



Joint Utility Training School

101 N. 3rd St. Beresford SD 57004
Phone 605-763-5501 ~ Fax 605-763-5502

www.juts.biz

Training Today for Tomorrow

34th Annual

Joint Utility Training School

January 20-21-22, 2009

Ramkota Inn - Sioux Falls, SD

**34th Annual
Joint Utility Training School
January 20-21-22, 2009
Ramkota Inn, Sioux Falls, SD**

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

1. LEAD FROM WHERE YOU ARE
2. TRANSFORMER CONNECTIONS
3. OPERATIONS AND SAFETY
4. FIELD OPERATIONS/TECHNICAL SUPPORT
5. SIEMENS REGULATORS/RECLOSERS
6. SECURITY CONSIDERATION IN A UTILITY ENVIRONMENT
7. INTRODUCTION TO NETWORKS AND THE INTERNET
8. MICROSOFT WORD, LEVEL 1 & 2
9. INTRODUCTION TO MICROSOFT EXCEL 1 & 2

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, 2009.

Send check and registration form to: JUTS, ATTN: JAY, 101 N 3rd St. Beresford SD 57004.

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 20, 2009
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 21, 2009 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 20
1 p.m. to 5:00 p.m.

MITIGATING RISK

Mitigating Risk

This fast paced, audience interactive presentation will identify several sources of risk and offer multiple response options. Topics will include vehicle security, workplace violence avoidance, gang/organized crime risk(s), weapons, clandestine drug labs, IED/explosives and physical confrontations. See why this presentation is considered a “must see” by participants across the country.

SPEAKERS BIO ...

Your presenter, Stefan V. Salmonson, is the president of **PRO**ective Services, Inc. He is a licensed deputy sheriff, licensed private detective, licensed 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, risk management and assessments for over six hundred (600) clients.



Stefan V. Salmonson, PPS
PROective Services, Inc.
209 East Maple Avenue, Suite 5
Mora, Minnesota 55051

Office: 320-679-4848
Cell: 612-961-5867
E-Mail: Stefan@PROectiveServicesinc.net
WEB: WWW.PROectiveServicesinc.net

Coordinator: Terry Ebright

SESSION 1

CONFERENCE ROOM 3

LEAD FROM WHERE YOU ARE

Lead from Where You Are

Leaders exist at every level of the organization and leadership is needed at every level in every organization. In this leadership class, we take a practical approach to leadership. We discuss these kinds of issues: What is the role of the leader and how do we show leadership? How can we confront difficult situations that stretch our leadership skills and learn from those encounters so we can prevent trouble in the future? How do we confront issues instead of avoiding them and still keep the loyalty of the people we work with?

In this class our focus is on helping participants develop in three key areas of leadership: Communication, Managing Performance, and Building Teamwork. We discuss the “real” side of these issues so participants can come away with new ideas on how to deal with issues at work and at home. Learning to be more powerful by more effectively using our power is the theme of this class.

Some of our topics are these:

- **Listening...the key to being heard.** When we sharpen our listening skills, we make ourselves more effective communicators and problem solvers at home and at work.
- **Assertive communication.** Say what you mean and mean what you say without creating conflict. Leadership that helps you to change the situation without threatening relationships.
- **Coaching.** Help manage performance through day-to-day interactions with teams. Use your relationship with your team to lead effectively.
- **Performance Management.** How do deal with poor performance when you do a performance appraisal. How to “grow” people instead of just planting them.
- **Building teamwork.** Learn to treat people the way they need to be treated, without giving away your leadership...build loyal teams based on relationship and on high quality performance.

At every level, leaders deal with challenging people. The difficult person they must “handle” may be their own manager, a fellow leader, an employee, or even their customers. Leaders must provide leadership even if those we lead aren’t reasonable. Becoming a strong leader is a challenge for new leaders and even more challenging for the seasoned professionals among us who have done this for awhile. We operate class the same way you interact at work...everyone has something to teach, and we can all learn from each other. Helping new leaders and seasoned pros share ideas and help each other mirrors the modern workplace. Learning is easier and a lot more when we can discuss things among others who share similar challenges.

We invite formal and informal leaders from all parts and all levels of your company to attend this session. It is best when we can hear ideas and gain insights from those who see the same issues from different leadership levels.



Jim Kellar provides consulting and training resources for people and businesses throughout the Mid-west. 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 Tandler

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 20, 1:00 pm – 5:00 pm

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.

Scott Meinecke trained and worked as an electrician prior to his 1984 graduation from the Powerline Program at Northwest Iowa Community College in Sheldon. Scott was employed as a lineman with Iowa Lakes Electric Cooperative in Spencer Iowa and later at their service center in Pocahontas, Iowa Scott has an AAS degree in Powerline Technology and joined Northwest Iowa College in 1989 as an Instructor in the Powerline Program. Scott continues to teach a wide variety of topics, both classroom and hands-on from pole climbing to equipment operation to substation, etc. He is well known for the hand-on Transformer Workshop taught throughout the Iowa-Minnesota-South Dakota region.

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 20 - 1:00 p.m. - 5:00 p.m.

SECTION I

Wednesday, January 21 - 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 1-5pm & Thursday 8-12am

Excavation Safety – Competent Person Training Program

Instructor: Greg Burrell, South Dakota Rural Electric Association, Manager of Safety and Loss Control Services and 30 + years in the utility field.

Instructional Information: Speed Shore - The World Leader in Excavation Safety

Class Description: This Excavation Safety Class covers the criteria from OSHA Standard and also covers the Manufacturers Tabulated Data to be able to provide the best protection for the employees working in and around an excavation.

Class Agenda:

- **OSHA Review for Cave-In Fatalities**
- **SCOPE, APPLICATION AND DEFINITIONS**
- **GENERAL REQUIREMENTS –**
 OSHA Standard, 29 CFR 1926.650 – 652, Subpart P
- **APPENDIX A – SOIL CLASSIFICATION**
- **APPENDIX B - SLOPING**
- **APPENDIX C - TIMBER SHORING**
- **APPENDIX D - ALUMINUM HYDRAULIC SHORING**
- **OTHER SHORING CONSIDERATIONS –**
 Manufacturer's Tabulated Data
- **SHIELD SYSTEMS**

Coordinators: Jerry Hetlet
Ken Meirose

SESSION 4

Amphitheater II

Session IV

Amphitheater II

Field Operations / Technical Support

Part I

Tuesday 1:00pm – 5:00pm

Title: General Session

Part II

Wednesday 8:00am – 10:00am

Title: Advanced Metering in a Green World

Description: This presentation will focus on the Utilities need to focus on, and meet the new challenges of the Green Power demands of their customers. Additional topics covered, Power Quality metering, LEEDs requirements, High Density Metering, Generator Emission monitoring and advanced reporting.

Instructor: Phil Larsen- Square D

Biography-Phil Larsen

Business Development Specialist
Square D- PowerLogic
Schneider Electric
9220 Bass Lake Road #230
New Hope, MN 55428

Phone 763-543-5547
Fax 715-273-6351
Cell 612-616-2700
philip.larsen@us.schneider-electric.com
<http://www.PWRM.com>
<http://www.Squared.com>

Part III

Wednesday 10:00am - 12:00pm

Title: Overview and Uses of GIS in the Utility Field

Description: The ever- expanding world of utilities has moved to relying on GIS to help and assist in some key decisions by utilities. GIS has been a major player in helping utilities verify, manage, and predict the future of their utilities. With GIS undertaking a stronger role in decision- making, are we maxing out our uses for GIS? I will be going over many uses for your GIS in the Generation, Transmission, and Distribution Systems. Some of

the topics covered will be Staking and Field Collection, Ties to Billing, Outage Management, Trouble Calling, Cartographic Map Creation, Automated Meter Reading, Easements, and Right of Way Management.

Instructor: John Auel -United Services Group

Biography – John Auel-United Services Group

GIS Technician II

Phone (763) 241-2213

jauel@usgweb.com

Background:

United Services Group (USG) 2001 to Present

Currently a GIS Technician II

Have experience converting older mapping systems into ESRI, and maintaining the data after conversion.

Assisted in field collection for assets management projects.

Education and Training:

Bachelor of Science, University of Wisconsin Stevens Point

Major Geography, area of interest Cartography, and Regional Analyst

Part IV

Wednesday 1:00pm – 2:00pm

Title: Inspection Treatment Options for Pole Lifecycle Management

Description: Pole Maintenance can save you money by reducing unnecessary replacement costs and by adding many additional years of durable service life to your pole plant. Osmose programs allow the pole owner to better manage the critical factors that determine pole performance—strength, load and cost. [Inspection options](#) and choices will contribute to the accuracy of identifying poles that should be restored or replaced and those that should be treated. [Remedial treatments](#) allow poles to retain their initial strength. And the importance of [data management, reporting and record keeping](#)

Instructor: Dennis Nelson- Osmose Utilities Services, Inc.

Biography -Dennis Nelson

Director - Sales

Osmose Utilities Services, Inc.

22153 Great Northern Drive

Cold Spring, MN 56320

320-597-5221

320-260-2469 cell

dnelson@osmose.com

Education and Training

Education: 1982, BS Forest Resources, University of Minnesota

History with Osmose

Start Date: 1982

Work Summary: Dennis Nelson has supervised pole inspection and restoration, padmount inspection and painting, data services inventory and joint use audits, and ROW foliar and bareground applications for many utilities throughout MN, SD, ND, and WI including Municipals, Cooperatives, and Investor Owned Utilities.

Part V

Wednesday 2:00pm – 3:00pm

Title: Wind Power in South Dakota: A Regulatory Panorama

Description: An overview of wind power in South Dakota, including history, current statistics, policy/legislation/incentives, status of small wind(including the Wind for Schools program and the PUCs interconnection procedures), and wind siting for both small and large wind systems.

Instructor: Brian P. Rounds-SD PUC

Biography- Brian P. Rounds

Staff Analyst

SD Public Utilities Commission

500 East Capitol Avenue

Pierre, SD 57501-5070

(605)773-3201

Brian has a BS in electrical engineering with about 2 years of experience at the PUC. He deals mostly with the Wind Outreach, Wireless Initiative, Wind for Schools, Tower Working Group, and Energy Smart programs. He also does some docket work pertaining mostly to energy efficiency and sitting-but does a little bit of everything. He recently became a member of the Midwest Renewable Energy Tracking system (M-RETS) board of directors and staff for Commissioner Johnson on the Western Interconnect Regional Advisory Body (WIRAB)-which advises WECC on NERC's reliability standards.

Part VI

Wednesday 3:00pm – 4:00pm

Title: DOE Transformer Efficiency Standards

Description: This presentation will focus on the impact and ramifications of the Department of Energy (DOE 10 CFR Part 43) program for improving distribution transformer efficiency on both the manufacturer and end user.

Instructor: Ken Gunnufsen, Regional Marketing Manager-Howard Industries

Biography-Ken Gunnufsen

Ken Gunnufsen, Regional Marketing Manager

Howard Industries Distribution Transformer Division

P.O. Box 1588, Laurel, MS 39440

PH: (601) 422-1309 Fax: (601) 649-8090

www.howard-ind.com kgunnufsen@howard-ind.com

Ken ,BSET, MBA has over 23 years of manufacturing and design experience and is currently Regional Marketing Manager for Howard Industries.

Part VII

Wednesday 4:00pm – 5:00pm

Title: Fluke Power Quality and Meter Safety and Use Presentation

Description: During this one-hour presentation, Gary will discuss and demonstrate the safe and proper use of handheld meters including digital multimeters, clamp meters and single and three phase power quality meters.

Instructor: Gary Drasch –Fluke

Biography- Gary Drasch

Gary Drasch is the territory sale manager for Fluke. Fluke is the world leader of handheld meters. Gary has extensive experience developed over his 22 years working for Fluke.

Part VIII

Thursday 8:00am –10:00am

Title: Arc- Flash Assessment from Utility perspective

Description: The 2007 National Electric Safety Code (NESC), section 41 states that an employer must perform an arc flash assessment in order to determine potential exposure to an electric arc. This mandate has a deadline of January 1, 2009. With the deadline fast approaching many employers and consultants are still looking for direction on what to do. This presentation will demonstrate the methods and tools that DeWild Grant Reckert and Associates is using to solve this hot button issue. Included will be a background of arc flash, key terminology, and how its intensity is measured. Also included are software packages that are being used including Milsoft's Windmil® and Light Table®, EDSA Micro Corporation's EDSA Technical®, Kinectrics' ARCPRO®, and IEEE Std. 1584. The Windmil and Light Table programs are primarily used for determining fault currents and fault clearing times, IEEE Std. 1584 is used for the calculation of the arc flash intensity, EDSA is used for power and water plant settings due to its one-line format, and ARCPRO is a second arc flash intensity calculation program to verify the IEEE Std. 1584 calculations

Instructors: Curt Dieren,P.E. and Chris Nordquist,E.I. –DeWild Grant Reckert & Associates

Biography - Curt Dieren, P.E.

Curt Dieren is a project manager in the electrical power department of DeWild Grant Reckert & Associates located in Rock Rapids, Iowa. He is a registered professional engineer in the states of Iowa, Minnesota, South Dakota, and Nebraska. Dieren has been involved in a variety of projects including the design of diesel generation plants, transmission systems, distribution systems, and substations for a variety of utility clients in the upper Midwest. He has also been involved with numerous long range planning, coordination, and cost of service studies. He earned a Bachelor of Science Degree in Electrical Engineering from South Dakota State University in 1991. Dieren currently resides with his wife and 2 children in Rock Rapids, IA.

Biography - Chris Nordquist, E.I.

Chris Nordquist is a project engineer in the electrical power department of DeWild Grant Reckert & Associates

located in Rock Rapids, Iowa. Nordquist has been involved in a variety of projects while at DGR including the design of transmission lines and several arc flash studies for a variety of clients. He has also been involved with planning and coordination studies. Nordquist earned a Bachelor of Science Degree in Electrical Engineering from the South Dakota School of Mines & Technology in 2008. Before joining DGR he worked for Black Hills Power in the Neil Simpson and Ben French power plants in Gillette, WY and Rapid City, SD. He currently resides with his wife in Harrisburg, SD.

Part IX

Thursday 10:00am – 12:00pm

Title: Personal Protective Grounding

Description: This class will be a thought provoking class covering grounding and will at a minimum cover the following:

- Ground testing and the difference between AC and DC testers
- What makes up a good ground
- Why should you not use welding cable
- The AB Chance grounding encyclopedia catalogs (40 years put into a binder)
- Review equipotential grounding

Instructor: Steve Gordon-Chance Tool Division

Biography-Steve Gordon

- Steve started with the Chance company in 1975
- He has been with the Chance Tool Division for the past four years
- Prior to this, he was the director of training and marketing
- Steve started with Chance after attending college and Vietnam

Course Coordinators: Steve Arbach
Bruce Brekke

SESSION 5

Jefferson Room

Siemens Regulators

Wednesday - January 21st, 8:00 am – 5:00 pm
Thursday – January 22nd, 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 Burrel

SESSION 6

Roosevelt Room

SECURITY CONSIDERATION IN A UTILITY ENVIRONMENT

GENERAL SESSION

Tuesday, January 20 - 1:00 p.m. - 5:00 p.m.

Wednesday, January 21, 8:00 a.m. - 5:00 p.m.

Thursday, January 22, 8:00 a.m. - 12:00 noon

Security Considerations In A Utility Environment

This fast paced, audience interactive presentation may provide the tools necessary for participants to recognize, avoid, lessen and/or mitigate multiple forms of security threats. Awareness levels, regarding many security concerns, will be significantly increased. Recommended polices, procedures and plans will be discussed along with numerous scenarios. If you are responsible for the safety/security of your facility, staff and/or co-workers, this presentation is a must!

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: Terry Keller
Doug Enstad

SESSION 7

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.

Description: (Look under General Session)

PART II

Title: Computer Training

Wednesday, January 21, 8:00 a.m. - 5:00 p.m.

Also Thursday, January 22, 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
- Understanding computer hardware
- Working on Networks
- Using Email
- Managing the Mailbox
- Getting and using Antivirus software
- Understanding Spyware and Adware
- Browse the Web
- Researching on the Internet

COURSE DESCRIPTION OVERVIEW:

Students will create a document, organize files, work with antivirus software, 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 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 the recycle bin and defrag.
- You will find information on the Internet by using Internet Explorer and e-mail.

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

Coordinator: Tim Chance - Jerry Mausbach

COURSE LIMITED TO 30 PARTICIPANTS

Session 8

Conference Room 2

Microsoft Word, level 1 and 2

(Computer Training)

PART I

GENERAL SESSION

Tuesday, January 20 - 1:00 p.m. – 5 p.m.

Description: (Look under General Session)

PART II

Title: Computer Training

Wednesday, January 21, 8:00 A.M... – 5:00 P.M.
Also Thursday, January 22, 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. Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course will provide you with the basic concepts required to produce basic business documents.

TOPICS INCLUDED ARE: Microsoft Word Beginner and Intermediate

Course Description Overview:

Microsoft Word 2003: Level 1 & Level 2

This course is designed for persons interested in learning the basic features of Microsoft Word for creating and revising basic business documents. The second half is for those who need to learn how to use Microsoft® Word 2003 to create or modify complex business documents as well as customized Word efficiency tools.

INSTRUCTOR: Julia Miller, Technology Support Services
Dakota State University

COORDINATORS: Jerry Mausbach - Tim Chance

COURSE LIMITED TO 15 PARTICIPANTS

SESSION 9

Conference Room 1

Introduction to Microsoft Excel 1 & 2

(Computer Training)

PART I

GENERAL SESSION

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

Description: (Look under General Session)

PART II

Title: Computer Training

Wednesday, January 21, 8:00 A.M... – 5:00 P.M.

Also Thursday, January 22, 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. The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the Web.

TOPICS INCLUDED ARE: Microsoft Excel Beginner and Intermediate

Course Description Overview:

Excel 2003: Level 1 & 2

This course, Excel 2003 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. In the second half of the course, you will use Microsoft® Excel 2003 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.

INSTRUCTOR: Lance Jahnig, Technology Support Services
Dakota State University

COORDINATORS: Jerry Mausbach - Tim Chance

COURSE LIMITED TO 15 PARTICIPANTS

Joint Utility Training Committee

Joint Utility Training Committee

Chairman: Mike Burkard - City of Sioux Falls, Sioux Falls, SD
Vice Chairman: Lori Tendler, Xcel Energy - Sioux Falls, SD
Secretary: Jim Moore – Northern Electric, Aberdeen, 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
Doug Enstad, Watertown Municipal Utilities, Watertown, SD
Dave Zwetzig - Butte Electric Coop, Newell, SD