



# IT Training Center Course Schedule September 2020 – December 2020

## NEWLY ADDED VIRTUAL COURSES FOR EXCEL AND WORD

All levels of Excel 2016 and Word 2016 are now being offered as virtual courses. These courses allow students to work through hands-on activities with an instructor through a simulated training environment. Students will also have access to post-course resources, including a digital training manual, to practice skills learned.

Windows	Cost	Start Date	End Date	Day(s)	Time Each Day
Using Microsoft Windows 10	\$85.00	Virtual Courses Coming			
Spreadsheet – Virtual	Cost	Start Date	End Date	Day(s)	Time Each Day
Excel 2016: Level 1	\$85.00	9/15/2020	9/16/2020	2	1:30pm – 5:00pm
Excel 2016: Level 2	\$85.00	10/13/2020	10/14/2020	2	1:30pm – 5:00pm
Excel 2016: Level 3	\$85.00	12/1/2020	12/2/2020	2	1:30pm – 5:00pm
Database	Cost	Start Date	End Date	Day(s)	Time Each Day
Access 2016: Level 1	\$125.00	Virtual Courses Coming			
Access 2016: Level 2	\$125.00				
Access 2016: Level 3	\$125.00				
Presentation	Cost	Start Date	End Date	Day(s)	Time Each Day
PowerPoint 2016: Level 1	\$85.00	Virtual Courses Coming			
PowerPoint 2016: Level 2	\$85.00				
Adobe	Cost	Start Date	End Date	Day(s)	Time Each Day
Adobe Acrobat Pro DC: Level 1	N/A	ONLY Training Manual Available			
Electronic Mail	Cost	Start Date	End Date	Day(s)	Time Each Day
Outlook 2016: Level 1	\$85.00	Virtual Courses Coming			
Word Processing – Virtual	Cost	Start Date	End Date	Day(s)	Time Each Day
Word 2016: Level 1	\$125.00	9/28/2020	9/30/2020	3	8:30am – 12:00pm
Word 2016: Level 2	\$125.00	11/16/2020	11/18/2020	3	8:30am – 12:00pm
Word 2016: Level 3	\$125.00	12/7/2020	12/9/2020	3	8:30am – 12:00pm
Office 365 Productivity – Virtual	Cost	Start Date	End Date	Day(s)	Time Each Day
Office 365 Productivity Apps Overview*	\$45.00	9/9/2020	9/9/2020	1	9:00am – 11:00am
Office 365 Productivity Apps Overview*	\$45.00	9/22/2020	9/22/2020	1	2:00pm – 4:00pm
Office 365 Productivity Apps Overview*	\$45.00	10/6/2020	10/6/2020	1	9:00am – 11:00am
Office 365 Productivity Apps Overview*	\$45.00	10/19/2020	10/19/2020	1	2:00pm – 4:00pm
Office 365 Productivity Apps Overview*	\$45.00	11/4/2020	11/4/2020	1	2:00pm – 4:00pm
Office 365 Productivity Apps Overview*	\$45.00	11/23/2020	11/23/2020	1	9:00am – 11:00am
Office 365 Productivity Apps Overview*	\$45.00	12/3/2020	12/3/2020	1	2:00pm – 4:00pm
Office 365 Productivity Apps Overview*	\$45.00	12/15/2020	12/15/2020	1	9:00am – 11:00am

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

### \*NEW COURSE – Office 365 Productivity Apps Overview

This is a virtual course and is designed to provide individuals with an overview of the Oakland County best practices and guidelines for Office 365 productivity apps used for sharing and collaboration (OneDrive for Business, SharePoint Online, and OneNote). A variety of new features and applications will be introduced. This course will not be for the first-time computer user and has limited hands-on.

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



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**Oakland County employees** can search and register for a course by accessing [Workday](#), clicking the **Learning** worklet, then scrolling down to **Upcoming Course Offerings** in the **Reports** section. **CVT and contract employees** must initiate their registration by completing a [Registration Form](#) and emailing to [training@oakgov.com](mailto:training@oakgov.com).

As an alternative, the Oakland County Training Center recommends [on-line training](#) services through Microsoft. Each course includes: Self-paced Step-by-Step Course Instruction, Test Yourself, Hands-on Practice, and an Interactive Quick Reference Card. For further information, please review the *Microsoft Office 2016: How to Access On-line Training* and *Windows 10: How to Access On-line Training* documentation found in the Service Center Knowledge Base at [sc.oakgov.com](http://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 [training@oakgov.com](mailto:training@oakgov.com) if you should have any questions or need more information.