



Joint Utility Training School

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Training Today for Tomorrow

35th Annual

Joint Utility Training School

January 19-20-21, 2010

Ramkota Inn - Sioux Falls, SD

**35th Annual
Joint Utility Training School
January 19-20-21, 2010
Ramkota Inn, Sioux Falls, SD**

REGISTRATION FEE
\$200 per student - PREPAID

1. LEADING TEAMS AND MANAGING TEAMWORK
2. TRANSFORMER CONNECTIONS
3. OPERATIONS AND SAFETY
4. FIELD OPERATIONS/TECHNICAL SUPPORT
5. GE REGULATORS
6. SECURITY CONSIDERATIONS FOR THE UTILITY INDUSTRY
7. INTRODUCTION TO NETWORKS AND THE INTERNET
8. INTRODUCTION TO 2007 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, 2010.

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 19, 2010
10:00 a.m. to 1 pm.
\$200 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 20, 2010 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 19
1 p.m. to 3:00 p.m.

GOIN HOME

GOIN HOME

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**protective 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

PROprotective Services, Inc.

209 East Maple Avenue, Suite 5

Mora, Minnesota 55051

Office: 320-679-4848

Cell: 612-961-5867

E-Mail: Stefan@PROprotectiveServicesinc.net

WEB: WWW.PROprotectiveServicesinc.net

Nine Truths of Teambuilding

Washington Room

Tuesday, January 19
3:15 p.m. to 5:00 p.m.

Kevin Kush
Head Football Coach
Boys Town High School

1. Successful teams are made up of individuals who are willing to give of themselves for the benefit of the team.
2. When team members truly “care” for one another, the team is more likely to experience success.
3. How teams react to adversity will determine success or failure.
4. Teams that refuse to change lose!
5. Championship teams have team members who “buy in” to their coach’s philosophy.
6. Players who “accept coaching” continually improve and help their team win.
7. Every member of the team is an intricate part of that team.
8. Teams that excel are made up of individuals who exhibit high energy!
9. Teams that win have coaches who are tremendous motivators.

Coordinator: Terry Ebright

Click [here](#) to download a brochure about Coach Kush

SESSION I

CONFERENCE ROOM 3

LEADING TEAMS AND MANAGING TEAMWORK

General Session

Tuesday January 19, 1:00 pm – 5:00 pm

Leading Teams and Managing Teamwork

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

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

Whether you work in the office or in the field, this session is guaranteed to be fun and useful for you!

As our industry evolves, our world of work becomes more complex and demanding. Here are some of the demands we experience:

- The demand to work efficiently.
- The demand to be loyal to my work group.
- The demand to work safe.
- The demand to serve the customers.
- The demand to cooperate.

These demands are valid and important. How could we succeed without them, and yet, how do we accomplish them all, simultaneously, in the right way, and in the time provided?

We must have teamwork to succeed at any of those workplace demands, but leading people in teams is hard! Leaders need to help those we manage work better and more effectively... that's one level of teamwork. Leaders need to cooperate with external entities; customers and government agencies...that's another level of teamwork. And leaders need to work with other teams within the organization, even when they seem to be headed in other directions! And that's a whole other level of teamwork. Complicated? You bet!

Some of the issues we will deal with in this session are these:

Big Team Versus Little Team issues

What is the role of my team versus the role of the whole team and how do I reconcile the two? Where does turf come into play and how to avoid it?

Competing goals

How do I reconcile the fact that some groups have different goals and we aren't always on the same page, but we always have to work together?

Conflict

How do we deal with conflict within our own team or between separate teams in the same organization?

Loyalty

How do I balance my loyalty to the larger team, the organization or the department, with my loyalty to the small team, the group of people I interact with constantly?

We not only have to inspire people to work with each other as good team members, we have to inspire all of us to work within the organization, with every team. This is hard, but there are specific leadership skills and attitudes that help accomplish this goal. We'll address all these skills and attitudes in this session.

This session will include several teambuilding exercises that are quite enjoyable. We will use those exercises and the group's questions to guide our presentation. We guarantee this session will be useful in terms of what you can apply at work, interesting in how it is presented and discussed, and we guarantee the time will fly!



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.

Course limited to 30 Participants

INSTRUCTOR: JIM KELLAR

COORDINATOR: Mike Burkard & Lori Tendler

SESSION II

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 19, 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 Participant

SESSION III

Lincoln Room

OPERATIONS AND SAFETY

General Session

Tuesday January 19, 1:00 pm – 5:00 pm

PART I

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

Winter Survival Safety Training Course

Safety One International specializes in training programs for employees whose work involves special hazards in areas beyond easy access and rapid emergency aid. We focus on workers who must negotiate terrain which presents unique hazards including instability, steep slopes, and avalanche dangers.

With over 20 years of experience teaching tracked vehicle and winter survival safety we are recognized and used by every branch of the U.S. Government that utilizes snow vehicles. We are well versed in the OSHA regulations as they pertain to tracked vehicle safety and have in fact also trained OSHA inspectors.

The credentials of our instructors are extensive, Art Seely, our lead instructor, has been elected to membership in the American Society of Safety Engineers, he is certified by the National Safety Council as a Certified Utility Safety Administrator, and has a degree in Environmental Health and Safety. He was also certified in Los Angeles and Denver as a rescue paramedic, he is recognized by magazines such as Utility Safety and Police Chief as a "World Renowned Snow Survival Expert". Please see a brief description of the topics covered in our courses below.

Safety One International Training Specialists – Winter Survival Training Classroom Course

1. Winter Survival – Secrets that Make a Difference
2. Carbon Monoxide Poisoning – Deadly Odorless Killer
3. Survival Kits – Carrying Critical Items and Know Their Many Uses
4. Survival Shelters – Quick, Simple and Lifesaving
5. Fires & Fire Starting – What Really Works
6. Survival Priorities – Surviving the Unexpected
7. Survival Attitudes – How to get It & How to Keep It
8. Frostbite – Simple Secrets to Keep Your Fingers
9. Hypothermia – Why it Kills so Many, Recognition, What you Need To Do

PART II

Thursday 8:00 a.m. – 12:00 p.m.

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.

Session IV

Amphitheater II/Exhibition Hall

Field Operations / Technical Support

Part I

Tuesday January 19 1:00pm – 5:00pm

Title: General Session

Part II

Wednesday 8:00am – 9:00am

Title: Update on Wind Team South Dakota

Description: This presentation is an overview of the South Dakota Wind Energy Association and what it's mission is. Do you realize that over \$545 million has been invested in the wind farms in South Dakota since 2003? Do you realize that over 700 people work in the wind industry in South Dakota every day? This quick overview of the state will be informative and fast paced with ample time for questions and discussions. For more information on wind industry in South Dakota see www.sdwind.org

Instructor: Steve Wegman- South Dakota Wind Energy Association

Part III

Wednesday 9:15am – 10:15pm

Title: Wind for School South Dakota

Description: Mr. Wegman will give a quick overview of the Wind for School program in South Dakota. South Dakota is one of six pilot states that participate in the US Department of Energy Wind for School, Wind Powering America. This is South Dakota's second year of the program with over 12 school districts involved. Schools that have wind turbines installed are Sanborn Central, Douglas, Selby, Faith, Dakota Valley, to name a few. For more information on Wind for School South Dakota see wac.sdwind.org

Instructor: Steve Wegman- South Dakota Wind Energy Association

Biography – Steven Wegman

Present-2009 Executive Director of the South Dakota Wind Energy Association.

2003-2008 South Dakota Public Utilities Commission, Pierre, SD

Analyst

- □ Working docket on wireless telecom, electric and natural gas.
- □ Conducts training seminars, special projects

2003-1997 2003-1997 South Dakota Governor's Office Pierre, South Dakota

Senior Staff

- □ Project management, Governor's house, wiring the school, disaster services, forest fire, flood, storm damage, SD State Fair rehab electrical, roads, drainage and buildings.

1997-1990 South Dakota Public Utilities Commission, Pierre, SD

Analyst

- □ Energy programs development. Dockets work on electricity, natural gas and telecommunications.

1990 -1981 Governor's Office of Energy Policy

Junior Staff for Governor Office on Energy Policy

Part IV

Wednesday 10:45am – 12:00pm

Title: Surveying and Staking

Description: Doug Berkland P.E., LS Principal with Sayre Associates Inc, will discuss the importance of proper surveying and staking for the installation of utility facilities.

Instructor: Doug Berkland- Sayre and Associates Inc.

Biography – Doug Berkland

Doug Berkland is a P.E. and LS Principal with Sayre Associates Inc. in Sioux Falls

Part V

Wednesday 1:00pm – 2:15pm

Title: Advancements in Distribution Reclosing

Description: This presentation will examine a new technology in distribution reclosing called Pulse Closing. The S&C IntelliRupter will be used to exemplify the types of advanced distribution switching/reclosing that are available on the market today.

The features of the S&C IntelliRupter will be discussed including the pulse closing technology as well as the improved radial line protection and SCADA functionality available on today's advanced devices.

Instructor: John Macek – Application Director: S&C Electric Company.

Biography-John Macek

John Macek is an Application Director for automation products at S&C Electric Company in Chicago, Illinois. John is based out of Texas and supports sales of automation products. Prior to joining S&C in 2006, he was with Cooper Power Systems for 18 years. His experience includes sales and application engineering on a wide range of distribution products. He received his electrical engineering degree from Texas A&M University in College Station, Texas.

Part VI

Wednesday 2:45pm – 5:00pm
(Exhibition Hall)

Title: Underground Distribution Switchgear

Description: An overview of various types of pad mounted distribution switchgear. Presentation and discussion will examine the features, parts, applications, and operation of the live front (PMH), dead front (PME), and SF6 fault interrupter (S&C Vista) switchgear.

Instructors: Keith Hannemann- Manufacturers Representative: Energy Product Sales
Steve Bode- Application Engineer: Burmeister Electric Company

Biography-Steve Bode

Steve Bode is responsible for working with the Irby Account Representatives in a multi-state area to provide technical support and application guidance to utilities for products manufactured by the S&C Electric Company. Products include the traditional electric power switching and protection equipment as well as the new products such as Vista® Underground Distribution Switchgear, IntelliRupter PulseCloser®, and IntelliTEAM II® Automatic Restoration System used for distribution automation and power quality improvement.

With 37 years of experience working with electric utility distributors supplying products to the Investor Owned,

Public Power and Municipal Electric Systems. Prior to Irby, Steve has spent 32 years at various duties for electrical distribution and 3 years as a manufacture representative.

Steve earned his Bachelor of Science degree in Electrical Engineering at South Dakota School of Mines & Technology, Rapid City, South Dakota

Biography-Keith Hannemann

Keith Hannemann has spent the last 29 years working in the Electric Utility Industry. He spent 18 years in various positions working for an Electric Utility. The last 11 years he has been working as a Manufactures Representative supplying products to the Investor Owned, Public Power and Municipal Electric Utilities market. He works for Energy Products Sales with responsibility for North and South Dakota.

A South Dakota native, Keith earned his Electrical Degree from Mitchell Technical Institute and his BS in Business Management from Huron University.

Part VII

Thursday 8:00am –9:00am

Title: Applying State Law to Road Moves

Description: This presentation will give an overview of how newly enacted State Laws apply to Road Moves. Dave will give examples of best practices used during utility coordination and show how the utility owner can benefit from State Law through that coordination effort.

(State Laws being addressed are SDCL 31-19-1.1, SDCL 31-26-23 and SDCL 31-26-23.1)

Instructor: Dave Hausmann- SDDOT

Part VIII

Thursday 9:15am –12:00pm
(Exhibition Hall)

Title: Plans Reading Course

Description: This course was designed for utility companies and will teach the basics of reading highway construction plans. It will explain the different views depicted in a set of plans, how to measure both horizontal and vertical distances and how to understand field markings.

Instructor: Dave Hausmann- SDDOT

Biography: - Dave Hausmann

Utility Coordinator

SD Department of Transportation

700 East Broadway Avenue

Pierre, SD 57501

Dave has over 33 years of service with the DOT. He has held positions in the Offices of Road Design, Right Of Way and currently is the Utility Coordinator in the Office of Project Development. He has utilized the experience gained in those offices to better improve the working relationship between the utility companies and the DOT. Dave held the first ever utility problem-solving workshop which gave the utility companies the opportunity to address problems and solutions found while relocating utilities during a highway-grading project. The results of that workshop inspired Dave to:

- Create and Implement the "Advanced Utility Coordination Process" which puts the utility owners and the project designers together in group meetings during the design process.
- Chair the committee that reviewed and created solutions to replacement utility easement problems and unnecessary utility relocation. This committee generated the necessary legislation that was passed into law during the 2004 Legislative Session.
- Create and teach a "Plans Reading Course" designed around utility involvement on a highway grading project.

Dave currently is a member of the Transportation Research Board - Utilities Committee and the American Association of State Highway Transportation Officials - Subcommittee on Right of Way & Utilities.

Course Coordinators: Bruce Brekke
Mark Hoogwerf

SESSION V

Jefferson Room

GE REGULATORS

General Session

Tuesday January 19, 1:00 pm – 5:00 pm

GE REGULATORS

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

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



Presenter: Eric J. Bradford
Voltage Regulator Product Engineer
GE Energy

Eric joined GE directly out of college and now has 14 years of experience in numerous roles. Eric has covered quality control as a Technical Support Engineer at the General Electric Shreveport Plant; moving into the Engineering Department in 1998 and accepting the lead in the Voltage Regulator Product Line in 2005.

Mr. Bradford is responsible for conducting Voltage Regulator schools and training; cost-out projects; control development; core/coil design; and design testing.

This presentation will cover:

- Regulator Design**
- Construction Practices**
- Applications**
- Programming**
- Troubleshooting**
- Hands on training**
- Q&A**
- All Aspects of the GE VR Product**

Course Coordinators: Ken Van Zee
Greg Burrel

SESSION VI

Roosevelt Room

Security Considerations For The Utility Industry

General Session

Tuesday January 19, 1:00 pm – 5:00 pm

Security Consideration For The Utility Industry

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

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

This fast paced, audience interactive presentation will provide participants with a "utility specific" perspective regarding several security related concerns.

Topics will include:

- Counter terrorism considerations in rural environments
- Gang/Organized crime recognition and associated risks
- Emergency Response Protocols (ERP)
- NIMS (National Incident Management System) overview
- Security/surveillance equipment and resources
- Robbery survival
- Killing Kitchens - Clandestine drug labs (To include the new method - Shake and Bake)
- Indoor/Outdoor marijuana grows - Recognition and stolen electrical power
- Workplace violence reduction efforts
- Identity theft considerations for the utility industry (To include counterfeit money identification)
- Risk management options
- Security assessment topics for your facilities
- Personal security considerations
- IT/IS security considerations
- Theft reduction efforts (Equipment and electrical power)
- Avoiding and/or de-escalating confrontations

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

Your presenter, Stefan V. Salmonson, is the president of **PRO**ective **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 Services, 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 VII

Amphitheater I

INTRODUCTION TO NETWORKS AND THE INTERNET

(Basic Computer Training)

PART I

GENERAL SESSION

Tuesday, January 19 - 1:00 p.m. - 5:00 p.m.

PART II

Title: Computer Training

Wednesday, January 20, 8:00 a.m. - 5:00 p.m.

Also Thursday, January 21, 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 40 PARTICIPANTS

Session VIII

Conference Room 2

Introduction to 2007 Microsoft Word and Excel

(Computer Training updated from 2003 to 2007 Versions)

PART I

GENERAL SESSION

Tuesday, January 19 - 1:00 p.m. – 5 p.m.

PART II

Title: Computer Training

Wednesday, January 20, 8:00 A.M... – 5:00 P.M.
Also Thursday, January 21, 8:00 A.M. – 12:00 Noon

Description: Computers are everywhere, also are software updates. 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) updated 2007 popular programs used on a computer.

TOPICS INCLUDED ARE: 2007 Microsoft Word Beginner and Intermediate

Course Description Overview:

Microsoft Word 2007: 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 2007: Level 1

This course, Excel 2007 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: Lance Jahnig, Technology Support Services
Dakota State University

COORDINATORS: Jerry Mausbach - Tim Chance

COURSE LIMITED TO 20 PARTICIPANTS