

Request for dates not stated in this training calendar and **onsite training** can be arranged. Call us for details.
NOT ALL Courses are eligible for **UTAP** or **SkillsFuture Credit**, please check with us on eligibility.

Modes of Training Delivery:

- ✓ Virtual: Live Streaming via Zoom
- ✓ In-Class (Minimum number required)

For all Scheduled Dates

HOW TO REGISTER FOR OUR COURSES *For most current information, visit www.oakstraining.com*

Government Ministries on HRP:

Please inform your Training Coordinators of our course you are interested in attending at **Oaks Training**.

For NEA & PA Officers:

Inform your TC that the Training Provider is **Oaks Training** and provide them with our **course code** and **course date**)

Online : www.oakstraining.com (from the respective course page)

Email : Download registration form:
<http://www.oakstraining.com/courses/oakstraining-reg.xls>
or email us for simpler registration

Effective 1 January 2024
GST is increased to **9%**

You can request for any **Customised Date** for virtual Online (Zoom) classes today!
Tell us what dates work for you and we will arrange for it.

Bulk Registration Discount Available!

Contact us today for details.

2024 Training Calendar

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Empowering the
END USER



Building Foundations for Excellence

Oaks Training Co Reg No.: 53114571M

My Mail Box: 881344, Singapore 911344

e : info@oakstraining.com t : 6423-1183

Note: All Prices are before GST

| MICROSOFT OFFICE 365 COURSE TITLE | No. of Days | Course Code | Fees | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|-------------|-------------|-------|-------------------------|-------------------------|-------------------------|----------------------------------|----------------------------------|----------------------------------|-----|-----|-----|-----|-----|-----|
| Office 365 Access Basic to Intermediate | 2 | OKABSI | \$400 | 22-23 | 07-08 | - | 08-09 | 09-10 | 04-05 | | | | | | |
| Office 365 Access Advanced | 3 | OKAADV | \$490 | - | - | 26-28 | - | 29-31 | - | | | | | | |
| Office 365 Excel Basic to Intermediate | 2 | OKEBSI | \$360 | 08-09 15-16 25-26 | 01-02 13-14 26-27 | 04-05 13-14 19-20 | 11-12 16-17 22-23 29-30 | 02-03 06-07 15-16 28-29 | 03-04 11-12 24-25 27-28 | | | | | | |
| Office 365 Excel Advanced | 2 | OKEADV | \$360 | 10-11 18-19 29-30 | 05-06 19-20 28-29 | 07-08 18-19 26-27 | 15-16 18-19 24-25 29-30 | 07-08 14-15 20-21 30-31 | 03-04 13-14 18-19 25-26 | | | | | | |
| Office 365 Excel Data Cleaning for Data Analytics | 1 | OKEDCA | \$320 | 22 | 07 | 18 | 11 24 | 03 27 | 10 21 | | | | | | |
| Office 365 Excel Automating Data Extraction and Cleaning with Power Query | 1 | OKEPQA | \$360 | 12 | 23 | 06 | 12 26 | 13 24 | 20 28 | | | | | | |
| Office 365 Excel Pivot Table for Data Analysis and Analytics | 1 | OKEPTA | \$320 | 10 24 | 02 22 | 08 13 20 | 15 17 23 29 | 08 17 23 27 | 05 11 18 27 | | | | | | |
| Office 365 Excel Table and Advanced Pivot Table Techniques for Faster Results | 1 | OKETPT | \$360 | 11 | 08 | 11 | 16 22 30 | 09 15 23 | 04 11 24 | | | | | | |
| Office Excel Proficiency for the Workplace | 1 | OKEPWP | \$360 | 31 | 21 | 25 | 05 11 19 30 | 06 20 28 | 03 21 26 | | | | | | |
| Office Essential Advanced Excel Functions for the Workplace | 1 | OKEAFW | \$380 | 30 | 06 | 12 | 08 15 29 | 10 16 21 | 03 12 25 | | | | | | |
| Office 365 PowerPoint Basic to Intermediate | 2 | OKPBSI | \$360 | 04-05 | 06-07 | 04-05 | - | 13-14 28-29 | 05-06 | | | | | | |
| Office 365 PowerPoint Advanced | 2 | OKPADV | \$280 | 17 | 14 | 06 | - | 16 30 | 07 20 | | | | | | |
| Office 365 Word Basic to Intermediate | 2 | OKWBSI | \$360 | 15-16 | 15-16 | 19-20 | - | - | 13-14 | | | | | | |
| Office 365 Word Advanced | 2 | OKWADV | \$360 | 25-26 | 26-27 | 25-26 | - | 20-21 | 05-06 | | | | | | |
| Office 365 Word Create Brochures and Flyers | 1 | OKWCBF | \$320 | - | 29 | 15 | - | 14 | 10 | | | | | | |
| Office 365 Word Working with Long Documents | 1 | OKWWLD | \$340 | 24 | 28 | 28 | - | 10 | 21 | | | | | | |

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e : info@oakstraining.com t : 6423-1183

| MICROSOFT OFFICE 2019 COURSE TITLE | No. of Days | Course Code | Fees | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|-------------|-------------|-------|-------------------------|-------------------------|-------------------------|----------------------------------|----------------------------------|----------------------------------|-----|-----|-----|-----|-----|-----|
| Access 2019 Basic to Intermediate | 2 | OKABX9 | \$400 | - | - | 14-15 | 18-19 | 23-24 | 20-21 | | | | | | |
| Access 2019 Advanced | 3 | OKAAX9 | \$490 | - | - | - | - | - | - | | | | | | |
| Excel 2019 Basic to Intermediate | 2 | OKEBX9 | \$360 | 08-09 15-16 25-26 | 01-02 13-14 26-27 | 04-05 13-14 19-20 | 11-12 16-17 22-23 29-30 | 02-03 06-07 15-16 28-29 | 03-04 11-12 24-25 27-28 | | | | | | |
| Excel 2019 Advanced | 2 | OKEAX9 | \$360 | 10-11 18-19 29-30 | 05-06 19-20 28-29 | 07-08 18-19 26-27 | 15-16 18-19 24-25 29-30 | 07-08 14-15 20-21 30-31 | 03-04 13-14 18-19 25-26 | | | | | | |
| Excel 2019 Data Cleaning for Data Analytics | 1 | OKEDC9 | \$320 | 22 | 07 | 18 | 11 24 | 03 27 | 10 21 | | | | | | |
| Excel 2019 Automating Data Extraction and Cleaning with Power Query | 1 | OKEPQ9 | \$360 | 12 | 23 | 06 | 12 26 | 13 24 | 20 28 | | | | | | |
| Excel 2019 Pivot Table for Data Analysis and Analytics | 1 | OKEPT9 | \$320 | 10 24 | 02 22 | 08 13 20 | 15 17 23 29 | 08 17 23 27 | 05 11 18 27 | | | | | | |
| PowerPoint 2019 Basic to Intermediate | 2 | OKPBX9 | \$360 | 04-05 | 06-07 | 04-05 | - | 13-14 28-29 | 05-06 | | | | | | |
| PowerPoint 2019 Advanced | 1 | OKPAX9 | \$280 | 17 | 14 | 06 | - | 16 30 | 07 20 | | | | | | |
| Word 2019 Basic to Intermediate | 2 | OKWBX9 | \$360 | 15-16 | 15-16 | 19-20 | - | - | 13-14 | | | | | | |
| Word 2019 Advanced | 2 | OKWAX9 | \$360 | 25-26 | 26-27 | 25-26 | - | 20-21 | 05-06 | | | | | | |
| Word 2019 Create Brochures and Flyers | 1 | OKWBF9 | \$320 | - | 29 | 15 | - | 14 | 10 | | | | | | |
| Word 2019 Working with Long Documents | 1 | OKWLD9 | \$340 | 24 | 28 | 28 | - | 10 | 21 | | | | | | |

| VIDEO EDITING COURSE TITLE | No. of Days | Course Code | Fees | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|-----------------------------|-------------|-------------|-------|--|-----|-----|-----|-----|----------|-----|-----|-----|-----|-----|-----|
| Video Editing for Beginners | 1 | OKVEB1 | CALL | Only available on request basis. Call for details and arrangements | | | | | | | | | | | |
| Video Editing on Smartphone | 1 | OKVESP | \$280 | 17 | 23 | 11 | 23 | 02 | 14 28 | | | | | | |

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|---|-------------|-------------|------|-----|-----|-----|-----|-----|---|-----|-----|-----|-----|-----|-----|
| Office 365 Excel Macro and VBA Fast Track | 3 | OKEMVF | CALL | | | | | | Available on Request Only. Call us for a free consultation. | | | | | | |
| Office 365 Excel VBA Programming | 2 | OKEVBA | CALL | | | | | | Available on Request Only. Call us for a free consultation. | | | | | | |
| Office Excel Macro and VBA Fast Track | 2 | OKEMVF | CALL | | | | | | Available on Request Only. Call us for a free consultation. | | | | | | |
| Office Excel VBA Programming | 3 | OKEVBA | CALL | | | | | | Available on Request Only. Call us for a free consultation. | | | | | | |
| Essential Digital Skills - Smartphone | 1 | OKDSSE | CALL | | | | | | Available on Request Only. Call us for a free consultation. | | | | | | |
| Essential Digital Skills - Tablet | 1 | OKDSTE | CALL | | | | | | Available on Request Only. Call us for a free consultation. | | | | | | |
| Smartphone and Computer Hand in Hand | 2 | OKDSSC | CALL | | | | | | Available on Request Only. Call us for a free consultation. | | | | | | |

For Cancellation and withdrawals Terms and Conditions apply.