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LEARNING MANAGEMENT AT GOVERNMENT Management Training

# TRAINING CALENDAR 2012

SDF Approved Courses

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## Building Foundations for Excellence *Understanding Concepts for Practical Application*

Microsoft Office 2007 Course Title	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Microsoft Office 2007 Introduction	VTLOKMOI7	\$180	-	29	-	-	-	13	-	-	-	05	-	-
Microsoft Access 2007 Basic to Intermediate	VTLOKMAB7	\$320	09-10	13-14	12-13	09-10	17-18	11-12	09-10	13-14	25-26	22-23	26-27	13-14
Microsoft Access 2007 Advanced	VTLOKMAA7	\$420	-	-	19-21	-	-	06-08	-	-	12-14	-	-	12-14
Microsoft Excel 2007 Basic to Intermediate	VTLOKMEB7	\$280	05-06 10-11 17-18 25-26 30-31	02-03 07-08 13-14 21-22 27-28	01-02 06-07 15-16 20-21 26-27	02-03 10-11 16-17 19-20 24-25	03-04 10-11 15-16 21-22 28-29	05-06 11-12 14-15 19-20 28-29	02-03 10-11 16-17 24-25 30-31	02-03 07-08 13-14 21-22 30-31	03-04 10-11 17-18 20-21 25-26	02-03 08-09 15-16 24-25 30-31	05-06 12-14 19-20 22-23 27-28	03-04 10-11 13-14 18-19 27-28
Microsoft Excel 2007 Advanced	VTLOKMEA7	\$280	09-10 12-13 19-20 30-31	06-07 09-10 16-17 23-24 29-01	12-13 19-20 28-29	04-05 12-13 18-19 26-27	02-03 08-09 17-18 23-24 30-31	07-08 12-13 18-19 25-26	04-05 12-13 18-19 26-27	01-02 06-07 15-16 23-24 27-28	06-07 12-13 19-20 27-28	01-02 04-05 10-11 17-18 22-23	01-02 07-08 15-16 21-22 29-30	05-06 11-12 17-18 20-21 27-28
Microsoft Excel 2007 Power Functions S1	VTLOKEPF1	\$280	16-17	09-10	01-02	04-05	10-11	21-22	05-06	13-14	27-28	15-16	14-15	13-14
Microsoft Excel 2007 Power Functions S2	VTLOKEPF2	\$280	26-27	20-21	08-09	25-26	14-15	20-21	23-24	21-22	13-14	04-05	26-27	26-27
Microsoft Outlook 2007	VTLOKMOL7	\$215	06 25	08 20	05 19	30	08 25	01 11	06 31	10 17	14 24	01 19	09 30	19
Microsoft PowerPoint 2007 Basic to Intermediate	VTLOKMPB7	\$280	04-05 19-20	01-02 20-21	05-06 22-23	09-10 26-27	02-03 10-11 28-29	07-08 18-19	02-03 19-20 25-26	02-03 23-24 27-28	05-06 19-20 27-28	10-11 29-30	07-08 19-20	10-11 26-27
Microsoft PowerPoint 2007 Advanced	VTLOKMPA7	\$160	09 27	22	07 28	20	04 30	20	04 27	06 29	07 21	12 31	09 21	12 28
Microsoft PowerPoint 2007 High Impact	VTLOKMPH7	\$280	-	-	22-23	12-13	14-15	04-05	12-13	07-08	10-11	18-19	22-23	20-21
Microsoft Word 2007 Basic to Intermediate	VTLOKMWB7	\$280	09-10 16-17 25-26	02-03 14-15 23-24	01-02 13-14 26-27	02-03 26-27	15-16 24-25	04-05 28-29	04-05 16-17 30-31	14-15 27-28	03-04 20-21	04-05 15-16 29-30	05-06 22-23	04-05
Microsoft Word 2007 Advanced	VTLOKMWA7	\$280	18-19 30-31	06-07	05-06 29-30	02-03 16-17	28-29	21-22	12-13	23-24	05-06	15-16	28-29	20-21

Microsoft Office 2010 Course Title	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Microsoft Office 2010 Overview	VTLOKXMOO	\$280	-	-	22-23	-	-	-	09-10	-	-	-	01-02	-
Microsoft Access 2010 Basic to Intermediate	VTLOKMABX	\$320	-	-	-	-	17-18	-	-	16-17	-	-	01-02	-
Microsoft Access 2010 Advanced	VTLOKMAAX	\$420	-	-	-	-	-	-	18-20	-	-	-	14-16	-
Microsoft Excel 2010 Basic to Intermediate	VTLOKMEBX	\$280	09-10 19-20	02-03 13-14 23-24	08-09 15-16 26-27	04-05 09-10 17-18	08-09 14-15 24-25	04-05 14-15 26-27	02-03 10-11 24-25	07-08 29-30	03-04 18-19 26-27	03-04 11-12 22-23	05-06 19-20 26-27	03-04 11-12 18-19
Microsoft Excel 2010 Advanced	VTLOKMEAX	\$280	11-12 16-17	15-16 27-28	12-13 28-29	11-12 19-20	02-03 21-22	06-07 28-29	12-13 26-27	21-22	10-11 20-21	08-09 24-25	15-16 28-29	06-07 20-21
Microsoft Outlook 2010	VTLOKMOLX	\$215	27	13	14	16	04 23	13	20	29	14	12	26	05
Microsoft PowerPoint 2010 Basic to Intermediate	VTLOKMPBX	\$280	11-12	06-07 16-17	07-08 22-23	04-05	16-17 28-29	18-19 25-26	05-06 16-17	15-16 30-31	10-11 24-25	08-09 24-25	05-06 28-29	06-07 17-18
Microsoft PowerPoint 2010 Advanced	VTLOKMPAX	\$160	18	22	09	30	30	20	25	17	26	10	30	19
Microsoft Word 2010 Basic to Intermediate	VTLOKMWBX	\$280	05-06	16-17	08-09 20-21	16-17	08-09	14-15	26-27	30-31	12-13	10-11	01-02	03-04
Microsoft Word 2010 Advanced	VTLOKMWAX	\$280	-	15-16	15-16	18-19	21-22	07-08	02-03	13-14	18-19	17-18	07-08	13-14

**Microsoft Office 2003 Courses** Available on Request Only. Call us for a free consultation.

Microsoft Windows Course Title	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Microsoft Windows Vista Essentials	VTLOKMWVE	\$160	-	17	-	-	-	27	-	-	-	02	-	-

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## Sharing is Our Passion

Adobe Course Title	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Dreamweaver CS5	VTLOKDWE5	\$320	30-31	20-21	22-23	02-03	17-18 28-29	14-15 28-29	09-10 26-27	16-17	06-07 27-28	11-12 22-23	01-02 26-27	17-18
Dreamweaver CS5 Plus	VTLOKWDP5	\$320	-	-	26-27	-	-	21-22	-	-	-	15-16	-	-
Fireworks CS5: Mastering Mobile Website Design	VTLOKFWMD	\$320	12-13	-	01-02	-	03-04	-	02-03	-	06-07	-	05-06	-
Flash CS5	VTLOKFLE5	\$440	16-18	08-10	26-28	23-25	21-23	11-13	18-20	22-24	19-21	01-03	14-16	12-14
Photoshop CS5 Fundamentals	VTLOKPSF5	\$450	04-06 11-13	06-08 13-15	05-07 14-16	09-11 18-20	09-11 14-16	06-08 18-20	04-06 11-13	06-08 13-15	03-05 12-14	08-10 23-25	07-09 19-21	05-07 19-21
Photoshop CS5 Advanced	VTLOKPSA5	\$480	-	01-03	-	03-05	-	04-06	-	01-03	-	03-05	-	03-05
Photoshop CS5 for Photographers	VTLOKPP5	\$440	30-01	27-29	19-21	16-18	23-25	13-15	16-18 30-01	27-29	17-19	17-19 31-02	21-23	10-12
Photoshop CS5 for Print Design (Collaterals)	VTLOKPPD5	\$320	-	-	12-13	-	-	21-22	-	-	27-28	-	-	-

Video Editing Course Title	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Video Editing for Beginners	VTLOKVEB1	\$235	13	17	14	13	04 23	04 18	09 23	03 10	05 24	17 29	12 21	10 28

Computer Literacy Course Title	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Computer Literacy	VTLOKCLYV	\$280	-	23-24	-	23-24	-	11-12	-	23-24	-	24-25	-	-

Internet Related Course Title	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Creating Web Pages with HTML (Basic Level)	VTLOKWP1	\$300	19-20	27-28	15-16	12-13	08-09	25-26	16-17	02-03	06-07	18-19	07-08	03-04
Enhancing Web Pages with HTML (Advanced Level)	VTLOKEWP1	\$300	-	-	-	23-24	-	-	-	21-22	-	-	-	-
e-Newsletter Design	VTLOKEND1	\$180	-	29	-	02	-	27	-	31	-	22	-	10
Internet Training	VTLOKINT1	\$280	04-05 26-27	09-10 27-28	08-09 29-30	11-12	10-11 31-01	28-29	18-19	15-16 27-28	03-04	08-09 29-30	12,14	06-07

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	\$499	-	-	-	-	24-25	25-26	23-24	07-08	11-12	01-02	19-20	06-07

### Non-IT Courses

Grammar & Business Writing Course Title	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Essential Grammar for Effective Writing	VTLOK1EGW	\$220	-	-	-	-	28	-	20	27	-	19	-	28
Effective Business Writing	VTLOK1RBW	\$350	12-13	-	05-06	-	30-31	-	10-11	-	27-28	-	-	13-14

Customer Service Course Title	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
EI Skills In Handling Difficult Customer	VTLOK2EDC	\$380	-	-	-	23-24	-	-	-	16-17	-	-	-	17-18
Telephone Skills for Service Professionals	VTLOK2TSP	\$220	18	-	-	25	-	-	9	-	-	31	-	-

Personal Effectiveness (EQ) Course Title	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
EQ Techniques: To Improve Personal Effectiveness At Work	VTLOK2PEW	\$240	-	-	22	-	-	8						

Available on Request Only.  
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### HOW TO REGISTER FOR OUR COURSES

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

