

# 2018 TRAINING CALENDAR

SDF Approved Courses  
SkillsFuture Credit

Supported by  
VITAL AMPLIOS ACADEMY  
SHARE SERVICES Management Training

10<sup>TH</sup>  
ANNIVERSARY  
2008 - 2018

Oaks<sup>®</sup>  
Training

Building Foundations for Excellence

Oaks Training  
Co Reg No.: 53114571M

1 Coleman Street  
#07-11 The Adelphi  
Singapore 179803

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t : 6423-1183



**Request for dates** not stated in this training calendar and **onsite training** can be arranged. Call us for details.

Check with us for **SDF Grant** or **SkillsFuture Credit** eligibility.

For most current information, visit [www.oakstraining.com](http://www.oakstraining.com)

**Note: All Prices are before GST**

MICROSOFT OFFICE 2016 COURSE TITLE	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Microsoft Access 2016 Basic to Intermediate	VTLOKABX6	\$380	11-12	01-02	15-16	-	02-03	11-12	19-20	01-02	13-14	09-10	01-02	04-05
Microsoft Access 2016 Advanced	VTLOKAA6	\$450	-	-	20-22	-	21-23	-	25-27	-	19-21	-	-	12-14
Microsoft Excel 2016 Basic to Intermediate	VTLOKEBX6	\$330	09-10	08-09	07-08 13-14	16-17	15-16	05-06 21-22	05-06	20-21	06-07 25-26	18-19	01-02 20-21	04-05 18-19
Microsoft Excel 2016 Advanced	VTLOKEAX6	\$330	29-30	13-14	15-16 26-27	18-19	17-18	07-08 25-26	10-11	23-24	10-11 27-28	23-24	07-08 22-23	10-11 20-21
Microsoft Excel 2016 VBA Programming	VTLOKEVB6	\$650	-	21-23	-	-	09-11	-	04-05	-	-	02-04	-	05-07
Microsoft Excel 2016 VBA Programming Advanced <b>(NEW)</b>	VTLOKEVA6	\$480	-	-	28-29	-	-	-	17-18	-	-	-	15-16	-
Microsoft Excel 2016 Pivot Table Proficiency	VTLOKEPTX	\$250	03	07	09	-	08	01	30	-	10	-	07	-
Microsoft Excel 2016 Power Functions	VTLOKEPF6	\$360	-	05-06	-	-	30-31	19-20	-	30-31	-	11-12	-	-
Microsoft PowerPoint 2016 Basic to Intermediate	VTLOKPBX6	\$320	15-16	01-02	05-06	10-11	02-03	13-14	02-03	07-08	17-18	22-23	01-02	12-13
Microsoft PowerPoint 2016 Advanced	VTLOKPAX6	\$200	17	04	07	12	04	18	04	10	19	24	05	14
Microsoft Word 2016 Basic to Intermediate	VTLOKWBX6	\$320	08-09	14-15	01-02	24-25	17-18	18-19	12-13	16-17	11-12	04-05	12-13	05-06
Microsoft Word 2016 Advanced	VTLOKWAX6	\$320	25-26	19-20	08-09	26-27	22-23	27-28	16-17	28-29	13-14	11-12	27-28	10-11

MICROSOFT OFFICE 2013 COURSE TITLE	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Microsoft Access 2013 Basic to Intermediate	VTLOKABX3	\$380	16-17	26-27	12-13	05-06	14-15	04-05	09-10	14-15	03-04	08-09	19-20	18-19
Microsoft Access 2013 Advanced	VTLOKAA3	\$450	29-31	19-21	-	-	-	06-08	-	29-31	-	17-19	-	-
Microsoft Excel 2013 Basic to Intermediate	VTLOKEBX3	\$330	04-05 22-23	06-07 22-23	05-06 22-23	09-10	03-04 21-22	11-12 21-22	03-04 24-25	02-03 20-21	04-05 20-21	01-02 25-26	08-09 26-27	10-11 20-21
Microsoft Excel 2013 Advanced	VTLOKEAX3	\$330	08-09 24-25	08-09 26-27	13-14 26-27	11-12	07-08 24-25	13-14 26-27	09-10 30-31	06-07 23-24	06-07 24-25	03-04 30-31	12-13 29-30	13-14 26-27
Microsoft Excel 2013 VBA Programming	VTLOKEVB3	\$650	17-19	-	06-08	-	-	27-29	-	01-03	-	-	21-23	-
Microsoft Excel 2013 Pivot Table Proficiency	VTLOKEPT3	\$250	15	28	19	30	28	20	02	10	-	22	-	26
Microsoft Excel 2013 Power Functions	VTLOKEPF3	\$360	-	-	20-21	-	-	18-19	-	-	12-13	-	-	06-07
Microsoft Outlook 2013	VTLOKOLX3	\$230	-	15	-	-	-	01	-	14	-	10	-	04
Microsoft PowerPoint 2013 Basic to Intermediate	VTLOKPBX3	\$320	03-04	01-02	26-27	26-27	24-25	04-05	19-20	20-21	06-07	29-30	14-15	27-28
Microsoft PowerPoint 2013 Advanced	VTLOKPAX3	\$200	05	04	28	30	28	06	23	27	11	31	16	-
Microsoft Word 2013 Basic to Intermediate	VTLOKWBX3	\$320	22-23	20-21	15-16	02-03	10-11	11-12	10-11	16-17	10-11	17-18	26-27	06-07
Microsoft Word 2013 Advanced	VTLOKWAX3	\$320	29-30	27-28	19-20	04-05	14-15	21-22	26-27	20-21	26-27	22-23	28-29	10-11

MICROSOFT OFFICE 2010 COURSE TITLE	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Microsoft Access 2010 Basic to Intermediate	VTLOKMABX	\$380	04-05	-	-	-	23-24	07-08	-	30-31	-	01-02	-	-
Microsoft Access 2010 Advanced	VTLOKMAAX	\$450	Available on Request Only. Call us for a free consultation.											
Microsoft Excel 2010 Basic to Intermediate	VTLOKMEBX	\$330	11-12	12-13	08-09	12-13	07-08	19-20	05-06	13-14	17-18	15-16	08-09	12-13
Microsoft Excel 2010 Advanced	VTLOKMEAX	\$330	18-19	19-20	15-16	17-18	30-31	28-29	25-26	15-16	20-21	25-26	14-15	18-19
Microsoft Excel 2010 VBA Programming	VTLOKMEVX	\$650	24-26	-	-	-	15-17	-	-	-	12-14	-	-	-
Microsoft Excel 2010 Pivot Table Proficiency	VTLOKEPTX	Call	Available on Request Only. Call us for a free consultation.											
Microsoft Excel 2010 Power Functions	VTLOKEPFX	Call	Available on Request Only. Call us for a free consultation.											
Microsoft Outlook 2010	VTLOKMOLX	Call	Available on Request Only. Call us for a free consultation.											
Microsoft PowerPoint 2010 Basic to Intermediate	VTLOKMPBX	\$320	-	-	12-13	-	10-11	-	18-19	07-08	-	08-09	-	-
Microsoft PowerPoint 2010 Advanced	VTLOKMPAX	\$200	-	-	20	-	14	-	20	10	-	10	-	-
Microsoft Word 2010 Basic to Intermediate	VTLOKMWBX	\$320	-	06-07	-	03-04	-	06-07	-	-	04-05	-	19-20	-
Microsoft Word 2010 Advanced	VTLOKMWAX	\$320	-	12-13	-	19-20	-	25-26	-	-	27-28	-	29-30	-

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ADOBE COURSE TITLE	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Dreamweaver CC 2018 <small>(NEW)</small>	VTLOKDW8	\$400	-	-	28-29	-	30-31	-	-	29-30	-	25-26	-	20-21
Illustrator CC 2018 <small>(NEW)</small>	VTLOKIL8	\$400	-	-	26-27	-	10-11	04-05	-	27-28	-	18-19	-	11-12
InDesign CC 2018 <small>(NEW)</small>	VTLOKID8	\$400	-	22-23	-	05-06	-	-	30-31	-	17-18	-	01-02	-
Photoshop CC 2018 Fundamentals <small>(NEW)</small>	VTLOKPSF8	\$500	24-26	26-28	05-07 21-23	23-25	16-18	18-20 06-08	16-18	06-08	03-05 19-21	03-05	19-21	05-07 17-19
Photoshop CC 2018 Advanced <small>(NEW)</small>	VTLOKPSA8	\$500	To be released											

ADOBE COURSE TITLE	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Illustrator CS6	VTLOKAIL6	\$390	-	01-02	-	-	24-25	-	12-13	-	27-28	-	29-30	-
InDesign CS6	VTLOKAID6	\$390	18-19	-	01-02	-	-	21-22	-	02-03	-	08-09	-	20-21
Photoshop CS6 Fundamentals	VTLOKPSF6	\$490	10-12	12-14	12-14	18-20	21-23	11-13	25-27	13-15	12-14	29-31	07-09	26-28
Photoshop CS6 Advanced	VTLOKPSA6	\$490	-	-	-	-	02-04	-	-	-	-	-	14-16	-

VIDEO EDITING COURSE TITLE	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Video Editing for Beginners	VTLOKVEB1	\$230	03	12	14	23	25	01	16	-	18	-	05	26

SMARTPHONE & COMPUTER COURSE TITLE	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Computer Literacy	VTLOKCLYV	\$310	Available on Request Only. Call us for a free consultation.											
Smartphone Literacy for Seniors <small>(NEW)</small>	VTLOKSLFS	\$290	-	14-15	-	-	-	28-29	-	-	-	-	12-13	-
Essential Smartphone and Computer Proficiency <small>(NEW)</small>	VTLOKSCP	\$330	22-23	21-22	-	09-10	08-09	04-05	-	16-17	-	01-02	-	10-11

INTERNET RELATED COURSE TITLE	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Creating Web Pages with HTML5	VTLOKCWP5	\$380	16-17	08-09	01-02	-	30-31	13-14	-	28-29	-	16-17	-	27-28
Responsive Web Page Design	VTLOKRWP1	\$400	-	-	-	-	17-18	-	30-31	-	27-28	-	27-28	-
e-Newsletter Design	VTLOKEND1	\$230	10	-	19	-	-	12	-	-	26	-	05	-

SECURITY COURSE TITLE	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Black Belt Security Introduction to Securing Your PC - White Tip	VTLOKBBS1	\$520	30-31	05-06	28-29	-	08-09	25-26	23-24	23-24	24-25	15-16	22-23	03-04

## HOW TO REGISTER FOR OUR COURSES

- Online** : [www.oakstraining.com](http://www.oakstraining.com) (from the respective course page)
- Email/Fax** : Download registration form: <http://www.oakstraining.com/courses/oakstraining-reg.xls>
- Learning@Gov** : Only for Government Ministries/Agencies on HRMS (search by **Course Code** or "**Oaks Training**")
- ACE System** : Only for NEA & PA Officers (inform your TC that the Training Provider is **Oaks Training** and provide them with our **course code and course date**)

