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# New Hampshire Division of Personnel Bureau of Education and Training

## Catalogue of Computer Training Opportunities for State, County and Municipal Employees, and

### Organizational Development Services for County & Municipal Governments and State Agencies

Jan 2011 – June 2011

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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.

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## Staff

Dennis Martino, Bureau Chief  
James Ramanek, Professor/Computer Technology  
Ray Sourdif, Associate Professor  
Kate McGovern, Ph.D., Associate Professor  
Pamela Mahan-Weldon, NH First Training Specialist  
Cynthia Jones, Human Resources Technician

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# Organizational Development Services

The Bureau of Education and Training offers consulting and facilitating services for work groups and government agencies planning for the future. Examples of services provided include:

## **Process Improvement Assistance**

This consists of process consultations and training of agency staff in Continuous Improvement techniques with an emphasis on the “Lean” process improvement methodology.

## **Communication Audits**

Are all team members on the same page? Can Communications within the agency or work group be improved? Do employees grumble about lack of communication? The Bureau of Education and Training can review your communications systems and make recommendations for enhancing the flow of information.

## **Work Team Assessments and Team Building**

The Bureau of Education and Training can facilitate “team building”. We start with one of several assessment tools to establish needs in areas like trust, communications, respect, perceptions, valuing differences, and group problem solving, etc. After an assessment is complete, interventions are prescribed and facilitated.

## **Strategic Planning Facilitation**

The Bureau staff is available to help your organization conduct strategic planning and action planning. This enables all staff members to participate in the process. We also will facilitate and advise organizations on developing a plan to communicate the product of the strategic planning process.

## **Change Management**

Change is a constant. However, bigger changes require planning and management oversight. The Bureau of Education and Training can help you navigate through the mine field of change for the best results. We are prepared to facilitate your change plan by using one of several established models.

## **Meeting Facilitation**

If your organization has important meetings that require an outside “chair” as a facilitator, the Bureau staff is prepared to facilitate. This service can allow everyone to participate rather than requiring one person to chair the meeting and thus be less involved in debate and discussion.

## **Organizational Development consulting fees:**

- No charge for the initial consultation and/or planning meeting
- Fee of \$200 to \$600/day for programs, consulting or facilitation services
- For information, please contact ***Dennis.Martino@nh.gov*** or at 271-2793.

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# On-site Programs

for State Agencies, Counties, Municipalities and School Districts

## Training Programs for State Agencies

BET staff works with agency managers to develop training programs to meet agency and employee needs. On-site classes for state agencies are available in the following areas:

- Evaluating Employee Performance
- Progressive Discipline
- Personnel Rules Review
- Personnel Appeals Process
- Structured Interviews
- Collective Bargaining
- Other topics may be available

## Programs for Counties, Municipalities and School Districts

**Fundamentals of Supervision:** A 5-day program covering the basics. Classes include Understanding and Valuing Differences, Supervising Employee Performance and Conflict Resolution.

Other programs in this catalogue may be available.

### Arrangements and fees for on-site programs:

- A minimum number of 12 participants
- Cost is \$70/day per participant
- Discounts available for groups of 20 or more

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# Course Offering Directory

## Computer Training Programs

The **COMPUTER COURSES** listed below are offered by the NH Division of Personnel 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 XP Professional Operating System and the suite of Microsoft Office 2003 products. If the class is not part of the Microsoft Office suite, we try to use the most current version of the product.

If you are using Office 2000 or earlier, do not fear; you may still take the course you desire. Our beginning and intermediate level courses focus on basic and practical skills. Even though the products change approximately every two years, the functionality does not. Cut, copy and paste for instance, has been exactly the same from the earliest Windows based Office products to, and including XP. Another example, the process of creating a spreadsheet has been the same starting with DOS versions of Office to the present Microsoft Excel 2007 version.

If you have questions about a product version or the computer class that you need is not listed, please call Jim Ramanek, at 271-3266. Every attempt will be made to provide such training if at all possible and feasible.

We also offer one-on-one training services as well as training at your site. Please contact Jim Ramanek for more information.

### Copying Files

Please feel free to bring USB memory drives or CDR/CDRW disks to copy and take your work with you. You must virus check each diskette on our Antivirus software prior to using your diskettes. Ask the instructor for assistance.

## **- Prerequisite Policy -**

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

**Please call Jim Ramanek at 271-3266 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 Course Prerequisites**

*Note: Not all courses listed may be offered on the current schedule.*

### **Basic Level Courses**

<b>Course Name</b>	<b>Days</b>
Basic PC Skills	1
Introduction to Microsoft Windows	1

#### **No prior experience required**

These courses are useful for anyone who has limited experience with computers or Windows-based programs. The basic level courses cover the components of a personal computer, provide you with general Windows skills plus give you an insight into computer networks and information storage.

## Level I (Beginner) Courses

Course Name	Days
Adobe Acrobat	2
DreamWeaver I	2
Flash I	2
HTML/CSS Workshop	1
InDesign I	2
Illustrator I	2
Internet Explorer	1
Introduction to Microsoft Outlook	1
Microsoft Access I	2
Microsoft Excel I	2
Microsoft Project I	2
Microsoft Publisher I	2
Microsoft Word I	2
Photoshop I	2
Project Management Fundamentals	2
QuickBooks I	2
Using JavaScript I	2
Using Microsoft PowerPoint	2
Working with Graphics I	1

These courses are useful for anyone who has taken the basic level courses or has enough practical experience to forgo the basic level courses. In order to gauge whether your experience level is appropriate, look at the objectives of the basic level courses. If you understand and can perform the course objectives, you have the appropriate experience.

### Level I Prerequisites:

Skills you should possess:

- Have a basic understanding of computers and how computers operate;
- Be able to perform basic mouse and keyboard operations;
- Understand and be able to navigate the windows interface (Desktop);
- Know where to locate and how to use the windows control buttons;
- Be able to manipulate window size and position;
- Understand and use various mouse point and click maneuvers, especially using right clicks and context menus;
- Know how to use the Windows Explorer to create and manage folders.

## Level II (Intermediate) Courses

Course Name	Days
Access Database Design	2
Access Form Design Workshop	1
DreamWeaver II	2
Excel Advanced Charting & Data Maps	1
Excel Formula Workshop	1
Excel Multiple Worksheet Use & Consolidation & Protection; Auditing Tools	1
Flash II	2
HTML/CSS Workshop	1
InDesign II	2
Illustrator II	2
Microsoft Access II	2
Microsoft Excel II	2
Microsoft Project II	2
Microsoft Word II	2
Photoshop II	2
Using JavaScript II	2
Working with Graphics II	1

**Level II Prerequisites:** These courses are useful for anyone who has taken the Level I courses or has enough practical experience to forgo the Level I courses. In order to gauge whether your experience level is appropriate, look at the objectives of the Level I courses. If you understand and can perform the course objectives, you have the appropriate experience. If not:

### Course work:

- Take the appropriate Level I course. If you want to take Access II, you should have taken Access I and you should be able to execute the objectives of the Access Level I class.

### Experience:

- Meet Level I prerequisites and you are able to use the application to perform all Level I activities comfortably and with confidence;
- Understand and be able to navigate the application interface;
- Understand the structure, function of and how to use the Standard and Formatting toolbars of the application;
- Understand how the file menu bar options are organized and their function.

## Level III (Advanced) Courses

Course Name	Days
Access Macros	1
Excel Forecasting & Trend Analysis	1
Excel for Finance	1
Excel Macros	1
Excel Pivot Tables & Charts	2
Excel Statistical Analysis	1
Excel What-if Business Data Analysis	1
Extending Microsoft Access with VBA	2
Manipulating Data with SQL	2
Microsoft Access III	2
Microsoft Excel III	2
Microsoft Word III	2
Web Development Using HTML, PHP & MySQL	4
Word Booklet and Brochure Workshop	1
Word Form/Template Design	1
Word Merge Workshop	1

### Level III Prerequisites:

You should have completed all lower level courses and have a thorough working knowledge of the application.

You should be able to use the application to perform all Level I and II activities with a high level of confidence.

Please check the course description for additional, or more specific, prerequisite information.

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# Project Management Courses

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## Project Management Fundamentals

**Code:** 482  
**Duration:** 2 days  
**Date:** February 22 & 23, 2011  
June 23 & 24, 2011  
**Time:** 9:00 – 4:00  
**Cost:** \$155.00  
**Number of participants:** 8 – 12  
**Facility:** ASDC, 27 Hazen Drive  
**Instructor:** Greg Taillon

Project Management Fundamentals overviews the basics of project management. It provides the theory and core methodology you will need to manage projects or participate on project teams. Topics covered include:

- The Project Management Life Cycle
- Setting Up for Success
- The Project Team
- Risk Management
- Project Plans
- The Project Schedule
- The Project Budget
- Project Tracking and Control
- Project Reports
- Project Close-out

**Who can benefit:** Students who wish to learn how to use project management techniques to plan, organize, control, document, and close out their projects successfully and with minimum risk.

**Prerequisites:** There are lab files you may need to access on the computer, therefore you must have a working knowledge of your computer's operating system including: starting and shutting down the computer, using the mouse to access menus, opening and closing windows, and starting and closing applications.

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## Microsoft Project Level I

**Code:** 464  
**Duration:** 2 days  
**Date:** February 28, 2011 & March 1, 2011  
**Time:** 9:00 - 4:00  
**Cost:** \$155.00  
**Number of participants:** 8 – 12  
**Facility:** ASDC, 27 Hazen Drive  
**Instructor:** Greg Taillon

This workshop will provide a basic understanding of project management using Microsoft Project 2003. No prior knowledge of this package is required, although knowledge of project management concepts is preferred. Main topics covered include:

- Project Management - Introduction to Project 2003
- Creating a Project - Project information
- Outlining - Creating and Using the Outline
- Subprojects
- Resources - Assigning Resources
- Resource Views
- Adding Material Resources
- Calendars - Base Calendars
- File Management - Opening and Saving a Project
- Setting Lead and Lag Times - Managing Resources
- Customizing Views, Tables and Toolbars - Customizing Graphical Views
- Project Costs - Scheduling Task Constraints
- Tracking the Project - Entering Actual Information

**Who can benefit:** Anyone who would like better control over management issues such as project management, resource allocation, and time management.

**Prerequisites:** Previous experience using Microsoft Windows 2000 or XP. You will get the most of this course if you have some knowledge of project management concepts.

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## Microsoft Project Level II

**Code:** 465  
**Duration:** 2 days  
**Date:** April 4 & 5, 2011  
**Time:** 9:00 - 4:00  
**Cost:** \$155.00  
**Number of participants:** 8 – 12  
**Facility:** ASDC, 27 Hazen Drive  
**Instructor:** Greg Taillon

In the Microsoft Project 2003: Level II course, you will learn how to track and modify a project that is in progress. Specifically, you will create a baseline plan and track an active project; manage tasks that will occur in the future and work with resource needs; customize Microsoft Project and work with data in other applications; and work with resource pools and consolidated projects. Course objectives include:

- Creating a baseline plan
- Previewing a baseline report
- Clearing a baseline
- Modifying the environment for tracking
- Entering data for completed tasks
- Entering actual data for tasks in progress
- Adjusting the schedule of future tasks
- Setting and displaying an interim plan
- Work-hour considerations
- Customizing resource reports
- Working with views, toolbars and macros and global settings
- Importing data and Exporting data
- Working with a resource pool
- Working with subprojects and master projects

**Who can benefit:** Anyone who is currently using MS Project to manage projects.

**Prerequisites:** You will get the most of this course if you have some knowledge of project management concepts. You must have previous experience with Microsoft Project or have taken Microsoft Project I.

# Computer Courses

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## Microsoft Word Level I

**Code:** 431  
**Duration:** 2 days  
**Date:** January 10 & 11, 2011  
May 12 & 13, 2011  
**Time:** 9:00 - 4:00  
**Cost:** \$140.00  
**Number of participants:** 8 – 12  
**Facility:** ASDC, 27 Hazen Drive  
**Instructor:** James Ramanek

This course is designed for new users of Microsoft Word. This workshop introduces participants to the basic skills required to use MS Word. Completion of this workshop provides participants with the skills required to perform basic word processing tasks.

Participants will learn how to:

- Create, save, retrieve, edit, and print documents
- Navigate through documents, set margins, tab stops, and line spacing
- Perform character and paragraph formatting
- Insert special symbols and fields
- Page numbers, understand Smart Tags, control page appearance
- Create headers and footers
- Work with multiple documents
- Use proofing tools (spell checker, Thesaurus, grammar checker, AutoText, and AutoCorrect)
- Use the find and replace command
- Insert files and graphics; and other features of Word

**Who can benefit:** All employees who need to learn the basic skills necessary to begin using Word 2000.

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## Microsoft Word Level II

**Code:** 436  
**Duration:** 2 days  
**Date:** June 6 & 7, 2011  
**Time:** 9:00 - 4:00  
**Cost:** \$140.00  
**Number of participants:** 8 – 12  
**Facility:** ASDC, 27 Hazen Drive  
**Instructor:** James Ramanek

This course is designed for intermediate users of Microsoft Word. Participants in this course will:

- Learn to use the more complex features of Microsoft Word to manage files
- Create folders, sort, and customize the Word for Windows workspace and toolbars
- Use styles and document templates; create styles and document templates
- Use mail merge to create mailing labels, envelopes, and form letters
- Create and edit tables
- Use WordArt
- Create an index and table of contents
- Create and format document sections
- Create newspaper style columns
- How to work with multiple MS Word documents

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## Microsoft Excel Level I

**Code:** 430  
**Duration:** 2 days  
**Date:** March 8 & 9, 2011  
**Time:** 9:00 - 4:00  
**Cost:** \$140.00  
**Number of participants:** 8 – 12  
**Facility:** ASDC, 27 Hazen Drive  
**Instructor:** BET Staff

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.

You will learn how to:

- Design, create, save, retrieve, edit, print, and navigate through worksheets
- Manage worksheets and workbook files
- Use cell and range selection techniques
- Enter data
- Create and edit uncomplicated formulas and functions, describe and use function arguments and the Function Wizard
- Link worksheet and workbook data
- Format a worksheet
- Use relative and absolute cell addressing features
- Use productivity features like AutoEntry, AutoCorrect, and the Fill handle and how to create charts

**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.

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## Microsoft Excel Level II

**Code:** 435  
**Duration:** 2 days  
**Date:** April 6 & 7, 2011  
**Time:** 9:00 - 4:00  
**Cost:** \$140.00  
**Number of participants:** 8 - 12  
**Facility:** ASDC, 27 Hazen Drive  
**Instructor:** BET Staff

Participants in this intermediate course will learn to use the more complex features of Microsoft Excel to:

Construct more complex formulas by combining and nesting formulas and functions  
Use absolute and mixed cell references  
Use Date and Time functions

Use Text functions  
Use Lookup and reference functions  
Use Logical functions (If)  
Combining functions  
Work with named ranges

This course is not for beginners. You'll be getting into some of the most powerful and complex features Excel has to offer, and a certain amount of prior experience is assumed.

**The main emphasis in this class is complex formula/function construction.** The class provides extensive hands-on experience creating more and more complex and nested functions. **You must have a good understanding of basic formula and function construction**

You must be able to:

- Create formulas and functions that refer to ranges and noncontiguous cells.
- Use the AVERAGE, SUM, MIN, MAX, and COUNT, COUNTA functions.
- Save, open, and print Excel files, including files saved in locations other than the default.
- Insert, delete, move, and resize rows, columns, and cells.
- Create, delete, and rename worksheets.
- Format worksheets, including fonts, sizes, colors, borders, shading, and headers and footers.

**Who can benefit:** All employees who need training in regards to formula and function usage.

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## Microsoft Excel Level III

**Code:** 485

**Duration:** 2 days

**Date:** March 28 & 29, 2011

**Time:** 9:00 - 4:00

**Cost:** \$140.00

**Number of participants:** 8 - 12

**Facility:** ASDC, 27 Hazen Drive

**Instructor:** BET Staff

**The emphasis in this class is complex formula construction and data analysis tools.** Participants in this advanced level course will learn to use the database formulas and functions, data analysis tools and how to construct macros. Topics include:

- Managing Lists
- List Manipulation Techniques
- Range Names
- Database Functions
- Data Analysis Tools
- Histogram Distribution Table
- Form Command
- Filtering Records
- Advanced Filter
- PivotTable
- Data Tables
- Macros

**Who can benefit:** All employees who need advanced training in Excel, especially in regards to list management functions and using data analysis tools.

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## Excel Formula Workshop

**Code:** 446  
**Duration:** 1 day  
**Date:** May 19, 2011  
**Time:** 9:00 – 4:00  
**Cost:** \$70.00  
**Number of participants:** 8 – 12  
**Facility:** ASDC, 27 Hazen Drive  
**Instructor:** Greg Taillon

This workshop deals with creating formulas and working with functions in Excel. Course material will apply to any version of Excel. If you currently use Excel and want to tune up or sharpen your skills in creating formulas and using functions, this is your class. This class will consist of an entire day of creating formulas and using functions. **A lot of this material is normally covered in Excel II. If you have already taken Excel II this material will largely be review.**

What topics are actually covered depends on the knowledge level of participating students. Topics covered include:

- When to use formulas
- Simple formula construction
- Using parentheses in formulas and the order of operations
- Nesting formulas within formulas
- Excel functions
- Function arguments
- Absolute references Circular references
- Using the Paste function wizard
- Using functions and formulas to derive function arguments
- Data analysis functions
- Auditing

Students should bring questions, problems and examples. Personal examples will be dealt with as, and if, time permits.

**Who can benefit:** Employees who need a refresher workshop in Excel formula and function construction and usage.

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## Excel Advanced Charting and Data Maps

**Code:** 738

**Duration:** 1 day

**Date:** May 23, 2011

**Time:** 9:00 – 4:00

**Cost:** \$70.00

**Number of participants:** 8 – 12

**Facility:** ASDC, 27 Hazen Drive

**Instructor:** Greg Taillon

Microsoft Excel is an excellent tool for taking numerical data and representing it in a visual way, in charts and graphs. The built-in wizards are only the beginning in working with Charts. Mapping regional data can also be advantageous when using Excel's mapping abilities. In this course, participants will learn:

- Creating and editing a Chart
- Changing the Chart Type and Subtype
- Changing the Data Source
- Adding Chart Titles
- Moving the Legend
- Changing Chart Location
- Printing a Chart Sheet
- Adding and Removing Gridlines
- Formatting an Axis
- Changing Axis Scaling
- Formatting the Data Series
- Adding Data from Different Worksheets
- Using a Secondary Axis
- Adding a Trendline
- Charting Non-adjacent Ranges
- Adjusting 3-D View
- Working with the Data Map
- Organizing the Map Worksheet
- Creating a Basic Map
- Refreshing a Map
- Changing the Map Format Type
- Inserting Data into a Map
- Moving and Printing a Map

**Who can benefit:** Anyone who knows the basics of Excel and wants to learn the ins and outs of advanced charting and maps.

**Prerequisites:** You should meet the Level II prerequisites; have a working knowledge of spreadsheet construction, formula/function creation and basic chart building.

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## Excel Forecasting and Trend Analysis

**Code:** 734  
**Duration:** 1 day  
**Date:** January 31, 2011  
**Time:** 9:00 – 4:00  
**Cost:** \$70.00  
**Number of participants:** 8 – 12  
**Facility:** ASDC, 27 Hazen Drive  
**Instructor:** Greg Taillon

**Course Overview:** With the complexity and risk of market and business forces today, forecasting resource, personnel, finance, and organizational performance has become very important. Managers need to make intelligent predictions regarding future sales, service delivery, and expense and revenue trends as part of developing their overall business strategy. Human resource requirements need to be based on accurate forecasts of the projected work and customer service needs. This workshop will help you to prepare forecasts that anticipate such things as employee acquisitions, training, office space, and material resource needs.

**Learning Objectives:** The main objectives of the course are to acquire the knowledge and skills regarding basic quantitative forecasting methods. By the end of the course, students will know the basics of designing and building forecasting models and how to add various types of Trend Lines.

### Course Content:

- Where and how to use the basic quantitative forecasting technique
- How to prepare short and medium time range forecasts using the methods of trend analysis
- Autofill as growth trend
- Data Analysis ToolPak forecasting tools: Moving Average, Exponential smoothing, Regression analysis
- Functions: Average, Forecast, Correl, RSQ, Linear, Trend, Growth, Logest
- Graphing a Forecast and adding different types of trendlines
- Using Regression Analysis to Forecast Business Data Dimensions
  - Simple Regression
  - Polynomial Regression
  - Multiple Regression
- Choosing a Regression Method
- Using Simple Regression on Linear Data
- Trend Analysis and Forecasting for a Seasonal Sales Model
- Using Simple Regression on Nonlinear Data
- Using Multiple Regression Analysis
- Measuring the Accuracy of a Sales Forecast and how to detect errors within the forecasts,

**Who will benefit:** Intermediate to experienced Excel users, including project managers, financial analysts, accountants, managers and administrators.

**Prerequisites:** You should meet the Level II prerequisites. You should be using Excel on a regular basis and have no difficulty creating formulas, constructing functions and creating charts. Basic knowledge of forecasting and trend analysis will be helpful.

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# Excel Pivot Tables and Charts

**Code:** 731

**Duration:** 2 days

**Date:** May 25 & 26, 2011

**Time:** 9:00 – 4:00

**Cost:** \$140.00

**Number of participants:** 8 – 12

**Facility:** ASDC, 27 Hazen Drive

**Instructor:** Greg Taillon

**Course Overview:** Pivot tables, charts and reports are powerful data analysis tools. If you currently use the Sort, Filter and Subtotal commands and manual functions to analyze data in medium to large spreadsheets, this course will show you how to create dynamic sheets and charts that automatically provide these sort, subtotal and filter functions.

A pivot table allows you to reorganize and summarize selected columns and rows of data. A pivot table doesn't actually change the spreadsheet itself. Instead, a pivot table allows you to reorganize the data in order to view it from different perspectives and then to create a summary of the data.

**Learning Objectives:** By the end of the course, the student will know the basics of creating and formatting both Pivot Tables and Pivot Charts. They will also be able to:

- Prepare an Excel data for use as a Pivot Table
- Creating a Pivot Table Report
- Adding, moving and deleting pivot table report fields
- Selecting a Page Field Item
- Refreshing a Pivot Table Report
- Changing the Summary Function
- Adding New
- Hiding and Unhiding Items
- Creating a Page Field Report
- Rearrange and formatting a pivot table report
- Creating a Pivot Chart Report
- Creating Interactive Pivot Tables
- Adding Fields to a Pivot Table Browser
- How to "pivot" column headings on the Pivot Table
- Apply filters on the elements of the Pivot Table and/or those columns listed in the Page Area
- Dynamically change a Pivot Chart Design and Display

**Who will benefit:** Intermediate to experienced Excel users, including project managers, financial analysts, accountants, business owners, and other business professionals who work with large amounts of data and need to analyze that data from many different perspectives without re-entering or rearranging.

**Prerequisites:** You should meet the Level II prerequisites use Excel on a regular basis and have a solid working knowledge of spreadsheet construction, formula/function creation and chart building.

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# Excel Statistical Analysis

**Code:** 732

**Duration:** 1 day

**Date:** February 1, 2011

**Time:** 9:00 – 4:00

**Cost:** \$70.00

**Number of participants:** 8 – 12

**Facility:** ASDC, 27 Hazen Drive

**Instructor:** Greg Taillon

**Course Overview:** This workshop deals with Statistical Analysis of sample data using Excel's built in functions and the specialized Analysis ToolPak add-in. The ToolPak provides a comprehensive set of statistical analysis functions. These functions include Anova models, correlation and co-variance analysis, and t-tests.

This course provides an introduction to the simplest and most useful statistical techniques and provides an overview into more sophisticated sampling and regression models.

**Learning Objectives:** By the end of the course, the student will know the basics of Statistical Analysis concepts and the use of many of Excel's statistical functions.

## Course Content:

### Distributions

- Distribution of Values
- Discrete Distributions
- Poisson: Events Rare in Time and Space
- Continuous Distributions
- Properties of Independent Observations
- Testing a Hypothesis
- Estimating Effect Size
- Distribution of Values

### Variation

- Variation
- Collecting Data
- Summarizing Your Data
- Reporting Your Results
- Types of Data
- Measures of Location
- Samples and Populations
- Variation—Within and Between

### Probability

- Probability
- Binomial
- Conditional Probability
- Independence

### Testing Hypotheses

- One-Sample Problems
- Comparing Two Samples
- Determining Which Test Should Be Used
- One-Sample Problems

### Designing an Experiment or Survey

- Designing an Experiment or Survey
- Objectives
- How Large a Sample?
- Meta-Analysis

### Developing Models

- Models
- Regression
- Fitting a Regression Equation
- Problems with Regression

**Who will benefit:** Intermediate to experienced Excel users who wish to use statistical functions on sample and population data.

**Prerequisites: Level II prerequisites.** You will get the most of this course if you have a solid working knowledge of spreadsheets, formulas, functions and basic sampling concepts.

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## Excel Macros

**Code:** 718

**Duration:** 1 day

**Date:** March 30, 2011

**Time:** 9:00 - 4:00

**Cost:** \$70.00

**Number of participants:** 8 – 12

**Facility:** ASDC, 27 Hazen Drive

**Instructor:** Greg Taillon

If you find yourself executing a series of repetitive steps in order to perform an action in Excel, you may want to consider using Excel's Macro features. Macros are used to record, name and save a series of steps. The next time you need to repeat the process, you execute the macro instead of performing the actual individual steps. Macros are essentially shortcuts that trigger an action or sequence of actions. Tasks, both routine and complex, can be automated into a macro.

Use macros to automate spreadsheet creation, formatting, merging, reporting, charting or use the macro programming language, Visual Basic, to add new functionality to your worksheets. If you need to perform a series of manual calculations in a formula because Excel has no function equivalent, macros may be used to design your own functions.

Macros are written in the Visual Basic language which is bundled with Microsoft Excel. This workshop does not intend to teach VB or even the concepts of object-oriented programming. Instead, the examples in this course have been devised to show various aspects of Visual Basic for Excel. Topics covered in this workshop include:

- Introduction to the Visual Basic editor, editor window, and Toolbar
- Introduction to the Visual Basic programming language
- Define, record and run macros
- Write small subroutines and functions to automate some of the processes in your spreadsheets
- Use those functions within workbooks
- Use Excel workbook functions within Visual Basic
- Write and use Procedures
- Display message boxes and obtain input from the user
- Begin to apply error trapping to your procedures
- Create a simple form that can be displayed and used to input information into a Macro and receive results from a Macro
- Use Personal.xls
- XLSTART (startup) folder
- Assigning a Macro to a Button

**Who can benefit:** Experienced Excel users who want to gain the skills necessary to create macros, automate tasks or design their own custom Excel functions. If you are going to take the Access VBA course, this workshop would be useful for that class.

**Prerequisites: Level III prerequisites.** You will get the most of this course if you have a firm understanding of Excel formula/function construction, have solid experience using Excel and understand typical Excel behavior.

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## Microsoft Access Level I

**Code:** 432  
**Duration:** 2 days  
**Date:** February 7 & 8, 2011  
**Time:** 9:00 - 4:00  
**Cost:** \$140.00  
**Number of participants:** 8 - 12  
**Facility:** ASDC, 27 Hazen Drive  
**Instructor:** BET Staff

This course is designed for new users of Microsoft Access. Students will learn the basic skills required to begin using Microsoft Access and gain a general understanding of relational database concepts. Students will design and create databases, tables, queries, forms, and reports. Topics include:

- An introduction to databases and database terminology, tables and relationships
- An overview of access objects
- Table Design and creation
- Defining and using primary keys
- Creating table relationships
- Editing, finding, filtering and sorting data
- Creating Select queries, defining criteria
- Creating and using simple forms
- Creating and using simple reports

Completion of this workshop provides participants with the skills required to perform basic database tasks using MS Access.

**Who can benefit:** Employees using Access who need to learn how to create, use, and maintain databases; create forms; basic queries and reports.

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## Microsoft Access Level II

**Code:** 433  
**Duration:** 2 days  
**Date:** February 17 & 18, 2011  
April 14 & 15, 2011  
**Time:** 9:00 – 4:00  
**Cost:** \$140.00  
**Number of participants:** 8 – 12  
**Facility:** ASDC, 27 Hazen Drive  
**Instructor:** BET Staff

Students will learn how to use complex query techniques, multiple criteria, logical operators, generate aggregate totals, use different query type (append, make-table, delete, Update, cross-tab, find duplicate, find unmatched), create efficient forms and reports, and create macros to automate their forms. Topics include:

- Table design
- Working with multiple tables and table relationships
- Working with referential integrity
- Modifying table design
- Creating complex select queries and using the query properties window
- Using functions and computations in queries
- Using statistical computations in queries
- Creating new fields using queries
- Extracting and concatenating data
- Creating parameter queries and multi-table queries
- Using action queries (Make Table, Update, Delete, Append)

Completion of this workshop provides participants with the skills required to perform basic database queries using MS Access.

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

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## Microsoft Access Level III

**Code:** 434

**Duration:** 2 days

**Date:** May 4 & 5, 2011

**Time:** 9:00 – 4:00

**Cost:** \$140.00

**Number of participants:** 8 – 12

**Facility:** ASDC, 27 Hazen Drive

**Instructor:** BET Staff

This course provides a more detailed overview of the Access database management system. Topics include:

Creating combo and list boxes and how forms inherit database properties

Creating advanced queries using joins

Working with forms using multiple tables and/or queries

Working with form sections and property fields

Performing calculations in forms

Advanced form design, using sub-forms and command buttons with forms

Creating Switchboards

Advanced report design, multi-table reports and mailing labels

Sorting and grouping report data, creating subtotals and totals in reports

Working with simple macros

Importing data into Access

- **This course does not cover Modules.** See Extending Microsoft Access with VBA (Visual Basic for Applications)

Completion of this workshop provides participants with the advanced skills required to create and work with complex forms and reports, create macros and switchboards.

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

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## Access Macros

**Code:** 735

**Duration:** 1 day

**Date:** May 18, 2011

**Time:** 9:00 - 4:00

**Cost:** \$70.00

**Number of participants:** 8 – 12

**Facility:** ASDC, 27 Hazen Drive

**Instructor:** Greg Taillon

This instructor-led course explores planning, building, and executing macros within Access, and provides basic skills for automating common database application tasks such as adding, importing, and filtering records. Students create a switchboard form with command buttons, from which to run macros. They are also introduced to a variety of macro organizational techniques. Upon completing, the student will have:

- Defined macro terminology
- Identified the components of the Macro window
- Created new macros by specifying actions and arguments, and documenting their purpose
- Edited existing macros
- Run macros using a variety of techniques
- Created macros from each of the categories of macro actions
- Created command buttons to run macros from a switchboard form
- Added conditions to macros
- Displayed message boxes when running macros
- Created macro groups
- Run a macro from another macro
- Run a macro automatically when a database opens
- Assigned shortcut keys to macro actions
- Created macros to set values

### **Hands-On Labs Include:**

- Creating Basic Macros
- Reviewing Categories of Macro Actions
- Using Events to Run Macros
- Creating a Macro for a Form
- Using Conditions in Macros
- Organizing Macros
- Using Macros to Automate Common Tasks
- Creating an Open Macro

**Who can benefit:** Experienced users involved in creating and maintaining Access databases and/or automating database tasks

**Prerequisites:** Previous experience using Microsoft Windows 2000 or XP. You will get the most of this course if you have a solid working knowledge of MS-Access. Access I and II courses recommended.

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## Introduction to Visual Basic for Access

**Code:** 474  
**Duration:** 2 days  
**Date:** May 16 & 17, 2011  
**Time:** 9:00 - 4:00  
**Cost:** \$140.00  
**Number of participants:** 8 – 12  
**Facility:** ASDC, 27 Hazen Drive  
**Instructor:** Greg Taillon

This course provides the student with a working knowledge of VBA as it relates to Microsoft Access but also useful in other Office Applications such as Word, Excel and PowerPoint. Visual Basic is the common programming language across Microsoft products that will enable you to integrate applications and share data among them. VB is a powerful object-oriented language with many capabilities and extreme flexibility. While it is impossible to cover all aspects of Visual Basic in this 2-day course, we will focus on the main constructs of the VB language to give you a solid foundation, which you will be able to utilize within a MS-Access Database application and build upon for future use. The approach of the course will cover the advanced use of Access Macros and Control Wizards and then show when and how VBA extends their range and functionality. Topics covered include:

- Introduction of Microsoft Visual Basic
- What is Visual Basic Made of?
- What makes up a Procedure?
- Writing Visual Basic Code
- Writing VB Procedures Workshop
- Next Steps in VB

**Who can benefit:** Any employee who uses **Microsoft Access** on a daily basis and would like to learn new features available to increase the efficiency of Access databases.

**Prerequisites:** **You should be a power Access user.** You must have a thorough understanding of the Access interface and be very familiar with creating and managing Access objects. This experience could be acquired through our Access I, II, III and workshop courses or through previous experience with Microsoft Access. Exposure to event programming would be helpful but not necessary.

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## Structured Query Language (SQL)

**Code:** 486

**Duration:** 2 days

**Dates:** June 2 & 3, 2011

**Time:** 9:00 – 4:00

**Cost:** \$140.00

**Number of participants:** 8 – 12

**Facility:** ASDC, 27 Hazen

Drive **Instructor:** Greg Taillon

The course teaches students SQL syntax and keywords and then allows them to practice the SQL statements in queries using MS-Access SQL View. This workshop will present database concepts and practical use of Standard Query Language (SQL). The class will focus on SQL querying techniques. No prior knowledge of this package is required, although knowledge of basic database concepts is preferred.

Everything you learn here will be ANSI SQL compliant and should work with most SQL databases such as Oracle, SQL Server, MySQL, MS Access, Informix, Sybase, or any other ANSI SQL compliant database.

Main topics covered include (student familiarity and ability will dictate the actual topics covered):

- SQL Environment
- Terminology
- Procedural Versus Declarative Languages
- Front Ends/Back Ends and Connecting the Front and Back Ends
- The Human Roles in a DBMS
- When to Use SQL
- Section Two: SQL Basics and Language Overview
- Table Basics
- Creating Tables
- Selecting Data
- Inserting into a Table
- Updating, Modifying and Deleting Records
- Drop a Table
- SELECT Statement
- Aggregate Functions
- GROUP BY, HAVING, Where and ORDER BY clauses
- Combining Conditions and Boolean Operators
- Conditional (IN, BETWEEN) and Mathematical Operators
- Table Joins

**Who can benefit:** Anyone who would like a working knowledge of both standard and advance Database Queries and Structures utilizing Standard Query Language (SQL). Potential students include Access power users, end users, and developers of data access methods.

**Prerequisites:** Previous experience using Microsoft Windows 2000 or XP. You will get the most of this course if you have some knowledge of MS-Access. Access I and II courses recommended.

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## Using Microsoft PowerPoint

**Code:** 421

**Duration:** 2 days

**Date:** March 21 & 22, 2011

**Time:** 9:00 - 4:00

**Cost:** \$140.00

**Number of participants:** 8 – 12

**Facility:** ASDC, 27 Hazen Drive **Instructor:**

**Instructor:** BET Staff

This workshop is designed for new users of Microsoft PowerPoint and introduces participants to the basic skills required to use Microsoft PowerPoint. Completion of this workshop provides participants with the skills required to create basic PowerPoint presentations.

Topics include:

- Introduction to the Microsoft PowerPoint window and design tools
- Presentation design
- Creating a presentation or slide show
- Using the drawing tools, inserting clip art and WordArt
- Organization charts and graphs
- Using templates and the slide master; managing a presentation using builds and transitions
- Creating speaker's notes and audience handouts.

**Who can benefit:** Any employee who needs to create and give standup presentations, PC based presentations or slide shows.

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## Microsoft Publisher Level I

**Code:** 455  
**Duration:** 2 days  
**Date:** April 25 & 26, 2011  
**Time:** 9:00 – 4:00  
**Cost:** \$140.00  
**Number of participants:** 8 – 12  
**Facility:** ASDC, 27 Hazen Drive  
**Instructor:** Greg Taillon

Microsoft® Publisher 2003 is an easy to use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, among others for print, e-mail, and the Web. In this course, you will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher. When creating desktop publications, the need to properly prepare and integrate business graphic images is necessary. Basic business graphics concepts and techniques will also be presented with the 2-day course.

### **Objectives:**

- Create the following desktop publications: Business Card; Flyer, Poster, Brochure, Newsletter and Website
- Modify a publication's layout and structure
- Edit content in a publication
- Format a publication
- Applying Basic Business Graphics Concepts
- Format pictures in publications
- Identify the options for distributing a publication

### **Topics Covered:**

- Publisher Menu Bar, Toolbars, and Task Panes
- Working with Design and Master Sets, Document Templates and options
- Using and Updating the Publisher Personal Information Dialogue Box
- Working with Publication Objects and Text boxes
- Linking and Formatting Text
- Inserting Word Documents and text files
- Utilizing WordArt and other Graphic Objects
- Applying basic business graphics concepts and functions
- Output a Publication for Printing or Screen Display

**Who Can Benefit:** All employees who need to develop desktop-publishing skills.

**Prerequisites:** Windows XP or 2000 and Microsoft Word, or equivalent knowledge.

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## Adobe Acrobat

**Code:** 470

**Duration:** 2 days

**Date:** January 24 & 25, 2011

**Time:** 9:00 - 4:00

**Cost:** \$140.00

**Number of participants:** 8 – 12

**Facility:** ASDC, 27 Hazen Drive

**Instructor:** Greg Taillon

Learn how to use Adobe Acrobat 7® to convert documents and share them electronically by email, over a network, or on the web. This course provides the basic knowledge you will need to understand how Adobe Acrobat documents are created from standard desktop applications. You will convert Word documents, PowerPoint presentations, and Excel spreadsheets into PDF documents. Learn how to use Acrobat to create, edit, and manage a library of electronic PDF files. Students will be introduced to the main methods of creating Adobe Acrobat PDF files and how to enhance those files.

Once the basics are presented, you will learn to use Adobe Acrobat® 7.0 Professional to convert technical documents to PDF files, enhance and control PDF content accessibility, customize PDF documents for interactive use online, and prepare PDFs for commercial printing.

Upon successful completion of this course, students will be able to:

- Access information in a PDF document.
- Create and Modify PDF documents.
- Add PDF navigation aids.
- Work with multiple PDF documents.
- Review PDF documents.
- Create PDFs from technical documents.
- Enhance the utility and accessibility of PDF documents.
- Create interactive PDF forms.
- Begin preparing a PDF document for commercial printing.
- Create composite and color separation prints from a PDF document.

**Who can benefit:** Those who use Adobe Acrobat on the job or employers who are considering implementing Adobe Acrobat in order to create, edit, and manage a library of electronic PDF files on their computer systems.

**Prerequisites:** Minimal experience with computers and common office applications, such as word processing, spreadsheet, and web browser applications.

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## Adobe Acrobat Forms

**Code:** 439

**Duration:** 2 days

**Date:** February 2 & 3, 2011

**Number of participants:** 12

**Time:** 9:00 - 4:00

**Cost:** \$140.00

**Facility:** ASDC, 27 Hazen Drive

**Instructor:** Greg Taillon

**Target Student:** This course assumes that students have completed the following course or have equivalent experience: **Adobe Acrobat** Students taking this course should have some experience using Adobe Acrobat 8 Pro to generate and modify PDF documents Students will get the most out of this course if their goal is to become proficient at using Adobe Acrobat to Design, Create, Distribute and Compile the results of interactive PDF forms

**Course Learning Objectives:** After completing this course, students will know how to:

- Discuss the proper utilization of PDF forms
- Customize the Adobe LiveCycle Designer environment
- Set Acrobat to automatically recognize form fields\
- Create a form in Adobe LiveCycle Designer
- Add and modify form objects; and preview a form's appearance and test its input fields
- Distribute forms; and compile completed form data

**Who can benefit:** Anyone who needs to use collect information in a formatted and secured fashion Anyone who needs to compile the solicited or survey data into either a spreadsheet or database Anyone who needs to learn when interactive versus static forms are more appropriate for their work assignments

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## HTML 4.0: Advanced

**Code:** 747  
**Duration:** 2 days  
**Dates:** February 10 & 11, 2011  
**Time:** 9:00 - 4:00  
**Cost:** \$140.00  
**Number of participants:** 12  
**Facility:** ASDC, 27 Hazen Drive  
**Instructor:** Greg Taillon

**Target Student:** This course is designed for people with a basic understanding of and experience with HTML. It is recommended that participants have already taken the HTML 4.0: Basic course or have equivalent prior experience. You will get the most out of this course if you want to learn how to take advantage of the more advanced HTML elements and techniques. By the end of this course, you will know how to build Web pages with advanced table features. You will also understand how to design web forms and frames to collect and display information more efficiently on your websites.

**Course Learning Objectives:** This course has as its goal to improve your ability to build more functional and powerful websites by utilizing some of HTML V4.0's advance features and capabilities.

After completing this course you will know how to:

- Control page and element margins, widths, and spacing
- Customize tables and ensure accessibility
- Create forms with a variety of input types
- Customize and design forms, and add accessibility features
- Create framed Web pages and insert inline frames
- Identify the variants of HTML and XHTML, and how to validate an HTML document.

**Who can benefit:** Anyone who has already become familiar with basic HTML and CSS code, and wishes to build more functional websites. Those wishing to collect information through the use of HTML forms and those needing more powerful way to structure and display information on their website through the use of customized tables, web frames and inline frames.

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# FAQ's for BET Catalogue

## **Class Confirmations regarding classes**

If you are accepted into a Soft skills or 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 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.

## **NH First**

NH First classes are a separate grouping of classes from the other BET classes. The NH First catalogue is located on-line under Training. Registration forms need to be sent to Pamela Mahan-Weldon at Admin Services, BET, and Room 16.

## **Class Confirmations regarding NH First**

If you are accepted into a NH First class Pam will send information regarding the class approximately two weeks prior to the class date. A reminder will also be sent a few days before class as a second notice. If you have any issues regarding attending a class after you have registered please contact Pam at 271-1427 and she will work with you to reschedule.

If there is no space in the class upon receiving your registration form or another issue Pam 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, location of cafeteria or employee lounge at the facility, etc.

## **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 read your notice to determine what you need to do for your class. 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 catalogue also has directions to the usual class locations.

## **Special Instructions**

If there are any special instructions for your class that information is usually contained in the class notice or in the class description. Please be sure to check both.

## **Computer Classes**

Seating in the computer classes, including NH First 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.***

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# Directions to Program Locations

## Directions to Administrative Services Data Center (ASDC)

**Located at 27 Hazen Drive in 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 in the left hand lane to the set of lights at the top of the hill where you will turn left onto Hazen Drive. Turn in at the entrance for Fish and Game and take the 2<sup>nd</sup> left. Follow this road to the back parking lot of the Health and Human Services Building where there are two flagpoles. This is the area where you will be entering the building. Parking after 8:30 can be difficult. Do **NOT** park in a reserved space. If you get lost, call 271-3761 and ask for directions.

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 in the left hand lane... (see directions above).

From **Route 4 get onto I-393 west** and take **exit 2** (East Side Drive). Turn left at the end of the ramp. At the lights, take a right onto Hazen Drive. Turn in at the entrance for Fish and Game.... (see directions above).

## Directions to BET Training Center (Concord)

**Located at 130 Pembroke Road.** 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 2<sup>nd</sup> 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.

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## Registration Policy

- Bureau of Education and Training workshops and seminars are for all state, county, and municipal employees. **Registration is on a first-come, first-served basis.**
- Applications should be made on a Bureau of Education and Training registration form. Please complete each section 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.**

- To ensure participants have the best possible learning experience, we limit class sizes. Therefore, we may not be able to accept everyone who applies for a program. Applicants who are not admitted to a program are placed on a waiting list and given preference for the same program at a later date.
- Workshops need the minimum number of people specified in the catalogue to be presented. In the event that fewer than the minimum are enrolled, the workshop will be canceled and those signed up will be notified either in writing or by phone.
- Applicants will be notified of enrollment status approximately 10 days prior to the start of the course. If you have not heard from us by that time, please call us at 271-1434.
- Being admitted to a program means we are holding a place for you. If you find that you cannot attend, please let us know as soon as possible.
- The Bureau of Education and Training 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.

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

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# Registration Schedule and Form



## EDUCATION & TRAINING

### State agencies:

- **PLEASE DO NOT PROCESS PAYMENT TILL AN INVOICE HAS BEEN RECEIVED**
- Once invoice received process payment on an intra-governmental payment voucher (PV) using the following information: **NH First Vendor Code #177875 and location is B003.**
- You must include the class name or code under "vendor invoice info" and enter participant name(s) under "description".

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

Attach a check made payable to **Treasurer, State of NH** to the registration form and forward to: Bureau of Education and Training, 25 Capitol St., Concord, NH 03301.

**Payment must accompany registration form.**

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**Bureau of Education and  
Training Registration Form**

**Return to:** Bureau of Education and Training  
New Hampshire Division of Personnel  
25 Capitol Street, Concord, NH 03301  
**Fax: (603) 271-1422**

**YOU MAY PHOTOCOPY THIS FORM.**

Course Title: \_\_\_\_\_ Course Code: \_\_\_\_\_

Course Date(s): \_\_\_\_\_ Cost: \_\_\_\_\_

Name: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

**(Please print name as it should appear on Certificate)**

Last four digits only of social security # (used to track training records in database) \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Work Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

My supervisor has approved this training (please initial here): \_\_\_\_\_

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

**PLEASE NOTE:** *It is your responsibility to attend all classes or notify us of a replacement. For courses longer than one day, the person enrolled in the first session must attend all classes; classes cannot be split between individuals. Call 271-1434 (Cindy Jones) at least 5 working days prior to the start of your class to notify us of any change.* If you are signed up and fail to appear at the class or to notify us ahead of time of your unavailability, **the fee for the class will not be refunded.**

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Revised 9-23-10  
Human Resources/On-Line Forms