



IT Training Center Class Schedule January 2012 – March 2012

Office 2010	Cost	Month	Day	Time
Office 2010: Overview (Word, Excel, Outlook)	\$ 65.00	January	18	8:30 a.m. – 12:00 p.m.
Office 2010: Overview (Word, Excel, Outlook)	\$ 65.00	February	14	1:30 p.m. – 5:00 p.m.
Office 2010: Overview (Word, Excel, Outlook)	\$ 65.00	March	12	1:30 p.m. – 5:00 p.m.
Windows	Cost	Month	Day	Time
Windows XP Professional: Level 1	\$ 85.00	January	17	8:30 a.m. – 4:30 p.m.
Spreadsheet	Cost	Month	Day	Time
Excel 2010: Level 1	\$ 85.00	January	24	8:30 a.m. – 4:30 p.m.
Excel 2010: Level 2	\$ 85.00	February	13	8:30 a.m. – 4:30 p.m.
Excel 2010: Level 3	\$ 85.00	March	26	8:30 a.m. – 4:30 p.m.
Database	Cost	Month	Day	Time
Access 2010: Overview	\$ 65.00	January	4	1:30 p.m. – 5:00 p.m.
Access 2010: Level 1	\$ 125.00	January	9 – 11	8:30 a.m. – 12:00 p.m.
Access 2010: Level 2	\$ 125.00	January – February	30 – 1	8:30 a.m. – 12:00 p.m.
Access 2010: Level 3	\$ 125.00	March	12 – 14	8:30 a.m. – 12:00 p.m.
Presentation	Cost	Month	Day	Time
PowerPoint 2010: Level 1	\$ 85.00	January	30 – 31	1:30 p.m. – 5:00 p.m.
PowerPoint 2010: Level 2	\$ 85.00	March	7	8:30 a.m. – 4:30 p.m.
Adobe	Cost	Month	Day	Time
Acrobat 8.0: Level 1	\$ 85.00	February	21	8:30 a.m. – 4:30 p.m.
Electronic Mail / Internet	Cost	Month	Day	Time
Internet Explorer 7.0: Introduction	\$ 65.00	March	27	8:30 a.m. – 12:00 p.m.
Outlook 2010: Level 1	\$ 85.00	February	27	8:30 a.m. – 4:30 p.m.
Word Processing	Cost	Month	Day	Time
Word 2010: Level 1	\$ 125.00	January	9 – 11	1:30 p.m. – 5:00 p.m.
Word 2010: Level 2	\$ 125.00	February	6 – 8	1:30 p.m. – 5:00 p.m.
Word 2010: Level 3	\$ 125.00	March	19 – 21	1:30 p.m. – 5:00 p.m.



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Full [Course Descriptions](#) are available for your review on the [IT Training Center](#) web site.

If you would like to register for a class, you can access [On-Line Registration](#) for your convenience. You may still register for courses via inter-office mail by completing a [Registration Form](#) (file size 33k) and returning the form to the IT Reception Desk. This can be done through inter-office mail or by faxing the form to (248) 858 - 1006. At this point in time, **on-line registration is for Oakland County employees only. CVT employees must continue to use the paper registration method.**

As an alternative, the Oakland County Training Center recommends [on-line training](#) services through Microsoft. Each course includes: Self-paced Step-by-Step Class Instruction, Test Yourself, Hands-on Practice, and an Interactive Quick Reference Card. For further information, please review the *Microsoft Office 2010: How to Access On-line Training* documentation found in the Service Center Knowledge Base at sc.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.

Please contact (248) 858-0810 or training@oakgov.com if you should have any questions or need more information.