Determining Levels Of Risk _____ minutes
- d. Determining Acceptable Levels Of Risk _____ minutes

II. Completing A Risk Assessment

- a. The Rule of M & M In Target Selection _____ minutes
- b. Vulnerability Survey _____ minutes
- c. Internal Considerations _____ minutes
- d. External Considerations _____ minutes

III. Four (4) Steps To Mitigating Risk

- a. Establish a planning team _____ minutes
- b. Analyze capabilities and hazards _____ minutes
- c. Develop the plan _____ minutes
- d. Implement the plan _____ minutes

III. Specific Considerations

- a. Confrontations within the facility _____ minutes
- b. Confrontations outside of the facility _____ minutes
- c. Security observations _____ minutes
- d. Hostage incidents _____ minutes
- e. Work site security considerations _____ minutes
- f. Vehicle security _____ minutes
- g. Explosives/IED's/Suicide bombers _____ minutes
- h. Counter sniper avoidance and/or options _____ minutes
- i. Security "event" reporting process _____ minutes
- j. Other sources of risk _____ minutes
- k. Top "10" security recommendations _____ minutes
- l. Three (3) level of security awareness _____ minutes
- m. Office security considerations _____ minutes
- n. Office security protocol recommendations _____ minutes
- o. Additional security topics as indicated by participants _____ minutes

NOTE: This presentation is "customized" to address security considerations for utility personnel. Times may vary depending upon specific topics chosen.

Instructor: Stefan Salmonson, President - PROtective Services, Inc. Mora, MN

Your presenter, Stefan V. Salmonson, is the president of **PRO**protective **S**ervices, Inc. He is a licensed deputy sheriff, licensed private detective and protective agent, certified personal protection specialist

(Body Guard), international security consultant, airline transport pilot and professional speaker. Stefan provides executive and personal protection services, high-risk employment termination support services, discrete investigations, security presentations, training, consulting and assessments for over six hundred (600) clients.

He also writes security related articles, for publications, and is frequently interviewed by journalists regarding security concerns. Clients include national/international corporations, government agencies, foreign royalty, public utilities, school districts/student transportation, flight department/associations, prisons, hospitals, financial institutions, media, the trucking, real estate and insurance industry.

CORPORATE PROFILE ...

PROprotective **S**ervices, Inc. is a Minnesota based corporation that provides a wide array of services for select clients in the United States and abroad. The president, of the corporation, is a licensed peace officer, licensed private detective, certified personal protective specialist and airline transport pilot who has extensive experience in the areas of corporate security training/presentations, narcotics investigations, gangs/organized crime, discrete investigations, asset protection and security consulting. Relationships with other proven, exceptional international agencies provide a seamless global security service.

Our client list is comprised of national/international corporations, financial institutions, government agencies, aviation, trucking, insurance associations, schools, student transportation, public utilities, hospitals, universities and the hospitality industry.

We look forward to working with your organization and shall do our best to exceed your **expectations of excellence!**

Stefan V. Salmonson, PPS, President

Coordinator: Rick Berg – Terry Keller

SESSION 8

Amphitheater I

INTRODUCTION TO NETWORKS AND THE INTERNET

(Basic Computer Training)

PART I

GENERAL SESSION

Tuesday, January 22 - 1:00 p.m. - 5:00 p.m.

PART II

Title: Computer Training

Wednesday, January 23, 8:00 a.m. - 5:00 p.m.

Also Thursday, January 24, 8:00 a.m. - 12:00 noon

Description: Computers are everywhere. We use them in almost every aspect of our lives whether we realize it or not. But it's not just the computers themselves that make all the technology so useful and interesting—it's the way they interconnect and work together that creates a truly amazing tool. That's what a network does—connects computers together. In this course, you will be introduced to the Internet and networks.

TOPICS INCLUDED ARE:

Windows XP: Introduction
Working on Networks
Using Email
Managing the Mailbox
Browse the Web
Researching on the Internet

COURSE DESCRIPTION OVERVIEW:

Students will create a document, organize files, work with Windows Messenger, create an efficient work environment, work with media, clean up their system, and find information on the Internet.

PERFORMANCE-BASED OBJECTIVES:

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- You will create a document by using WordPad.
- You will organize the contents of your hard drive by using Windows Explorer.
- You will communicate instantly with others by using Windows Messenger.
- You will create an efficient work environment by using the Control Panel and Accessibility programs.
- You will perform a variety of media tasks by using the Help and Support Center and Media Player.
- You will clean up your system by using My Computer and the Recycle Bin.
- You will find information on the Internet by using Internet Explorer.

Instructors: Dan Friedrich, CISSP, CNE Technology Support Services
Dakota State University

Coordinator: Tim Chance - Jerry Mausbach

COURSE LIMITED TO 30 PARTICIPANTS

Session 9
Crystal Room
Introduction to Microsoft Word and Excel

(Computer Training)
PART I

GENERAL SESSION

Tuesday, January 22 - 1:00 p.m. – 5 p.m.

PART II

Title: Computer Training

Wednesday, January 23, 8:00 A.M... – 5:00 P.M.
Also Thursday, January 24, 8:00 A.M. – 12:00 Noon

Description: Computers are everywhere. We use them in almost every aspect of our lives whether we realize it or not. But it's not just the computers themselves that make all the technology so useful and interesting—it's the way they interconnect and work together that creates a truly amazing tool. This course will introduce you to two (2) popular programs used on a computer.

TOPICS INCLUDED ARE: Microsoft Word and Microsoft Excel

Course Description Overview:

Microsoft Word 2002: Level 1

This course is designed for persons interested in learning the basic features of Microsoft Word for creating and revising basic business documents. It is also intended for persons desiring to prepare to be certified a Microsoft Office User Specialist (MOUS) in Microsoft Word.

Excel 2002: Level 1

This course, Excel 2002 Level 1, is the first course in a series. This course will give you the skills to create, edit, format, and print basic worksheets and charts in Excel. Persons desiring to prepare to be a certified Microsoft Office User Specialist (MOUS) in Excel, and who already have knowledge of Microsoft Windows 98 or above operating system, and desire to gain the skills necessary to create, edit, format, and print basic worksheets and charts in Excel.

INSTRUCTOR: Dan Friedrich, CISSP, CNE Technology Support Services
Dakota State University

COORDINATORS: Jerry Mausbach - Tim Chance

COURSE LIMITED TO 30 PARTICIPANTS

Joint Utility Training Committee

Chairman: Dave Zwetzig - Butte Electric Coop, Newell, SD
Vice Chairman: Mike Burkard - City of Sioux Falls, Sioux Falls, SD
Secretary: Lori Tendler, Xcel Energy - Sioux Falls, SD
Treasurer: Tom Honkomp - Brookings Municipal Utilities - Brookings, SD

South Dakota Rural Electric Association:

Gary Clayton - Rosebud Electric, Gregory, SD
Ken VanZee, Douglas Electric Coop, Armour, SD
Tim Chance - Southeastern Electric Coop, Alcester, SD
Jim Moore – Northern Electric, Aberdeen, SD
Terry Keller – Cam-Wal Electric, Selby, SD

Investor-Owned Electric Utilities:

Jerry Hetlet - Otter Tail Power Company, Milbank, SD
Steve Arbach, Northwestern Energy, Huron, SD
Bruce Brekke - Montana-Dakota Utilities, Mobridge, SD
Lori Tendler - Xcel Energy - Sioux Falls, SD
Ken Meirose - Black Hills Power, Sturgis, SD

Municipal Electric Utilities:

Tom Honkomp - Brookings Municipal Utilities, Brookings, SD
Mike Burkard - City of Sioux Falls, Sioux Falls, SD
Jay Nordquist - City of Beresford, Beresford, SD
Jerry Mausbach - City of Winner, Winner, SD
Ginny Beck – City of Freeman, Freeman, SD

Generation, Transmission, Political Subdistricts, Statewide Association:

Greg Burrell - SD Rural Electric Association. Pierre, SD
Terry Ebright – East River Power Coop, Madison, SD
Rick Berg, Watertown Municipal Utilities, Watertown, SD
Dave Zwetzig - Butte Electric Coop, Newell, SD