



IT Training Center Class Schedule September 2019 – December 2019

Windows	Course Code	Cost	Start Date	End Date	Day(s)	Time Each Day
Microsoft Windows 10 /Office 2016 Transition	IT1022	\$65.00	10/23/2019	10/23/2019	1	1:30pm – 5:00pm
Microsoft Windows 10 /Office 2016 Transition	IT1022	\$65.00	12/9/2019	12/9/2019	1	8:30am – 12:00pm
Using Microsoft Windows 10	IT1621	\$85.00	9/24/2019	9/25/2019	2	8:30am – 12:00pm
Using Microsoft Windows 10	IT1621	\$85.00	12/12/2019	12/12/2019	1	8:30am – 4:30pm
Spreadsheet	Course Code	Cost	Start Date	End Date	Day(s)	Time Each Day
Excel 2016: Level 3*	IT1608	\$85.00	9/10/2019	9/11/2019	2	1:00pm – 5:00pm
Excel 2016: Level 1*	IT1606	\$85.00	10/21/2019	10/22/2019	2	8:30am – 12:30pm
Excel 2016: Level 2*	IT1607	\$85.00	11/12/2019	11/13/2019	2	8:30am – 12:30pm
Excel 2016: Level 3*	IT1608	\$85.00	12/10/2019	12/11/2019	2	8:30am – 12:30pm
Database	Course Code	Cost	Start Date	End Date	Day(s)	Time Each Day
Access 2016: Level 3	IT1603	\$125.00	9/16/2019	9/18/2019	3	8:30am – 12:00pm
Access 2016: Level 1	IT1601	\$125.00	9/30/2019	10/2/2019	3	8:30am – 12:00pm
Access 2016: Level 2	IT1602	\$125.00	10/28/2019	10/30/2019	3	8:30am – 12:00pm
Access 2016: Level 3	IT1603	\$125.00	12/2/2019	12/4/2019	3	8:30am – 12:00pm
Presentation	Course Code	Cost	Start Date	End Date	Day(s)	Time Each Day
PowerPoint 2016: Level 1	IT1614	\$85.00	10/8/2019	10/9/2019	2	8:30am – 12:00pm
PowerPoint 2016: Level 2	IT1615	\$85.00	11/5/2019	11/6/2019	2	8:30am – 12:00pm
Adobe	Course Code	Cost	Start Date	End Date	Day(s)	Time Each Day
Adobe Acrobat Pro DC: Level 1	IT1609	\$85.00	11/7/2019	11/7/2019	1	8:30am – 4:30pm
Electronic Mail	Course Code	Cost	Start Date	End Date	Day(s)	Time Each Day
Outlook 2016: Level 1*	IT1617	\$85.00	12/19/2019	12/19/2019	1	8:30am – 5:00pm
Office 365: Overview**	IT0010	\$45.00	Offered Upon Request			
Word Processing	Course Code	Cost	Start Date	End Date	Day(s)	Time Each Day
Word 2016: Level 1	IT1610	\$125.00	10/14/2019	10/16/2019	3	8:30am – 12:00pm
Word 2016: Level 2	IT1611	\$125.00	11/18/2019	11/20/2019	3	8:30am – 12:00pm
Word 2016: Level 3	IT1612	\$125.00	12/16/2019	12/18/2019	3	8:30am – 12:00pm

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

***Changes to Class Timings for Excel and Outlook**

An extra hour of time has been added to all levels of Excel 2016 classes and an extra half-hour to the Outlook 2016: Level 1 class.

****Office 365: Overview**

This class will now be offered upon request. Please note that a minimum of 6 students registered is required to run this class. Please contact IT Training at training@oakgov.com or (248) 858-0810 to register.



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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](#) 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* and *Windows 7: 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.