

**LAKE AREA TECHNICAL INSTITUTE
CORPORATE EDUCATION CENTER
FALL 2008 CLASS SCHEDULE**

HEALTH CLASSES

070-9LA Regulations for CPR/AED Training - Adult - Required 4 hrs.

Cardiopulmonary resuscitation for adults. This course meets the American Red Cross requirements and each participant successfully completing the requirement will be issued a wallet sized card (additional cost) indicating they have been certified. Cost of the course will vary depending if it is a group class or individual setting. **(You can call to make a group/individual appointment also by calling Amy at 605-882-5284, Ext. 600.)**

Wednesday, October 15, 5:30-9:30 pm, LATI TEC Bldg., Rm. 533

Instructor: Amy Cordell

Registration Fee: Varies on Group #'s

071-9LA Regulations for CPR/AED Training - Child & Infant – Required 4 hrs.

Cardiopulmonary resuscitation for children. This course meets the American Red Cross requirements and each participant successfully completing the requirements will be issued a wallet sized card (additional cost) indicating they have been certified. **(You can call to make a group/individual appointment by calling Amy at 605-882-5284, Ext. 600.)**

Thursday, October 16, 5:30-9:30 pm, LATI TEC Bldg., Rm. 533

Instructor: Amy Cordell

Registration Fee: Varies on Group #'s

072-9LA First Aid – Required 4 hours

This course identifies common injuries such as wounds, shock, burns, and sudden illnesses. The participants will be trained on specific safety measures and how to deal with an emergency situation. After completing the required 4 hours, the participant will be certified for three years. This meets OSHA recommendations for first aid and follows American Red Cross guidelines. The participants will be issued a wallet sized card (additional cost) indicating they have been certified. **(You can call to make a group/individual appointment by calling Amy at 605-882-5284, Ext. 600.)**

Wednesday, October 22, 5:30-9:30 pm, LATI TEC Bldg., Rm. 533

Instructor: Amy Cordell

Registration Fee: Varies on Group #'s

073-9LA CPR and First Aid Re-certification, AED Optional

Re-certification for Adult CPR-First Aid, Child/Infant CPR and/or AED may be done by making an appointment with **Amy Cordell** by calling **(605) 882-5284, Ext. 600**. The participants will be issued a wallet sized card (additional cost) indicating they have been certified.

LATI TEC BLDG., Rm. 533

Instructor: Amy Cordell

Registration Fee: Varies on Group #'s

074-9LA CT Scans & Radiology for Dental Implants and P.A.N.D.A.

Introduce CT and MRI's and clinical indications in the treatment planning and placement of dental implants. PANDA - Prevent Abuse and Neglect through Dental Awareness, this session will provide educational programs on recognizing and reporting suspected cases of child abuse and neglect.

Call Rhonda Bradberry at 605-882-5284, Ext. 214 or email her at bradberr@lakeareatech.edu for more information. Date is Friday, October 3, 2008, 8:00-12:00 PM, LATI TEC Bldg., Rm 514. Cost for the seminar is \$75 per person if paid by September 19, 2008. After that date, the cost is \$85 per person.

075-9LA Home Study Dental Radiology Continuing Education

The programs consist of radiology safety and x-ray production. All programs consist of a CD and a worksheet. After completing the program, a short quiz is taken and returned to the school and then a certificate will be sent out. **Each section is \$30 and is approved for 1 hour of credit. Call Rhonda Bradberry at 605-882-5284, Ext. 214 or email her at bradberr@lakeareatec.edu to have packets sent to you.**

Registration Fee: \$30

BUSINESS MANAGEMENT/SELF IMPROVEMENT CLASSES

We have instructors that will present seminars for your businesses at a time that is convenient for you and your employees. Some of the categories available: Managing Conflicts, Time Management, Sexual Harassment, Violence in the Workplace, etc. If you have an area that needs some improvement, call and we can work with you to find the right curriculum and an instructor.

076-9LA Introductory to Basic Spanish

This introductory class will focus on basic vocabulary and conversation in which you can relate to a variety of situations. You will be able to communicate and understand Spanish on a basic level. (9 hrs.)

Tuesday's, starting October 7, 7:00-8:30 pm, LATI TEC Bldg., Rm 507

Instructor: Teresa Wolf

Registration Fee: \$75

077-9LA Foundations in Spanish**NEW**

This class will cover basic Spanish language in addition to exploring Spanish cultures and history plus the growing presence in our area. (15 hrs)

Tuesday's & Thursday's, starts, October 21, 7:00-8:30 pm, LATI TEC Bldg., Rm 507

Instructor: Andrew Rowe

Registration Fee: \$150

078-9LA Sign Language

This class will teach you beginning sign language. The class will teach you words and use them to communicate. A base of about 500 words to basic sentence level will be taught. (12 hrs.)

Thursday's, starting October 16, 7:00 – 8:30 pm, LATI TEC Bldg., Room 507

Instructor: Janet Workman

Registration Fee: \$90

079-9LA Intro to Chinese Culture & Mandarin Chinese for Beginners

This introductory class will focus on basic vocabulary and conversation in which you can relate to a variety of situations. You will be able to communicate and understand Mandarin on a basic level. You will also learn about Chinese culture and business etiquette (21 hrs.)

Monday's & Wednesday's, starts October 27, 6:30-8:30 pm, LATI CEC Bldg, Rm 509

Instructor: Mei-Wun Oviatt

Registration Fee: \$150

ENGINEERING/DRAFTING TECHNOLOGY

064-9LA Chief Architect

This is a software package designed to be used with the home building industry. With a few tips on how to access various tasks on your software, you will be able to draw floor plans with ease. We give you an extensive introduction to the software-Chief Architect, Version #10 (2 weeks - 12 hrs)

Tuesday & Thursday, starts December 2, 6:30-9:30pm, LATI MEC Bldg, Rm. 918

Instructor: Dennis Strait

Registration Fee: \$150

065-9LA Architectural Desk Top

Finally we have something for the "Builders". If you would like to learn the short cuts of using this fine new software, we have just the opportunity for you. You will learn Wall Creation, Door Creation, Window Insertion, Wall Modification and many more unique parts of the software. Knowledge of Basic and Advanced Auto CAD is required. This is powerful!! (2 weeks -12 hrs.)

Tuesdays & Thursdays, starts November 4, 6:30-9:30 pm, LATI MEC Bldg., Rm. 916

Instructor: Tom Wolf

Registration Fee: \$150

066-9LA Basic Auto CAD (Release 2007)

This class is designed for the Auto CAD beginner. It will include computer orientation, Draw Commands, Utility Commands, Drawing Tools, Layer Command, Display Command, Edit Command and Text Command. (2 weeks – 12 hours)

Tuesdays & Thursdays, starts October 7, 6:30-9:30 pm, LATI MEC Bldg., Rm. 916

Instructor: Tom Wolf

Registration Fee: \$150

067-9LA Advanced Auto CAD (Release 2008)

This class is the next step after the Basic Auto CAD class. Topics included are: Isometrics, Prototypes, Hatching, Plotting and Printing, Dimensioning, Blocks and Attributes, Slides and Scripts and the Purge Command. (2 weeks – 12 hours)

Tuesdays & Thursdays, starts October 21, 6:30-9:30 pm, LATI MEC Bldg., Rm. 918

Instructor: Dennis Strait

Registration Fee: \$150

068-9LA AutoDESK Inventor

If you are already using Auto CAD's 3D capability or Auto DESK's Mechanical Desktop, this may be your next step. Inventor is 3D solids software. This class will introduce you to 3D solid part creation, editing and the assembly modeler. It will also introduce you to the basics of 2D drawing creation and editing. (2 weeks – 12 hrs)

Tuesdays & Thursdays, starts November 18, 6:30-9:30 pm, LATI MEC Bldg., Rm. 916

Instructor: Mark Ramsey

Registration Fee: \$150

069-9LA Intro to Geographic Information Systems (GIS) using ArcView Software NEW

In this hands-on introductory GIS course, students will use the latest ESRI technology to visualize, manipulate, analyze and display spatial data. With the skills and techniques students gain from this course, he/she will be able to create and present spatial information with professional quality. This is a great introductory GIS course for anyone who uses or may be interested in GIS technology. No previous GIS experience is necessary for this course but basic computer knowledge would be helpful. If you have any questions about the course in general, please feel free to contact Nick Waite at 868-3114 after 5:00 pm. (15 hrs)

Starts Wednesday, October 15, 6:30-9:30 pm, LATI TEC Bldg., Rm 916

Instructor: Nick Waite

Registration Fee: \$175 + Book

MACHINE TOOL TECHNOLOGY

050-9LA Geometric Dimensioning and Tolerancing

Explanation of geometric tolerancing – its meaning and uses. Define symbols and their uses and the application of the symbols and tolerance to a feature control frame and its effect. Class will discuss the use of modifiers and their effect on tolerance and then apply the geometric tolerancing to actual working drawings. (15 hours)

Tuesdays & Thursdays, starts November 18, 6:30-9:30 pm, LATI MEC Bldg., Rm 912

Instructor: Tim Page

Registration Fee: \$125

051-9LA Understanding Blueprints & Using Measuring Tools For Manufacturing

Blueprint basics include: visualization, dimensions on drawing, other views, drawing format, and interpreting symbols. Measuring tools include: micrometers, dial calipers, venier calipers, radius gauges, depth micrometer, optical comparator, bore gauges, dial indicators and others. (3 weeks)

Tuesdays & Thursdays, starts November 4, 4:00-7:00 pm, LATI MEC Bldg., Rm 912

Instructor: Tim Page

Registration Fee: \$145

052-9LA Applied Shop Trigonometry

(Need to work smarter ???) We will teach “Trigonometry” for beginners and experienced operators using a scientific calculator. Topics covered: Pythagorean’s Theorem, right angle trigonometry, shop geometry, and solving oblique triangles. Actual shop examples will be used. We encourage you to bring your “trig” problems directly from your work place. (12 hours – 2 weeks)

Mondays & Wednesdays, starts October 6, 4:00-7:00 pm, LATI MEC Bldg., Rm 912

Instructor: Tim Page

Registration Fee: \$115

053-9LA Industry Math Basics

The class includes an opportunity to inventory basic skills and target areas for improvement. Could include: fractions, decimals, percents, conversions, formulas, reading a tape measure, and some metrics. (*How many mistakes would this class have to prevent to pay for itself several times over*) (12 hours – 3 weeks)

Mondays & Wednesdays, starts October 13, 4:30-6:30 pm, LATI MEC Bldg., Rm 912

Instructor: Tim Page

Registration Fee: \$100

058-9LA Conventional Programming Computer Controlled Milling Machines

Introduces participants to full size computer controlled milling machines in safety, components, programming and operation. Participants will have opportunity to program and manufacture various parts using conventional G & M code programming, full size computer controlled mills. You must have an understanding of basic blueprint reading, precision measuring, and CNC mill programming and operations before entering this course. (16 hours)

Saturdays, December 13 & 20, 8:00-5:00 pm, LATI MEC Bldg., Rm 912

Instructor: Tim Page

Registration Fee: \$250

059-9LA Mitsubishi Wire EDM

Program, setup, and run a new RA90 Mitsubishi four axis wire electrical discharge machine. (Approx. 18 hours)

Saturdays, October 4 & 11, 8:00-5:30 pm, LATI MEC Bldg., Room 912

Instructor: Tim Page

Registration Fee: \$360

060-9LA A2100 Control

Program, setup, and run a Vicker's A2100 touch screen control on a CNC milling machine. Learn both conversational and longhand programming. (18 hours)

Friday & Saturday, October 3 & 4, 3:00-9:00 pm & 8:00-5:30 pm, LATI MEC Bldg., Rm 912

Instructor: John Rider

Registration Fee: \$360

061-9LA Mitutoyo CMM

Learn the operation of a Mitutoyo Bright 507 coordinate measuring machine with a Renishaw touch probe, from basic operation to digitizing. (12 hours)

Friday & Saturday, October 10 & 11, 3:00-9:00 pm & 8:00-3:00 pm, LATI MEC Bldg., Rm 912

Instructor: John Rider

Registration Fee: \$240

062-9LA Solid Edge Mechanical Design Software

This class introduces individuals to Solid Edge, Ungraphics, mechanical design software. Participants will create multiple solid models and three blueprints modify the models and update the prints. (18 hrs.)

Tuesdays and Thursday, starts October 7, 6:30-9:30 pm, LATI MEC Bldg, Rm 912

Instructor: John Rider

Registration Fee: \$175

063-9LA Intro to Rapid Plastic Part Development & Prototyping

Introduction to rapid prototyping techniques. Hands-on class as you build your own silicone soft tool mold. You keep your own mold. (24 hour cure time). Using these silicone molds, students can make a variety of plastic parts for their own needs. Equipment, supplies and materials included. Students should get prior approval of part geometry if they bring their own part to make. There are some size and geometry limitations. (3 hrs.)

Monday, October 20, 7:00-10:00, LATI MEC Bldg, Rm 912

Instructor: John Rider

Registration Fee: \$75 (includes materials)

ELECTRONICS SYSTEMS TECHNOLOGY

030-9LA Through-Hole Soldering Rework And Repair

Instruction and hands-on work with axial leaded and flat leaded through-hole components. Includes identification of components, component and board preparation, acceptability criteria, installation and removal techniques.

Tuesday, October 7, 6:00 – 10:00 pm, LATI MEC Bldg., Rm 902

Instructor: Tim Moes

Registration Fee: \$70

031-9LA Basic Electricity AC and DC

This is a “HANDS ON” class giving you the opportunity to use equipment often found in the work place. Topics covered are Symbols, Ohm’s Law, Meters (Volt, Ohm, Current), DC Theory, AC Theory, Oscilloscope Operation, Inductance and Capacitance, Transformers, Diode and Transistors Testing and Bread Boarding. (6 weeks – 18 hours)

Tuesdays, starts October 14, 6:30-9:30 pm, LATI MEC Bldg., Rm 902

Instructor: Tim Moes

Registration Fee: \$175

032-9LA Basic Electronics Soldering Skills

Upon completion of this class, you should be able to:

1. Tin and care for a soldering iron.
2. Determine iron tip size for a specific task.
3. Select the proper solder for a specific task
4. Understand the proper techniques for soldering and desoldering
5. Inspect for and recognize good and bad solder joints.

Tuesday, October 21, 7:00-9:00 pm, LATI MEC Bldg., Rm 902

Instructor: Tim Moes

Registration Fee: \$60

INDUSTRIAL MAINTENANCE/ROBOTICS

080-9LA Programmable Logic Controllers (PLCs) & Motor Control

“Hands-on” practical experience. You will be introduced to relay ladder logic line diagrams and use this knowledge to program a programmable logic control (PLC). The experience also includes hardwiring line diagrams and PLCs. Introduction of symbols, components and troubleshooting are also included.

Friday & Saturday, December 12 & 13, 6:00-10:00 pm & 8:00-5:00 pm, LATI MEC Bldg., Rm 902

Instructor: Chris Berger

Registration Fee: \$175

081-9LA Introduction To Hydraulic

This class will provide you with the basic theory and operation of hydraulic systems to include symbols and their purpose, controls, needle valves, solenoids, cylinders, and schematic diagrams. You will have “hands-on” opportunities in this course. All study materials will be provided.

Friday & Saturday, October 24 & 25, 6:00-10:00 pm & 8:00-5:00 pm, LATI MEC Bldg., Rm 902

Instructor: Chris Berger

Registration Fee: \$175

082-9LA Introduction To Pneumatics

This class will provide you with the basic theory and operation of pneumatic systems to include symbols and their purpose, controls, needle valves, solenoids, cylinders, and schematic diagrams. You will have “hands-on” opportunities in this course. All study materials will be provided.

Friday & Saturday, November 14 & 15, 6:00-10:00 pm & 8:00-5:00 pm, LATI MEC Bldg., Rm 902

Instructor: Chris Berger

Registration Fee: \$175

083-9LA Introduction to SolidWorks

This class will familiarize you with the basic concepts of 3D solid modeling using SolidWorks Software. 3D Solid Modeling has become an integral part of the design process. Exercises will be largely centered on examples from industrial applications.

Tuesday, November 18, 6:00 – 10:00 pm, LATI MEC Bldg., Rm 916

Instructor: Gina Gant

Registration Fee: \$70

COMPUTER CLASSES

033-9LA Selling on eBay

Do you want to learn how to turn your rummage into someone else's treasures? Learn how to buy and sell on eBay. Ecommerce is the new way to shop and sell products. You will become an established eBay user and learn how to transmit funds electronically through PAYPAL. This course will introduce you to successful ways to search, sell and close deals on eBay. Basic computer skills and an email address are required. (8 hrs.)

Starts Tuesday, October 7, 6:30 – 8:30 pm, LATI Main Bldg., Rm 131

Instructor: Mark Wayt

Registration Fee: \$80

034-9LA Basic Networking

This course is a hands-on oriented introduction to Networking. Cisco routers and switches will be utilized for the labs. The student will perform the following tasks: Construct cables using CAT5e cable; connect two computers together for file sharing; perform basic router configurations; perform basic switch configurations including VLAN's; discuss the OSI model, examine classfull routing protocols; discuss IP addresses; and examine the current trends in home networking. (16 hrs)

Saturdays, November 8 & 15, 8:00-5:00 pm, LATI Main Bldg., Rm 131

Instructor: Mark Wayt

Registration Fee: \$325

035-9LA Intro to Adobe PhotoShop

Learn about all the common image formats and how to use them properly. In this class, you will learn how to manipulate your scanned or digital photos. You will bring your own photos and learn how to touch-up poor quality photos, repair damaged pictures and create professional looking special effects and customized graphics using your own photographs. (8 hrs)

Tuesday's starting October 21, 7:00-9:00 pm, LATI MAIN Bldg., Rm 121C

Instructor: Jason Goette

Registration Fee: \$90

036-9LA Website Design

Learn basic to intermediate techniques in web design using Dreamweaver CS3. Be prepared to walk away from this class with a fully functional website designed by you. (8 hrs)

Mondays starting November 3, 7:00-9:00 pm, LATI MAIN, Bldg., Rm 121C

Instructor: Jason Goette

Registration Fee: \$90

037-9LA Intro to Photography**NEW**

This course will explore the fundamentals of digital photography. Both the esthetic and technical aspects of eye catching photography will be investigated. We will also explore the use of software to process and enhance digital images. This course is intended for people who are just beginning to learn about digital photography and for people with intermediate skills. Requirements: each student must supply his or her own digital camera. (8 hrs)

Tuesday & Thursday, starting October 7, 6:30 – 8:30 pm, LATI MAIN Bldg., Rm 121C**Instructor: Scott Shephard****Registration Fee: \$70****038-9LA Wireless Home Networking**

Now that you bought that wireless router and are now responsible for all traffic that originates from your home, you will want to make sure that only the computers in your house are using your network. Come and learn some basic steps in securing your home network. This is home networking made easy. We will be using Linksys and Netgear routers for hands-on learning. You may bring your own router as well. Have fun while learning to be in control of your home network. (3hrs)

CHOOSE ONE DATE FOR A SATURDAY: Sept 20, Oct 25, Nov 22,**8:00-11:00 AM, LATI Main Bldg., Rm 131****CHOOSE ONE DATE FOR A MONDAY: Sept 29, Nov 17, Dec 8, 6:00-9:00 PM, LATI Main Bldg., Rm 131****Instructor: Mark Wayt****Registration Fee: \$50****039-9LA Computer for Beginners**

The class approaches software use with the understanding that participants have very little computer experience. The four weeks of class include one session learning about and using the Windows XP operating system. In the other sessions, students will create a word processing document, make a spreadsheet, access the Internet and use e-mail tools. Software used for the class comes from the Microsoft product line (Windows XP, Word, Excel, and Internet Explorer)

Tuesdays, October 7, 14, 21, 28, 5:30-8:30 pm, LATI Main Bldg., Rm 134**Instructor: Joanne Andersen****Registration Fee: \$135****040-9LA Windows XP**

In one evening you can learn what you want to know about “Windows XP” software. This class will give you the basics of file management and a lot of “hands-on” experience.

Wednesday, October 15, 5:00 – 10:00 PM, LATI Main Bldg., Rm 134**Instructor: Joanne Andersen****Registration Fee: \$70**

045-9LA Intermediate MS Word 2007

Learn how to perform advanced features using Word 2007 by completing some of the following projects: mail merges, envelopes, labels, directories, tables, insert graphics in filers, 2-pg. letters, memo with linked excel chart, reports using styles, table of contents, indexes, newsletters and word merges with an access query or an excel worksheet.

Tuesday, December 9, 5:00 – 10:00 PM, LATI Main Bldg., Rm. 134

Instructor: Joanne Andersen

Registration Fee: \$70

046-9LA Beginning MS Excel 2007

Learn to understand spreadsheets and capitalize on their use in your business or personal life.

Microsoft Excel makes life easy to manage data, create custom reports, and create instant graphs to enhance your reports! This class will cover the following areas: understanding formulas, series, toolbars, map feature, formatting cells, managing windows (splitting and freezing panes), and database features. Learn how to create graphs representing your data. All “hands-on”!

OPTION #1 – Wednesday, October 1, 5:00-10:00 pm., LATI Main Bldg., Rm 134

Instructor: Joanne Andersen

Registration Fee: \$70

OPTION #2 – Wednesday, November 12, 5:00-10:00 pm, LATI Main Bldg., Rm 134

Instructor: Joanne Andersen

Registration Fee: \$70

047-9LA Intermediate MS Excel 2007

Expand your capabilities using Microsoft Excel 2007. Covered in this course will be financial functions, data tables, amortization schedules and hyperlinks. Also covered, will be creating, sorting and querying a list along with creating templates and working with multiple worksheets and workbooks. This is a hands-on course with demonstrations.

OPTION #1 – Wednesday, October 8, 5:00-10:00, LATI Main Bldg., Rm 134

Instructor: Joanne Andersen

Registration Fee: \$70

OPTION #2 – Wednesday, December 10, 5:00-10:00 pm, LATI Main Bldg., RM 134

Instructor: Joanne Andersen

Registration Fee: \$70

048-9LA Beginning MS Publisher 2007

Microsoft Office Publisher 2007 is a desktop publishing program that assists in designing and producing personal or professional quality documents that combine text, graphics, illustration and photographs. This software provides additional tools above those typically found in word processing packages. Learn how you can create and produce professional looking documents on your own computer such as fliers that are informational – an example would be a “For Sale” document or advertising an item, brochures, invitations, announcements, certificates, banners, business cards, forms, or newsletters.

OPTION #1 – Monday, October 20, 5:00-10:00 pm, LATI Main Bldg., Rm 134

Instructor: John Annett

Registration Fee: \$70

OPTION #2 – Monday, November 24, 5:00-10:00 pm, LATI Main Bldg., Rm 134

Instructor: John Annett

Registration Fee: \$70

049-9LA Quickbooks from Beginning to End

This class will cover most of the basic questions facing its users today, including setting up and maintaining a customer, vendor and employee accounts. You will learn how to do the basic day-to-day activities such as creating invoices and statements, entering and paying bills, setting up and maintaining an inventory, running applicable reports, payroll and paying the applicable taxes, setting up and paying sales and use tax, paying excise tax, and setting up contractors so they can receive 1099's. Throughout the course, feel free to bring up any questions you may have about Quickbooks.

Monday's, October 20, 27, November 3, 10, 5:30-8:30 pm, LATI MEC Bldg., Rm 921

Instructor: Karin Miller

Registration Fee: \$75

ON-LINE CLASSES – NON-CREDIT

Students must have Internet access, with an email address and web browser for the following classes offered by ON-LINE Directed Independent Study. Students who complete all assignments as required will be eligible to receive a completion certificate from the Business & Industry Training Department. Visit our web site for more information about this exciting educational opportunity!

Classes start once a month! For course information, please go to:

<http://www.ed2go.com/lakeareatech>

or call 605-882-5284 Ext. 320

COMMERCIAL DRIVER'S LICENSE (CDL) TRAINING

085-9LA CDL Refresher Driving Course

NEW

If you have previous driving experience, we offer a one-on-one refresher training class with a truck driver instructor. This training would be excellent for preparing for the CDL SKILLS TEST.

Prerequisites are a current and valid driver's license and a CDL instructional permit. **Cost for the course is \$85 per hour driving time. For more information and to make an appointment, call 605-882-5284, Ext. 320 or 260.**

086-9LA CDL (Commercial Drivers License) Written Test Preparation

This class is designed to provide all the information necessary to PASS YOUR WRITTEN CDL TEST. The class will cover general knowledge, air brakes, combination vehicles, hazardous materials, tankers, doubles and triples. The skills test training covers all pre-trip inspections, basic control skill procedures and road test procedures. Advanced registration required!!

Friday, October 24, 4:00-9:00 pm & Saturday, October 25, 8:00-5:00 pm, LATI TEC Bldg., Rm 514

Instructors: Carl Tesch

Registration Fee: \$95

087-9LA Commercial Driver License (3rd Party)

We have several people that are qualified to give third party testing in the Northeast area of South Dakota. This testing is offered on a year round basis. The cost for this test is **\$84.80** for the 1st time and if a retake is needed for any portion of the test the cost is **\$31.80**. Please call **605-882-5284, Ext. 320** for information.

084-9LA Forklift Training

NEW

This operator program offers necessary information and guidance to fulfill OSHA requirements for the classroom portion of the training. OSHA states that employees must be trained prior to operating power industrial trucks. This session is the classroom component of the required operator training. A skills test can be arranged upon completion of the classroom portion of the training program. **This class will be delivered by Safety Benefits Inc. Call 605-882-5284, Ext. 320 or 260 to arrange a training session.**

000-8LA Boiler Maintenance & Operation

This class will cover both high pressure and low-pressure systems. Topics to be discussed are: define boilers and types, steam boilers and fittings, basic boiler room systems, steam and water accessories, fuel burning equipment, draft and combustion, combustion controls, instruments, boiler water treatment, steam boiler operations and safety. (Certificates issued for proof to insurance companies)

OPTION #1 - Watertown - Saturday, October 25, 8:30-4:00 pm, LATI TEC Bldg., Rm 514

OPTION #2 - Aberdeen - November 1, 8:30-4:00 pm, Smart Center, 416 Production St.

OPTION #3 – Huron – Saturday, November 22, 8:30-4:00 pm, Cross Roads Hotel

OPTION #4 – Mitchell – Saturday, December 6, 8:30-4:00 pm, Mitchell Tech Institute

Instructor: Pat Bray

Registration Fee: \$125

CUSTOMIZED TRAINING

This list of classes has been offered to companies in the past and we can customize them to meet your specific needs.

1. Lean Manufacturing
2. Supervisor Training
3. Geometric Dimension/Tolerance
4. Computer Seminars
5. Forklift Training
6. Welding Techniques
7. Customer Service
8. Geographic Info Systems (GIS)
9. CPR Child/Adult/First Aid, AED
10. Various Industry Seminars

BIT now has resources available that will do “training needs assessment” for many of your job descriptions. This will help identify exactly what your people know and don’t know. So, you may spend your time and resources on training that will help your people grow. ASQ statistics show that education and training result in increased production. It does pay! Give us a call and see if we can help. We want to be “Your Partner In Education And Training”.

CLASSES TO YOUR BUSINESS! Is the time of our customized classes not convenient for your company employees to attend? We can come to your area of business or your company can come to our campus at a time that is convenient for you. Just call and we can make arrangements just right for you.

RENT A CLASSROOM/ THEATER! We offer outstanding classroom space with many of the teaching tools (audio visual equipment, power point presentations, Internet access) at your disposal. Easy access, plenty of parking, and a great learning environment - Call 882-5284 ext. 320

RENT A COMPUTER LAB! If you need to do computer training for your company and want to rent a computer lab, give us a call. You will be pleasantly surprised how easy it is to do and how accessible it is. Interested? Come on over and take a look.

Some Companies/Agencies who use our facilities for classroom seminars or computer lab classes:

- 1) South Dakota State Agencies
- 2) Terex Utilities
- 3) DOT Transportation
- 4) Angus/Palm Industries, Inc.
- 5) SHRM/ASQ Agencies
- 6) Technical Ordnance
- 7) CASE NEW HOLLAND
- 8) Tower Systems Inc.
- 9) MEP – Lean Manufacturing
- 10) NE Elevator Association

To register, simply complete and return the form (or email us with the same information) along with a purchase order number or check. Pre-registration is required. NOTE: Some classes have enrollment limits, so early registration is in your best interest. If class is cancelled, you will be **CALLED** and your registration fee will be refunded to you. For information, call 605-882-5284, or 1-800-657-4344, Ext. 320. **Mail registration along with fee to: LATI/BIT, PO Box 730, Watertown, SD 57201**

BIT CLASS REGISTRATION FORM

Your Name: _____ Phone _____

Address: _____ E-mail _____

Class #	Name of Class:
1. _____	_____
2. _____	_____
3. _____	_____

Send Check or PO # to: LATI/BIT, PO Box 730, Watertown, SD 57201

Please note: Lake Area Technical Institute Web Site: www.lakeareatech.edu
ONLINE Courses: www.ed2go.com/lakeareatech
Business & Industry Training Email: jensenn@lakeareatech.edu
Toll Free Telephone: 1-800-657-4344, Ext. 320
Telephone: 605-882-5284, Ext 320
FAX: 605-882-6347