



IT Training Course Schedule June – September 2026

BOOKIT: YOUR ONE-STOP FOR IT SUPPORT – COMING TO A LOCATION NEAR YOU!

IT is hitting the road and bringing support directly to you. Got tech troubles, training questions, wireless support needs, whatever you need we're here to help! Book your personal time slot through [BookIT](#) or stop by – walk-ins are always welcome! See schedule below for dates and times.

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!

JUNE

| Course Name/Service | Cost | Start Date | End Date | Day(s) | Time Each Day | Delivery Method/Location |
|--------------------------------------|---------|------------|----------|--------|-------------------|---------------------------|
| BookIT: Your One-Stop for IT Support | Free | 6/10/26 | 6/10/26 | 1 | 9:00am – 12:00pm | Sheriff Conference Room A |
| M365 Teams: Collaborate Like a Pro | Free | 6/16/26 | 6/16/26 | 1 | 2:00pm – 3:00pm | Webinar |
| BookIT: Your One-Stop for IT Support | Free | 6/24/26 | 6/24/26 | 1 | 9:00am – 12:00pm | Sheriff Conference Room A |
| M365 Teams: Chat & Meetings Overview | \$45.00 | 6/30/26 | 6/30/26 | 1 | 10:00am – 12:00pm | Virtual |

JULY

| Course Name/Service | Cost | Start Date | End Date | Day(s) | Time Each Day | Delivery Method/Location |
|--|---------|------------|----------|--------|------------------|--------------------------|
| M365 Planner: What You Should Know | Free | 7/1/26 | 7/1/26 | 1 | 2:00pm – 3:00pm | Webinar |
| Microsoft Forms: Unlock the Power of Surveys & Polls | Free | 7/13/26 | 7/13/26 | 1 | 2:00pm – 3:00pm | Webinar |
| Microsoft Excel: Level 3 | \$85.00 | 7/21/26 | 7/22/26 | 2 | 1:30pm – 5:00pm | On-site (EOB) |
| Microsoft Excel: PivotTables Made Easy | Free | 7/28/26 | 7/28/26 | 1 | 2:00pm – 3:00pm | Webinar |
| BookIT: Your One-Stop for IT Support | Free | 7/29/26 | 7/29/26 | 1 | 9:00am – 12:00pm | EOB Main Lobby |

AUGUST

| Course Name/Service | Cost | Start Date | End Date | Day(s) | Time Each Day | Delivery Method/Location |
|---|---------|------------|----------|--------|------------------|--------------------------|
| Acrobat Reader: Discover What Reader Can Do for You | Free | 8/4/26 | 8/4/26 | 1 | 2:00pm – 3:00pm | Webinar |
| M365 Bookings: Streamline Scheduling with Ease | Free | 8/10/26 | 8/10/26 | 1 | 2:00pm – 3:15pm | Webinar |
| M365 Productivity Apps Overview | \$45.00 | 8/17/26 | 8/17/26 | 1 | 2:00pm – 4:00pm | Virtual |
| BookIT: Your One-Stop for IT Support | Free | 8/19/26 | 8/19/26 | 1 | 9:00am – 12:00pm | Courthouse Cafeteria |
| Microsoft Excel: Level 1 | \$85.00 | 8/25/26 | 8/26/26 | 2 | 8:30am – 12:00pm | On-site (EOB) |



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SEPTEMBER

| Course Name/Service | Cost | Start Date | End Date | Day(s) | Time Each Day | Delivery Method/Location |
|--|---------|------------|----------|--------|------------------|--------------------------|
| M365 Teams: Chat & Meetings Overview | \$45.00 | 9/1/26 | 9/1/26 | 1 | 2:00pm – 4:00pm | Virtual |
| M365 Teams: Collaborate Like a Pro | Free | 9/2/26 | 9/2/26 | 1 | 2:00pm – 3:00pm | Webinar |
| BookIT: Your One-Stop for IT Support | Free | 9/9/26 | 9/9/26 | 1 | 9:00am – 12:00pm | BOC Committee Room A |
| Microsoft Excel: Level 2 | \$85.00 | 9/15/26 | 9/16/26 | 2 | 8:30am – 12:00pm | On-site (EOB) |
| BookIT: Your One-Stop for IT Support | Free | 9/23/26 | 9/23/26 | 1 | 9:00am – 12:00pm | EOB Main Lobby |
| Microsoft Excel: PivotTables Made Easy | Free | 9/29/26 | 9/29/26 | 1 | 2:00pm – 3:00pm | 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.