

**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](http://www.oakstraining.com)*

### Government Ministries on HRP & ACE:

Please inform your Training Coordinators of the 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](http://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

## REQUEST YOUR OWN DATE

Schedule date in our Training Calendar not suitable?

Request for a date that suits you for virtual Online (Zoom) classes today.  
Just tell us what dates work for you and we will arrange for it. **No EXTRA COST!**

## Virtual Class Discount!

## Bulk Registration Discount Available!

Contact us today for details.

# 2025 Training Calendar

Oaks Training Co Reg No.: 53114571M

My Mail Box: 881344, Singapore 911344

e : info@oakstraining.com

whatsapp : 8024-2004

Empowering the  
**END USER**



Building Foundations for Excellence

TABLEAU COURSE TITLE	No. of Days	Course Code	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Tableau for Starters: Crafting Compelling Visualizations	2	OKTSCV	Call for details and arrangements											
Tableau Power User: Advanced Features and Functions	2	OKTPAF	Call for details and arrangements											

MICROSOFT OFFICE 365 / 2019 COURSE TITLE	No. of Days	Course Code	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Microsoft Access 2019 Basic to Intermediate	2	OKABX9	-	-	-	-	-	12-13						
Microsoft Access 2019 Advanced	3	OKAAX9	-	-	-	-	-							
Office 365 Access Basic to Intermediate	2	OKABSI	-	13-14	27-28	-	22-23	-						
Office 365 Access Advanced	3	OKAADV	-	-	-	-	-	-						
Office 365/2019 Excel Basic to Intermediate	2	OKEBSI	09-10 20-21	06-07 17-18 26-27	03-04 12-13 24-25	03-04 21-22	07-08 19-20	02-03 19-20						
Office 365/2019 Excel Advanced	2	OKEADV	13-14 22-23	10-11 20-21	10-11 19-20	07-08 29-30	13-14 29-30	05-06 23-24						
Office 365/2019 Excel Data Cleaning for Data Analytics	1	OKEDCA	15	13	05	14	22	12						
Office 365/2019 Excel Automating Data Extraction and Cleaning with Power Query	1	OKEPQA	16	14	14	15 25	09 21	13 30						
Office 365/2019 Excel Pivot Table for Data Analysis and Analytics	1	OKEPTA	06 24	12 28	05 21	09 24	05 16	11 25						
Office 365/2019 Excel Table and Advanced Pivot Table Techniques for Faster Results	1	OKETPT	10	17	10	02	23	04						
Dynamic Excel Charts for Data Visualization in Reporting and Presentation	1	OKEDCV	31	18	26	17	-	18						
Office Excel Proficiency for the Workplace	1	OKEPWP	17	19	21	16	02	30						
Office Essential Advanced Excel Functions for the Workplace	1	OKEAFW	09	10	03	10	-	03						
Office 365/2019 PowerPoint Basic to Intermediate	2	OKPBSI	06-07	03-04	24-25	21-22	06-07	10-11						
Office 365/2019 PowerPoint Advanced	1	OKPADV	17	05	26	23	08	16						
Office 365/2019 Word Basic to Intermediate	2	OKWBSI	07-08	06-07	06-07	07-08	14-15	17-18						
Office 365/2019 Word Advanced	2	OKWADV	22-23	24-25	17-18	28-29	26-27	26-27						
Office 365/2019 Word Create Brochures and Flyers	1	OKWCBF	20	27	-	-	28	-						
Office 365/2019 Word Working with Long Documents	1	OKWWLD	-	-	-	-	-	-						

# 2025 Training Calendar

Oaks Training Co Reg No.: 53114571M

My Mail Box: 881344, Singapore 911344

e : info@oakstraining.com

whatsapp : 8024-2004

Empowering the  
**END USER**



Building Foundations for Excellence

VIDEO EDITING COURSE TITLE	No. of Days	Course Code	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Video Editing for Beginners	1	OKVEB1	Only available on request basis. Call for details and arrangements											
Video Editing on Smartphone	1	OKVESP	Only available on request basis. Call for details and arrangements											

These courses are offered only on request basis.

COURSE TITLE	No. of Days	Course Code	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Office 365 Excel Macro and VBA Fast Track	3	OKEMVF	Available on Request Only. Call us for a free consultation.											
Office 365 Excel VBA Programming	2	OKEVBA	Available on Request Only. Call us for a free consultation.											
Office Excel Macro and VBA Fast Track	2	OKEMVF	Available on Request Only. Call us for a free consultation.											
Office Excel VBA Programming	3	OKEVBA	Available on Request Only. Call us for a free consultation.											
Essential Digital Skills - Smartphone	1	OKDSSE	Available on Request Only. Call us for a free consultation.											
Essential Digital Skills - Tablet	1	OKDSTE	Available on Request Only. Call us for a free consultation.											
Smartphone and Computer Hand in Hand	2	OKDSSC	Available on Request Only. Call us for a free consultation.											

**For Cancellation and withdrawals Terms and Conditions apply.**