

2020 Training Calendar

Supported by
VITAL
SHARED SERVICES

SDF Approved Courses
SkillsFuture Credit

Empowering the
END USER



Building Foundations for Excellence

1 Coleman Street #07-11 The Adelphi Singapore 179803

e : info@oakstraining.com t : 6423-1183 f : 6423-1180

Oaks Training
Co Reg No.: 53114571M

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

Note: All Prices are before GST

Modes of Training Delivery:
 ✓ Virtual: Live Streaming, Face to Face
 ✓ In-Class

MICROSOFT OFFICE 2019 COURSE TITLE	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Access 2019 Basic to Intermediate	VTLOKABX9	\$380	15-16	-	23-24	-	11-12	-	27-28	-	10-11	-	05-06	-
Access 2019 Advanced	VTLOKAAX9	\$450	-	19-21	-	-	-	08-10	-	-	-	14-16	-	-
Excel 2019 Basic to Intermediate	VTLOKEBX9	\$330	16-17	04-05	05-06	06-07	04-05	02-03 18-19	06-07	11-12 18-19	01-02	01-02 19-20	16-17	07-08
Excel 2019 Advanced	VTLOKEAX9	\$330	22-23	20-21	16-17	27-28	14-15	08-09 25-26	20-21	20-21 27-28	17-18	08-09 22-23	26-27	16-17
Microsoft Excel 2019 Data Cleaning for Data Analytics <small>(NEW)</small>	VTLOKEDC9	\$280	-	-	-	-	-	-	-	-	28	-	-	04
PowerPoint 2019 Basic to Intermediate	VTLOKPBX9	\$320	06-07	-	-	22-23	-	17-18	-	-	21-22	-	-	01-02
PowerPoint 2019 Advanced	VTLOKPAX9	\$200	08	-	-	24	-	19	-	-	23	-	-	03
PowerPoint 2019 Illustrating	VTLOKPIL9	\$280	-	-	-	-	-	-	-	-	16	30	13	08
Word 2019 Basic to Intermediate	VTLOKWBX9	\$320	-	-	02-03	-	-	04-05	14-15	-	-	-	12-13	-
Word 2019 Advanced	VTLOKWAX9	\$320	-	-	18-19	-	-	15-16	23-24	-	-	-	24-25	-

MICROSOFT OFFICE 2016 COURSE TITLE	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Access 2016 Basic to Intermediate	VTLOKABX6	\$380	20-21	27-28	30-31	13-14	21-22	22-23	09-10	03-04	28-29	22-23	10-11	21-22
Access 2016 Advanced	VTLOKAAX6	\$450	-	10-12	-	-	27-29	-	-	24-26	-	-	18-20	-
Your First Steps to Excel 2016	VTLOKFSE6	\$290	-	17-18	-	02-03	-	15-16	-	-	29-30	-	05-06	-
Excel 2016 Basic to Intermediate	VTLOKEBX6	\$330	13-14 30-31	06-07 24-25	09-10 19-20	01-02 13-14	12-13 20-21	15-16 25-26	01-02 16-17	06-07 17-18	03-04 21-22	05-06 19-20	02-03 19-20	08-09 17-18
Excel 2016 Advanced	VTLOKEAX6	\$330	09-10 28-29	12-13 26-27	12-13 24-25	07-08 20-21	14-15 26-27	17-18 29-30	08-09 29-30	11-12 24-25	07-08 29-30	12-13 29-30	05-06 23-24	14-15 22-23
Microsoft Excel 2016 Data Cleaning for Data Analytics <small>(NEW)</small>	VTLOKEDC6	\$280	-	-	-	-	-	-	20	31	-	19	16	-
Excel 2016 Pivot Table Proficiency	VTLOKEPT6	\$250	28	14	04	-	08	24	03	19	14	21	04	30
Excel 2016 Power Functions	VTLOKEPF6	\$360	-	03-04	-	-	28-29	-	-	13-14	-	-	16-17	-
Excel Power Macro (2013 / 2016)	VTLOKEPM6	\$360	-	-	-	-	-	04-05	-	-	-	-	26-27	-
Excel 2016 VBA Programming	VTLOKEVX6	\$650	08-10	05-07	11-13	-	-	10-12	-	-	-	-	09-11	28-30
Excel 2016 VBA Programming Advanced	VTLOKEVA6	CALL	Available on Request Only. Call us for a free consultation.											
PowerPoint 2016 Basic to Intermediate	VTLOKPBX6	\$320	15-16	20-21	19-20	15-16	04-05	01-02	28-29	27-28	09-10	26-27	26-27	21-22
PowerPoint 2016 Advanced	VTLOKPAX6	\$200	17	24	23	17	06	03	30	31	11	28	30	23
PowerPoint 2016 Illustrating	VTLOKPIL6	\$280	30	28	26	06	18	18	13	19	15	29	12	07
Word 2016 Basic to Intermediate	VTLOKWBX6	\$320	20-21	20-21	26-27	08-09	11-12	11-12	06-07	04-05	01-02	07-08	11-12	03-04
Word 2016 Advanced	VTLOKWAX6	\$320	22-23	10-11	30-31	23-24	20-21	29-30	15-16	17-18	14-15	22-23	24-25	14-15

MICROSOFT OFFICE 2013 COURSE TITLE	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Access 2013 Basic to Intermediate	VTLOKABX3	CALL	Available on Request Only. Call us for a free consultation.											
Access 2013 Advanced	VTLOKAAX3	CALL	Available on Request Only. Call us for a free consultation.											
Excel 2013 Basic to Intermediate	VTLOKEBX3	\$330	13-14	05-06	04-05	08-09	14-15	08-09	01-02	03-04	16-17	01-02	05-06	01-02
Excel 2013 Advanced	VTLOKEAX3	\$330	28-29	13-14	12-13	29-30	21-22	22-23	20-21	26-27	24-25	14-15	17-18	10-11
Excel 2013 Pivot Table Proficiency	VTLOKEPT3	\$250	-	-	18	-	-	-	22	-	-	-	30	-
Excel 2013 Power Functions	VTLOKEPF3	\$360	-	-	-	-	-	22-23	-	-	-	-	-	17-18
Excel 2013 VBA Programming	VTLOKEVX3	CALL	Available on Request Only. Call us for a free consultation.											
PowerPoint 2013 Basic to Intermediate	VTLOKPBX3	\$320	-	-	05-06	-	-	-	23-24	-	-	-	12-13	-
PowerPoint 2013 Advanced	VTLOKPAX3	\$200	-	-	25	-	-	-	27	-	-	-	16	-
Word 2013 Basic to Intermediate	VTLOKWBX3	\$320	-	-	-	-	11-12	-	-	-	-	12-13	-	-
Word 2013 Advanced	VTLOKWAX3	\$320	-	-	-	-	18-19	-	-	-	-	26-27	-	-

HOW TO REGISTER FOR OUR COURSES

- Online** : 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**)

2020 Training Calendar

Supported by
VITAL
SHARED SERVICES

SDF Approved Courses
SkillsFuture Credit

Empowering the
END USER



Building Foundations for Excellence

1 Coleman Street #07-11 The Adelphi Singapore 179803

e : info@oakstraining.com t : 6423-1183 f : 6423-1180

Oaks Training
Co Reg No.: 53114571M

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

Note: All Prices are before GST

Modes of Training Delivery:
 ✓ Virtual: Live Streaming, Face to Face
 ✓ In-Class

MICROSOFT OFFICE 2010 COURSE TITLE	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Access 2010 Basic to Intermediate	VTLOKMABX	CALL	Available on Request Only. Call us for a free consultation.											
Access 2010 Advanced	VTLOKMAAX	CALL	Available on Request Only. Call us for a free consultation.											
Excel 2010 Basic to Intermediate	VTLOKMEBX	\$330	13-14	05-06	04-05	08-09	14-15	08-09	01-02	03-04	16-17	01-02	05-06	01-02
Excel 2010 Advanced	VTLOKMEAX	\$330	28-29	13-14	12-13	29-30	21-22	22-23	20-21	26-27	24-25	14-15	17-18	10-11
Excel 2010 Pivot Table Proficiency	VTLOKEPTX	CALL	Available on Request Only. Call us for a free consultation.											
Excel 2010 Power Functions	VTLOKEPFX	CALL	Available on Request Only. Call us for a free consultation.											
Excel 2010 VBA Programming	VTLOKMEVX	CALL	Available on Request Only. Call us for a free consultation.											
PowerPoint 2010 Basic to Intermediate	VTLOKMPBX	CALL	Available on Request Only. Call us for a free consultation.											
PowerPoint 2010 Advanced	VTLOKMPAX	CALL	Available on Request Only. Call us for a free consultation.											
Word 2010 Basic to Intermediate	VTLOKMWBX	CALL	Available on Request Only. Call us for a free consultation.											
Word 2010 Advanced	VTLOKMWAX	CALL	Available on Request Only. Call us for a free consultation.											

ADOBE 2018 / 2019 COURSE TITLE *	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Illustrator CC 2019	VTLOKILC9	\$400	09-10	-	16-17	-	26-27	-	02-03	-	03-04	-	19-20	-
InDesign CC 2019	VTLOKIDC9	CALL	Available on Request Only. Call us for a free consultation.											
Lightroom Classic CC	VTLOKALRC	\$370	-	03-04	-	27-28	-	01-02	-	20-21	-	19-20	-	28-29
Photoshop CC 2019 Fundamentals	VTLOKPSF9	\$500	-	12-14	-	-	13-15	-	22-24	-	07-09	-	02-04	-
Photoshop CC 2019 Advanced	VTLOKPSA9	\$500	-	-	-	-	-	-	08-10	-	-	-	16-18	-

ADOBE COURSE TITLE *	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Dreamweaver CS6	VTLOKDWE6	CALL	Available on Request Only. Call us for a free consultation.											
Illustrator CS6	VTLOKAIL6	\$390	-	24-25	-	-	05-06	-	-	06-07	-	-	23-24	-
InDesign CS6	VTLOKAID6	CALL	Available on Request Only. Call us for a free consultation.											
Photoshop CS6 Fundamentals	VTLOKPSF6	\$490	13-15	-	09-11	20-22	-	24-26	-	24-26	-	05-07	-	02-04
Photoshop CS6 Advanced	VTLOKPSA6	\$490	-	17-19	-	-	-	-	-	12-14	-	-	-	-

VIDEO EDITING COURSE TITLE	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Photopea (Photo Editor) Basic to Intermediate	VTLOKPPBI	\$320	-	06-07	04-05	-	-	11-12	-	-	24-25	-	-	10-11
Video Editing for Beginners	VTLOKVEB1	\$230	29	-	24	-	08	05	-	14	-	16	-	16
Video Editing on Smartphone <small>(NEW)</small>	VTLOKVESP	\$214	-	-	-	-	-	-	-	31	28	26	30	28

ESSENTIAL DIGITAL SKILLS COURSE TITLE	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Essential Digital Skills - Smartphone	VTLOKDSSE	\$250	08	17	20	16	-	17	-	13	-	21	-	29
Essential Digital Skills - Tablet	VTLOKDSTE	\$130	-	28	-	15	-	24	-	-	18	-	-	23
Smartphone and Computer Hand in Hand	VTLOKDSSC	\$330	22-23	-	30-31	13-14	-	08-09	-	20-21	-	27-28	25-26	-

INTERNET RELATED COURSE TITLE	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
e-Newsletter Design	VTLOKEND1	\$230	-	-	-	29	-	15	-	-	28	-	-	09
Creating e-Newsletters with Microsoft Outlook <small>(NEW)</small>	VTLOKCENO	\$260	-	-	-	-	-	-	-	05	17	09	30	-
Creating Web Pages with HTML5	VTLOKWP5	\$380	28-29	-	02-03	-	18-19	-	-	27-28	-	-	09-10	-
Creating Responsive Web Pages with HTML	VTLOKRWP1	CALL	Available on Request Only. Call us for a free consultation.											

* Eligible for Early Bird Discount

HOW TO REGISTER FOR OUR COURSES

- Online** : 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**)