IT Training Course Schedule
June – September 2025

*NEW COURSE OFFERING – WEBINAR ON ACROBAT READER

Acrobat Reader (**Reader**) makes viewing, printing, and interacting with PDFs a breeze. **Reader**, while often seen as a simple tool, offers a wealth of powerful features. Discover shortcuts, navigation tools, and sophisticated commenting options like highlighting, underlining, and adding stamps. It's the free PDF tool that does a lot more than you think! See the schedule below for dates and times.

Webinars	Cost	Start Date	End Date	Day(s)	Time Each Day	Delivery Method
*Acrobat Reader: Discover What Reader Can Do for You	No Charge	6/11/25	6/11/25	1	2:00pm – 3:00pm	Virtual
*Acrobat Reader: Discover What Reader Can Do for You	No Charge	6/17/25	6/17/25	1	10:00am – 11:00am	Virtual
*Acrobat Reader: Discover What Reader Can Do for You	No Charge	7/21/25	7/21/25	1	2:00pm – 3:00pm	Virtual
*Acrobat Reader: Discover What Reader Can Do for You	No Charge	8/20/25	8/20/25	1	2:00pm – 3:00pm	Virtual
Microsoft Excel: PivotTables Made Easy	No Charge	9/10/25	9/10/25	1	10:00am – 11:00am	Virtual
M365 Planner: What You Should Know	No Charge	6/18/25	6/18/25	1	2:00pm – 3:00pm	Virtual
M365 Planner: What You Should Know	No Charge	8/18/25	8/18/25	1	2:00pm – 3:00pm	Virtual
Microsoft Forms: Unlock the Power of Surveys & Polls	No Charge	7/2/25	7/2/25	1	2:00pm – 3:00pm	Virtual
M365 Teams: Collaborate Like a Pro	No Charge	7/9/25	7/9/25	1	2:00pm – 3:00pm	Virtual
Windows	**Cost**	**Start Date**	**End Date**	**Day(s)**	**Time Each Day**	**Delivery Method**
Using Microsoft Windows 11	$85.00	Available Upon Request				In-person (EOB)
Spreadsheet	**Cost**	**Start Date**	**End Date**	**Day(s)**	**Time Each Day**	**Delivery Method**
Microsoft Excel: Level 3	$85.00	6/24/25	6/25/25	2	1:30pm – 5:00pm	In-person (EOB)
Microsoft Excel: Level 1	$85.00	7/15/25	7/16/25	2	1:30pm – 5:00pm	In-person (EOB)
Microsoft Excel: Level 2	$85.00	8/26/25	8/27/25	2	1:30pm – 5:00pm	In-person (EOB)
Microsoft Excel: Level 3	$85.00	9/23/25	9/24/25	2	1:30pm – 5:00pm	In-person (EOB)
Database	**Cost**	**Start Date**	**End Date**	**Day(s)**	**Time Each Day**	**Delivery Method**
Microsoft Access: Level 1	$125.00	9/15/25	9/17/25	3	8:30am – 12:00pm	In-person (EOB)
Presentation	**Cost**	**Start Date**	**End Date**	**Day(s)**	**Time Each Day**	**Delivery Method**
Microsoft PowerPoint: Levels 1 & 2	$85.00	Each Level Available Upon Request				In-person (EOB)
Adobe	**Cost**	**Start Date**	**End Date**	**Day(s)**	**Time Each Day**	**Delivery Method**
Adobe Acrobat Pro: Level 1	$85.00	Available Upon Request				Virtual
Electronic Mail	**Cost**	**Start Date**	**End Date**	**Day(s)**	**Time Each Day**	**Delivery Method**
Microsoft Outlook: Level 1	$85.00	Available Upon Request				In-person (EOB)
Word Processing	**Cost**	**Start Date**	**End Date**	**Day(s)**	**Time Each Day**	**Delivery Method**
Microsoft Word: Levels 1, 2, & 3	$125.00	Each Level Available Upon Request				In-person (EOB)
M365 Productivity	**Cost**	**Start Date**	**End Date**	**Day(s)**	**Time Each Day**	**Delivery Method**
M365 Productivity Apps Overview	$45.00	8/12/25	8/12/25	1	2:00pm – 4:00pm	Virtual
M365 Teams Chat & Meetings Overview	$45.00	8/13/25	8/13/25	1	10:00am – 12:00pm	Virtual

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Please note that a minimum of six registered students is required to run a course.

COURSE OFFERING COMING SOON – WEBINAR ON MICROSOFT BOOKINGS

Microsoft Bookings is included with the Microsoft 365 suite of productivity applications and is designed to simplify the process of appointment booking and managing your time. Stay tuned for scheduled offerings to be added soon.

Full Course Descriptions are available for your review on the IT Training Center web site.

Classes being offered **In-person** will be held at the **Executive Office Building (EOB) Conference Center** and **Information Technology (IT)**. If **Delivery Method** is **Virtual**, a link to access the training and any needed course materials will be emailed to you prior to the course start date.

Also, some classes are noted as **Available Upon Request**. Please contact training@oakgov.com if your department has a need for any of these courses.

Oakland County employees can search and register for a course by accessing Workday, clicking the **Learning** worklet, then selecting **Discover…Browse Learning**. **CVT and contract employees** must initiate their registration by completing a Registration Form and emailing to training@oakgov.com.

Note: Employees are required to obtain their supervisor's approval prior to registering for any course or participating in on-line training services.

EXPLORE OUR IT VIDEO LIBRARY

We've made it easier than ever for you to find solutions to your IT questions! Whether you're troubleshooting an issue or exploring new features, our IT Video Library has the answers. Our collection includes videos on resetting passwords, analyzing data using Excel PivotTables, managing tasks with Microsoft Planner, creating and distributing surveys using Microsoft Forms, and much more**.** New videos are being added regularly, so check back often!

Please contact training@oakgov.com if you should have any questions or need more information.