IT Training Course Schedule
September – December 2025

INTRODUCING OUR FRESH NEW LOOK – AND A NEW WEBINAR*

We revamped our training schedule – now organized by **MONTH** so you can see what's coming up and plan accordingly!

We are also excited to introduce a new webinar on **Microsoft Bookings** – learn how to simplify the process of booking appointments and managing your time! Dates and times for all our current offerings, including this new webinar are listed below.

COURSES AVAILABLE UPON REQUEST – NOW CUSTOMIZABLE FOR YOUR TEAM

Pick the application that matters most (**Excel**, **Word**, **Outlook**, **PowerPoint**, and more); choose the topics that you want, and we'll schedule a time that works best for your team. All you need is a group of six or more and we'll build a class that meets your exact needs. Email training@oakgov.com to get started!

SEPTEMBER

Course Name	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	On-site (EOB)
Microsoft Excel: Level 3	$85.00	9/23/25	9/24/25	2	1:30pm – 5:00pm	On-site (EOB)
*M365 Bookings: Streamline Scheduling with Ease	Free	9/30/25	9/30/25	1	2:00pm – 3:00pm	Webinar

OCTOBER

Course Name	Cost	Start Date	End Date	Day(s)	Time Each Day	Delivery Method
Microsoft Forms: Unlock the Power of Surveys & Polls	Free	10/1/25	10/1/25	1	2:00pm – 3:00pm	Webinar
M365 Planner: What You Should Know	Free	10/13/25	10/13/25	1	2:00pm – 3:00pm	Webinar

NOVEMBER

Course Name	Cost	Start Date	End Date	Day(s)	Time Each Day	Delivery Method
*M365 Bookings: Streamline Scheduling with Ease	Free	11/3/25	11/3/25	1	2:00pm – 3:00pm	Webinar
Acrobat Reader: Discover What Reader Can Do for You	Free	11/12/25	11/12/25	1	2:00pm – 3:00pm	Webinar
Microsoft Excel: PivotTables Made Easy	Free	11/17/25	11/17/25	1	10:00am – 11:00am	Webinar

DECEMBER

Course Name	Cost	Start Date	End Date	Day(s)	Time Each Day	Delivery Method
M365 Productivity Apps Overview	$45.00	12/3/25	12/3/25	1	2:00pm – 4:00pm	Virtual
M365 Teams Chat & Meetings Overview	$45.00	12/8/25	12/8/25	1	2:00pm – 4:00pm	Virtual
M365 Teams: Collaborate Like a Pro	Free	12/15/25	12/15/25	1	2:00pm – 3:00pm	Webinar
*M365 Bookings: Streamline Scheduling with Ease	Free	12/17/25	12/17/25	1	10:00am – 11:00am	Webinar

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

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

All our classes are instructor-led and delivered in real time. Whether you attend **on-site**, join a **virtual session**, or participate in one of our **interactive webinars**, you'll have a chance to ask questions and get immediate feedback. Classes offered **on-site** will be held at the **Executive Office Building (EOB) Conference Center** and **Information Technology (IT)**. If **Delivery Method** is **Virtual** or **Webinar**, a link to access the training and any needed course materials will be emailed to you prior to the course start date.

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.