



IT Training Course Schedule January 2026 – March 2026

MARK YOUR CALENDARS – IT SUPPORT IS ON THE MOVE!

We are excited to announce **BookIT: Your One-Stop for IT Support**. 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!

JANUARY

Course Name/Service	Cost	Start Date	End Date	Day(s)	Time Each Day	Delivery Method/Location
BookIT: Your One-Stop for IT Support	Free	1/7/26	1/7/26	1	9:00am – 12:00pm	Courthouse Cafeteria
Microsoft Excel: Level 2	\$85.00	1/13/26	1/14/26	2	8:30am – 12:00pm	On-site (EOB)
Microsoft Forms: Unlock the Power of Surveys & Polls	Free	1/20/26	1/20/26	1	2:00pm – 3:00pm	Webinar
BookIT: Your One-Stop for IT Support	Free	1/21/26	1/21/26	1	9:00am – 12:00pm	Courthouse Cafeteria
M365 Planner: What You Should Know	Free	1/26/26	1/26/26	1	2:00pm – 3:00pm	Webinar

FEBRUARY

Course Name/Service	Cost	Start Date	End Date	Day(s)	Time Each Day	Delivery Method/Location
M365 Bookings: Streamline Scheduling with Ease	Free	2/3/26	2/3/26	1	2:00pm – 3:15pm	Webinar
BookIT: Your One-Stop for IT Support	Free	2/4/26	2/4/26	1	9:00am – 12:00pm	North Health (34E) Room 322
Microsoft Access: Level 2	\$125.00	2/9/26	2/11/26	3	8:30am – 12:00pm	On-site (EOB)
Microsoft Excel: PivotTables Made Easy	Free	2/17/26	2/17/26	1	2:00pm – 3:00pm	Webinar
BookIT: Your One-Stop for IT Support	Free	2/18/26	2/18/26	1	9:00am – 12:00pm	North Health (34E) Room 322
Acrobat Reader: Discover What Reader Can Do for You	Free	2/24/26	2/24/26	1	2:00pm – 3:00pm	Webinar

MARCH

Course Name/Service	Cost	Start Date	End Date	Day(s)	Time Each Day	Delivery Method/Location
M365 Teams: Collaborate Like a Pro	Free	3/10/26	3/10/26	1	2:00pm – 3:00pm	Webinar
BookIT: Your One-Stop for IT Support	Free	3/11/26	3/11/26	1	9:00am – 12:00pm	EOB Main Lobby
M365 Bookings: Streamline Scheduling with Ease	Free	3/16/26	3/16/26	1	2:00pm – 3:15pm	Webinar
M365 Productivity Apps Overview	\$45.00	3/24/26	3/24/26	1	2:00pm – 4:00pm	Virtual
BookIT: Your One-Stop for IT Support	Free	3/25/26	3/25/26	1	9:00am – 12:00pm	EOB Main Lobby
M365 Teams: Chat & Meetings Overview	\$45.00	3/31/26	3/31/26	1	2:00pm – 4:00pm	Virtual



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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.