

2021 Training Calendar

Supported by
VITAL
SHARED SERVICES

SDF Approved Courses
SkillsFuture Credit

Empowering the
END USER

Oaks
Training

Building Foundations for Excellence

Oaks Training Co Reg No.: 53114571M

1 Coleman Street #07-11 The Adelphi Singapore 179803 e : info@oakstraining.com t : 6423-1183

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 **SDF Grant** or **SkillsFuture Credit**, please check with us on its eligibility.

Modes of Training Delivery:

- ✓ Virtual: Live Streaming, Face to Face
- ✓ In-Class

HOW TO REGISTER FOR OUR COURSES

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

Email : 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**)

For most current information, visit www.oakstraining.com

Note: All Prices are before GST

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	VTLOKABX9	\$380	19-20	01-02	23-24									
Access 2019 Advanced	3	VTLOKAAX9	\$450	-	24-26	-									
Excel 2019 Basic to Intermediate	2	VTLOKEBX9	\$330	11-12 26-27	01-02 09-10 22-23	04-05 15-16 25-26									
Excel 2019 Advanced	2	VTLOKEAX9	\$330	14-15 25-26	04-05 16-17 24-25	08-09 18-19 29-30									
Excel 2019 Data Cleaning for Data Analytics <small>(NEW)</small>	1	VTLOKEDC9	\$320	18	25	03									
PowerPoint 2019 Basic to Intermediate	2	VTLOKPBX9	\$320	06-07	22-23	22-23									
PowerPoint 2019 Advanced	1	VTLOKPAX9	\$200	08	24	24									
PowerPoint 2019 Illustrating	1	VTLOKPIL9	\$320	-	24	-									
Word 2019 Basic to Intermediate	2	VTLOKWBX9	\$320	11-12	-	08-09									
Word 2019 Advanced	2	VTLOKWAX9	\$320	21-22	-	11-12									

MICROSOFT OFFICE 2016 COURSE TITLE	No. of Days	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Access 2016 Basic to Intermediate	2	VTLOKABX6	\$380	25-26	23-24	16-17									
Access 2016 Advanced	3	VTLOKAAX6	\$450	27-29	-	10-12									
Your First Steps to Excel 2016	2	VTLOKFSE6	\$290	-	-	-									
Excel 2016 Basic to Intermediate	2	VTLOKEBX6	\$330	06-07 18-19 25-26	04-05 16-17	01-02 18-19									
Excel 2016 Advanced	2	VTLOKEAX6	\$330	11-12 21-22 28-29	08-09 18-19	04-05 22-23									

2021 Training Calendar

Supported by
VITAL
SHARED SERVICES

SDF Approved Courses
SkillsFuture Credit

Empowering the
END USER

Oaks
Training

Building Foundations for Excellence

Oaks Training Co Reg No.: 53114571M

1 Coleman Street #07-11 The Adelphi Singapore 179803 e : info@oakstraining.com t : 6423-1183

MICROSOFT OFFICE 2016 COURSE TITLE	No. of Days	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Excel 2016 Data Cleaning for Data Analytics <small>(NEW)</small>	1	VTLOKEDC6	\$320	18	25	03									
Excel 2016 Pivot Table Proficiency	1	VTLOKEPT6	\$320	-	03	25									
Excel 2016 Power Functions	2	VTLOKEPF6	\$460	-	08-09	-									
Excel Power Macro (2013 / 2016)	2	VTLOKEPM6	\$460	-	18-19	16-17									
Excel 2016 VBA Programming	3	VTLOKEVX6	\$750	27-29	-	29-31									
Excel 2016 VBA Programming Advanced	2	VTLOKEVA6	CALL	Available on Request Only. Call us for a free consultation.											
PowerPoint 2016 Basic to Intermediate	2	VTLOKPBX6	\$320	18-19	08-09	18-19									
PowerPoint 2016 Advanced	1	VTLOKPAX6	\$200	20	10	22									
PowerPoint 2016 Visual Storytelling with Infographics and Charts <small>(NEW)</small>	1	VTLOKPIC6	\$280	27	10	05									
PowerPoint 2016 Illustrating	1	VTLOKPIL6	\$320	22	26	03									
Word 2016 Basic to Intermediate	2	VTLOKWBX6	\$320	-	18-19	-									
Word 2016 Advanced	2	VTLOKWAX6	\$320	-	22-23	-									

ADOBE CC 2019 COURSE TITLE	No. of Days	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Illustrator CC 2019	2	VTLOKILC9	\$400	-	-	30-31									
InDesign CC 2019	2	VTLOKIDC9	CALL	Available on Request Only. Call us for a free consultation.											
Lightroom Classic CC	2	VTLOKALRC	\$370	28-29	-	01-02									
Photoshop CC 2019 Fundamentals	3	VTLOKPSF9	\$500	-	01-03	08-10									
Photoshop CC 2019 Advanced	3	VTLOKPSA9	\$500	-	-	-									

ADOBE CS6 COURSE TITLE	No. of Days	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Dreamweaver CS6	2	VTLOKDWE6	CALL	Available on Request Only. Call us for a free consultation.											
Illustrator CS6	2	VTLOKAIL6	\$390	25-26	-	11-12									
InDesign CS6	2	VTLOKAID6	CALL	Available on Request Only. Call us for a free consultation.											
Photoshop CS6 Fundamentals	3	VTLOKPSF6	\$490	13-15	17-19	24-26									
Photoshop CS6 Advanced	3	VTLOKPSA6	\$490	-	-	15-17									

VIDEO EDITING COURSE TITLE	No. of Days	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Photopea (Photo Editor) Basic to Intermediate	2	VTLOKPPBI	\$320	-	08-09	-									
Video Editing for Beginners	1	VTLOKVEB1	\$230	27	16	02									
Video Editing on Smartphone <small>(NEW)</small>	1	VTLOKVESP	\$230												

2021 Training Calendar

Supported by
VITAL
Shared Services

SDF Approved Courses
SkillsFuture Credit

Empowering the
END USER

Oaks
Training

Building Foundations for Excellence

Oaks Training Co Reg No.: 53114571M

1 Coleman Street #07-11 The Adelphi Singapore 179803 e : info@oakstraining.com t : 6423-1183

ESSENTIAL DIGITAL SKILLS COURSE TITLE	No. of Days	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Essential Digital Skills - Smartphone	1	VTLOKDSSE	\$250	-	26	-									
Essential Digital Skills - Tablet	1	VTLOKDSTE	\$230	-	-	23									
Smartphone and Computer Hand in Hand	2	VTLOKDSSC	\$330	21-22	01-02	29-30									

INTERNET RELATED COURSE TITLE	No. of Days	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
e-Newsletter Design	1	VTLOKEND1	\$230	-	-	15									
Creating e-Newsletters with Microsoft Outlook	1	VTLOKCENO	\$280	-	-	-									
Creating Web Pages with HTML5	2	VTLOKCWP5	\$380	-	03-04	-									
Creating Responsive Web Pages with HTML	2	VTLOKRWP1	CALL	Available on Request Only. Call us for a free consultation.											

For Cancellation and withdrawals Terms and Conditions apply.