

**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 its eligibility.

## HOW TO REGISTER FOR OUR COURSES *For most current information, visit [www.oakstraining.com](http://www.oakstraining.com)*

### Government Ministries on HRP System:

#### Option 1

1. Under HRP Search Catalog shown below

< HRP SEARCH CATALOG ▾

Keyword:  Schedule:  Delivery method:  Competency:  CLEAR ADAP

Courses (1)

Course title	Delivery method	Schedule
Microsoft Excel 2019 Basic to Intermedia	Classroom	Available

2. Enter **Course Code** in the Keyword text box.

We offer both **Online via Zoom and Classroom** regardless what is stated as Delivery method in HRP

#### Option 2

1. Goto **Browse Catalog** and scroll through the list of tiles to look for "**Oaks Training c/o GIL Consultancy**"

**IMPORTANT NOTE:** OAKS TRAINING begins with the letter **O** and not the symbol **@** in HRP

2. Click to **expand** the **tile** to view list of courses.

We offer both **Online via Zoom and Classroom** regardless what is stated as Delivery method in HRP.

### 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

### Modes of Training Delivery:

- ✓ Virtual: Live Streaming via Zoom
- ✓ In-Class

For all Scheduled Dates

# 2022 Training Calendar

Supported by  
**VITAL**  
SHARED SERVICES

funding: **UTAP** for NTUC Members  
**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

*Note: All Prices are before GST*

SUITABLE FOR OFFICE 2016 & 2019 USERS

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	18-19	07-08	17-18									
Office 365 Access Advanced	3	OKAADV	\$490	-	-	02-04									
Office 365 Excel Basic to Intermediate	2	OKEBSI	\$360	11-12 24-25	10-11 22-23	10-11 21-22									
Office 365 Excel Advanced	2	OKEADV	\$360	13-14 27-28	14-15 24-25	14-15 23-24									
Office 365 Excel Data Cleaning for Data Analytics	1	OKEDCA	\$320	12 26	07 16	10 25									
Office 365 Excel Automating Data Extraction and Cleaning with Power Query	1	OKEPQA	\$360	-											
Office 365 Excel Pivot Table for Data Analysis and Analytics	1	OKEPTA	\$320	20	09 18	11 28									
Office 365 Word Create Brochures and Flyers	1	OKWCBF	\$320	17	11	22									
Office 365 Word Create Forms and Collect Data with Ease	1	OKWCFC	\$360	-											
Office 365 Word Working with Long Documents	1	OKWWLD	\$340	19	-	31									

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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	\$380	10-11	03-04	07-08									
Access 2019 Advanced	3	OKAAX9	\$450	-	14-16	-									
Excel 2019 Basic to Intermediate	2	OKEBX9	\$330	10-11 17-18 25-26	03-04 15-16 21-22	01-02 14-15 24-25									
Excel 2019 Advanced	2	OKEAX9	\$330	12-13 20-21 27-28	07-08 17-18 24-25	03-04 16-17 28-29									
Excel 2019 Data Cleaning for Data Analytics	1	OKEDC9	\$320	12 26	07 16	10 25									
Excel 2019 Automating Data Extraction and Cleaning with Power Query	1	OKEPQ9	\$360	-											
Excel 2019 Pivot Table for Data Analysis and Analytics	1	OKEPT9	\$320	20	09 18	11 28									
Excel 2019 Advanced Functions and Fomulas	2	OKEAF9	\$460	-	-	-									
PowerPoint 2019 Basic to Intermediate	2	OKPBX9	\$320	17-18 27-28	09-10 24-25	03-04 29-30									
PowerPoint 2019 Advanced	1	OKPAX9	\$200	19	11 28	07 31									
PowerPoint 2019 Illustrating	1	OKPIL9	\$320	-	-	-									
Word 2019 Basic to Intermediate	2	OKWBX9	\$320	20-21	17-18	17-18									
Word 2019 Advanced	2	OKWAX9	\$320	26-27	21-22	21-22									
Word 2019 Create Brochures and Flyers	1	OKWBF9	\$320	17	11	22									
Word 2019 Create Forms and Collect Data with Ease	1	OKWFC9	\$360	-											
Word 2019 Working with Long Documents	1	OKWLD9	\$340	19	-	31									

[Microsoft Office 2016 available on request, contact us for details and arrangements](#)

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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	OKDWE6	CALL	Available on Request Only. Call us for a free consultation.											
Illustrator CS6	2	OKAIL6	\$390	24-25	14-15	09-10									
InDesign CS6	2	OKAID6	CALL	Available on Request Only. Call us for a free consultation.											
Photoshop CS6 Fundamentals	3	OKPSF6	\$490	12-14 26-28	07-09 21-23	02-04 21-23									
Photoshop CS6 Advanced	3	OKPSA6	\$490	-	-	-									

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	OKILC9	\$400	-	03-04	-									
InDesign CC 2019	2	OKIDC9	CALL	Available on Request Only. Call us for a free consultation.											
Lightroom Classic CC	2	OKALRC	\$370	-	-	28-29									
Photoshop CC 2019 Fundamentals	3	OKPSF9	\$500	-	16-18	14-16									
Photoshop CC 2019 Advanced	3	OKPSA9	\$500	-	-	-									

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	OKPPBI	\$320	-	-	-									
Video Editing for Beginners	1	OKVEB1	\$230	-	28	08									
Video Editing on Smartphone	1	OKVESP	\$230	24	-	09									

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	OKDSSE	\$250	-	-	-									
Essential Digital Skills - Tablet	1	OKDSTE	\$230	-	-	-									
Smartphone and Computer Hand in Hand	2	OKDSSC	\$330	-	-	-									

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	OKEND1	\$230	-	-	-									
Creating e-Newsletters with Microsoft Outlook	1	OKCENO	\$280	-	-	-									
Creating Web Pages with HTML5	2	OKCWP5	\$380	-	-	-									

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