
New Hampshire Division of Personnel
Bureau of Education and Training

Catalog of Computer Training Opportunities
G8for State, County and Municipal Employees

July 2014 – August 2014

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Mission Statement

State of New Hampshire
Division of Personnel
Bureau of Education and Training

Mission



The mission of the Division of Personnel, Bureau of Education and Training, is to provide quality education, training, and resource services to enhance the skills, knowledge, and abilities of government employees who provide services to the citizens of New Hampshire.

Guiding Principles

To meet our mission, the Bureau is committed to continuous improvement through the following principles:

- Providing quality training using skilled and knowledgeable trainers, facilitators, and teachers.
- Providing a variety of training opportunities and techniques to accommodate the individual needs of adult learners.
- Providing training resources and consulting services to government agencies.
- Providing training specified by RSA 21-I: 42.

Computer Training Staff:

Cynthia Jones, Human Resources Technician

Greg Taillon, Microsoft Master Instructor & Database Consultant

On Site Computer Training:

For information about customized computer training at your work site, please contact

Cynthia.jones@nh.gov or at 271-1434.

Computer Training Programs

The **COMPUTER COURSES** listed below are offered by the NH Bureau of Education & Training (BET) using a number of instructors. Please adhere to **PREREQUISITES** when registering. The prerequisites for all classes are listed on the following page.

Product Versions

All computer classes utilize the Windows 8 Operating System and the suite of Microsoft Office 2010 products.

If you are using an earlier version of Office we highly recommend you take the Office 2010 New Features course.

If you have questions about a product version or if the computer class that you need is not listed, please call Cindy Jones, 271-1434. Every attempt will be made to provide such training if at all possible and feasible.

- Prerequisite Policy -

*Please, Please, Please
adhere to the prerequisites for each course*

Please call Cindy Jones @ 271-1434 if you have any Prerequisites questions.

If you are considering taking a level II course, you must have a fundamental understanding of how the software works. In addition, you must have a thorough understanding of how to work with and within the Windows environment.

Do not take a level II class immediately after taking a level I class. Allow yourself the time to develop practical skill sets and expertise before attempting the level II courses.

Failure to adhere to the prerequisites will result in two things: You will be overwhelmed and in need of a lot of help; the amount of material covered by the class will be dramatically reduced, in some cases by 50 to 75%.

Computer Courses

Microsoft Access 2010 Intermediate: Level 2

Duration: 1 day
Date: July 15, 2014
Time: 9:00 - 4:00
Cost: \$130.00 includes materials
Number of participants: *6-12
Facility: BET Training Center
Instructor: Greg Taillon

Students will learn the basic modes of database normalization and how to use complex query techniques, multiple criteria and logical operators, generate aggregate totals, use different query types (append, make-table, delete, Update, cross-tab, find duplicate, find unmatched), create efficient forms and reports, and create macros to automate their forms. Completion of this workshop provides participants with the skills required to create databases and design database queries, forms and reports using MS Access. Topics include:

- Database normalization and Table design
- Working with multiple tables, table relationships and referential integrity
- Modifying table design and Creating lookup fields
- Creating complex select queries and using the query properties window
- Joining tables in queries
- Using functions and computations in queries
- Using statistical computations in queries
- Creating calculated fields in queries
- Creating multi-table queries
- Advanced form design: Adding unbound controls, graphics, combo boxes & Advanced form types
- Reports and printing: Customized headers and footers, Printing. Labels, Charts
- Creating Dynamic Reports using PivotTable and PivotChart views

Who can benefit: All employees who need to either enhance existing or develop new Access Database applications. Also students who need advanced training in the design of Microsoft Access tables, queries, forms and reports.

Prerequisites: Access-2010 Level 1 or equivalent experience. Comfortable use of the Access-2010 interface.

***NOTE:** 6 laptops available, first come first served; 6 additional seats available for those who bring their own laptops.

Microsoft Access 2010 Advanced: Level 3

Duration: 1 day
Date: July 28, 2014
Time: 9:00 - 4:00
Cost: \$130.00 includes materials
Number of participants: *6-12
Facility: BET Training Center
Instructor: Greg Taillon

This course provides a more detailed overview of the Access database management system. Completion of this workshop provides participants with the advanced skills required to create and work with complex forms and reports, and to create macros and switchboards. Topics include:

- Querying with SQL
- Creating advanced queries using joins
- Advanced queries: Crosstab queries, Parameter queries
- Using action queries (Make Table, Update, Delete, Append)
- Working with simple and advanced macros
- Using hyperlink fields
- Importing and exporting data into/out of Access
- Linking database objects
- Database management: Optimizing resources, Protecting databases, Setting options and properties

Who can benefit: All employees who need advanced training in Microsoft Access.

Prerequisites: Access 2010: Level 2 or equivalent experience. Ability to create basic tables, queries, forms and reports. Ability to change database object properties. Comfortable use of the Access-2010 interface.

***NOTE:** 6 laptops available, first come first served; 6 additional seats available for those who bring their own laptops.

Microsoft Excel 2010 Basic: Level 1

Duration: 1 day

Date: July 18, 2014

August 4, 2014

Time: 9:00 - 4:00

Cost: \$130.00 includes materials

Number of participants: *6-12

Facility: BET Training Center

Instructor: Greg Taillon

This workshop is designed for new users of Microsoft Excel and introduces participants to the basic skills required to use MS Excel. Completion of this workshop provides participants with the skills required to perform basic spreadsheet tasks. Topics covered include:

- Entering and editing formulas
- Working with pictures
- Saving and updating workbooks
- Modifying a worksheet
- Moving and copying data
- Moving and copying formulas
- Absolute and relative references
- Inserting and deleting ranges, rows, and columns
- Using functions
- AutoSum, AutoEntry, AutoCorrect, and the AutoFill
- Using AVERAGE, MIN, MAX, COUNT and COUNTA
- Formatting: Text, Row & Column, Number and Conditional formatting
- Printing: Spell Check, Page Setup options
- Charts: Chart basics, Formatting charts
- Managing large workbooks: Viewing, Printing, Working with multiple worksheets
- Graphics and screenshots: Conditional formatting with graphics, SmartArt graphics, Screenshots

Who can benefit: All employees who need to learn basic worksheet skills and how to work with worksheet data in any version of MS Excel.

Prerequisites: Basic knowledge of Windows-XP, Vista or 7/8 or equivalent experience

***NOTE:** 6 laptops available, first come first served; 6 additional seats available for those who bring their own laptops.

FAQ's for BET Catalog

Class Confirmations regarding classes

If you are accepted into a Computer class Cindy Jones will send information regarding the class approximately two weeks prior to the class date. If you have any issues regarding attending a class after you have registered please contact Cindy at 271-1434 or Cynthia.jones@nh.gov and she will work with you to reschedule.

If there is no space in the class upon receiving your registration form or another issue Cindy will call you quickly to reschedule to another class date or discuss other options with you.

Casual Attire

Casual attire is permissible for full day classes. Please keep in mind your agency rules regarding casual attire but know that if you wish and it is acceptable for your agency you may dress more casually for a training class (i.e. jeans).

Timeframe for Classes

All BET classes, including NH First classes, are scheduled from 9am to 4pm unless otherwise noted.

Housekeeping Items

Trainers will discuss various "housekeeping" items at the beginning of each class. This includes location of restrooms, break and lunch periods.

Inclement Weather

BET classes will be cancelled if the public schools in Concord are closed. If you are commuting from an area where travel conditions are unsafe, please don't put yourself at risk to attend class. Contact the instructor or Cindy Jones to make up the class at another time.

Cancellation of class **DOES NOT** mean you are released/excused from work that day. Be sure to follow your agency/municipality/district policy regarding leave from work if you are staying home due to travel concerns. For example, state employees may use annual time under Article 10.9 of the CBA in the event of inclement weather.

Materials for Class

Depending on the class, materials will be provided at training or you will be sent information with your notice regarding training if material needs to be downloaded in preparation for training. Please pay attention to any attachments; this will often have material that needs to be downloaded for the class.

It is a good practice to bring a notebook or notepad for note taking and writing implements as well as hi-lighters. Most students find this preparation helps during class.

Directions to Class Site

Directions to class sites are usually indicated in the notice of class to the participants. The BET catalog also has directions to the usual class locations.

Computer Classes

Seating in the computer classes is limited. Please keep this in mind as you register for classes. Requesting class attendance with minimal notice is usually going to result in being told the class is full. ***Please do not show up for class unless you have received notice from BET regarding the class.***

Directions to Training

BET Training Center: 130 Pembroke Road Concord

From **I-93 coming north**, take **exit 14**. At the bottom of the ramp, turn right toward Loudon Road. Go over the bridge and past the Everett Arena. Proceed to the set of lights at the top of the hill. Go straight through the lights and take your first **right** onto Blodgett Road (turn is just **after** Colebrook Savings Bank and just **before** Wendy's Restaurant), which becomes Pembroke Road as soon as you go around the corner. Follow Pembroke Road past the Concord Christian Academy (formerly Centennial Senior Center) and take the first right onto Chenell Drive. The training center is the first building on the left. We are located on the 2nd floor.

From **I-93 going south**, take **exit 14**. At the bottom of the ramp, turn left toward Loudon Road. Go straight over the bridge and past the Everett Arena. Proceed to the set of lights... (see directions above).

From **Route 4** take **Route 106 South** past the Steeplegate Mall. At the first set of lights, turn right onto Pembroke Road and follow about ½ mile. Turn left onto Chenell Drive.

Note: Some BET classes will be held at 64 South St. Concord, and various other locations. Directions will be provided to class participants.

Registration Policy

- Bureau of Education & Training classes are for all state, county, and municipal employees. Registration is on a first-come, first-served basis.
- To apply, please complete each section of a Bureau of Education and Training registration form and obtain required signatures. For courses with fees, follow the REGISTRATION SCHEDULE on the next page.

If your department is paying for you to attend a course, it is important that a copy of your registration form be forwarded to your payroll officer to ensure that payment is made.

- BET limits class sizes to ensure participants have the best possible learning experience. Therefore, we may not be able to accept everyone who applies for a class. Applicants who are not admitted to a class are placed on a waiting list and given preference for the same class at a later date.
- Training sessions must have a minimum number of participants. In the event that less than the minimum are enrolled, the session will be canceled and anyone registered will be notified either in writing or by phone.
- Applicants will be notified of enrollment status approximately 7 days prior to the start of the course. If you have not heard from BET by that time, please call 271-1434.
- Being admitted to a class means BET is holding a place for you. If you find that you cannot attend, please let BET know as soon as possible.
- BET wishes to provide equal training opportunities to all participants. This includes providing equal access to training facilities. Please let us know, in advance, if you require any special needs so that appropriate accommodations can be made.
- It is your responsibility to follow your agency or organization's registration policy

NOTE: Your agency may have additional registration procedures. Please check with your supervisor for more information regarding registering for programs.



Please review the Registration Policies on the previous page.

State Agencies:

- **PLEASE DO NOT PROCESS PAYMENT UNTIL AN INVOICE HAS BEEN RECEIVED.**
- Once an invoice is received, process payment on an intra-governmental payment voucher (PV) using the following information: **NH First Vendor Code #177875 and location is B003.**
- The **Invoice number must be input on the invoice field** when processing payment through NH First.
- Please include the participant's name and the course name under invoice description.

Counties, municipalities, and employees paying for their own courses:

Attach to the registration form a check made payable to **Treasurer, State of NH** and forward to: Bureau of Education and Training, 28 School St., Concord, NH 03301.

Payment must accompany registration form.

Bureau of Education and Training Registration Form

Return to: Bureau of Education & Training
New Hampshire Division of Personnel
28 School Street, Concord, NH 03301
Fax: (603) 271-1422

YOU MAY PHOTOCOPY THIS FORM.

CourseTitle: _____

Course Date(s): _____ Cost: _____

Name: _____ Work Phone #: _____

(Please print name as it should appear on Certificate of Completion)

If you need accommodations to participate in this course please contact Cynthia.jones@nh.gov.

Department/Organization: _____ Division: _____

Work Address: _____

Email Address: _____

Name of Supervisor: _____

Have you met the prerequisite(s) for this course, if any? Yes No N/A

FOR COMPUTER COURSES ONLY:

Will you bring your own laptop with Microsoft 2010 to computer training? Yes No

PLEASE NOTE: It is your responsibility to attend all class sessions or notify BET of a replacement. For courses longer than one day, the person enrolled in the first session must attend all class sessions; classes cannot be split between individuals. **Call 271-1434 at least five working days prior to the start of your course to notify BET of any change.**

EMPLOYEE SIGNATURE: _____ **DATE:** _____