

2023 Training Calendar

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funding: UTAP for NTUC Members
SkillsFuture Credit

Empowering the
END USER



Oaks Training Co Reg No.: 53114571M

My Mail Box: 881344, Singapore 911344

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 **UTAP** or **SkillsFuture Credit**, please check with us on its 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:

Goto Browse Catalog and scroll through the list to look for “**Oaks Training c/o GIL Consultancy**” then locate course desired). We offer **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 (from the respective course page)

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

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	12-13	-	02-03									
Office 365 Access Advanced	3	OKAADV	\$490	-	01-03	-									
Office 365 Excel Basic to Intermediate	2	OKEBSI	\$360	09-10 26-27	07-08 16-17	01-02 16-17									
Office 365 Excel Advanced	2	OKEADV	\$360	12-13 19-20	09-10 20-21	07-08 23-24									
Office 365 Excel Data Cleaning for Data Analytics	1	OKEDCA	\$320	19	15	13									
Office 365 Excel Automating Data Extraction and Cleaning with Power Query	1	OKEPQA	\$360	11	06	22									
Office 365 Excel Pivot Table for Data Analysis and Analytics	1	OKEPTA	\$320	20	22	14									
Office 365 PowerPoint Basic to Intermediate New	2	OKPBSI	\$330	05-06 16-17	09-10 16-17	09-10 22-23									
Office 365 PowerPoint Advanced New	2	OKPADV	\$230	09	13	15									
Office 365 Word Basic to Intermediate	2	OKWBSI	\$320	30-31	22-23	06-07									
Office 365 Word Advanced	2	OKWADV	\$320	04-05	06-07	30-31									
Office 365 Word Create Brochures and Flyers	1	OKWCBF	\$320	04	15	20									
Office 365 Word Working with Long Documents	1	OKWWLD	\$340	25	24	03									

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Building Foundations for Excellence

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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	-	02-03	23-24									
Access 2019 Advanced	3	OKAAX9	\$450	-	-	08-10									
Excel 2019 Basic to Intermediate	2	OKEBX9	\$330	16-17 26-27	07-08 23-24	16-17 27-28									
Excel 2019 Advanced	2	OKEAX9	\$330	19-20 30-31	09-10 27-28	13-14 23-24									
Excel 2019 Data Cleaning for Data Analytics	1	OKEDC9	\$320	19	15	13									
Excel 2019 Automating Data Extraction and Cleaning with Power Query	1	OKEPQ9	\$360	11	06	22									
Excel 2019 Pivot Table for Data Analysis and Analytics	1	OKAPT9	\$320	20	22	14									
Excel 2019 Advanced Functions and Formulas New	2	OKEAF9	\$650	-	27-28	-									
PowerPoint 2019 Basic to Intermediate	2	OKPBX9	\$320	05-06 16-17	09-10 16-17	09-10 22-23									
PowerPoint 2019 Advanced	1	OKPAX9	\$200	25	21	29									
PowerPoint 2019 Illustrating	1	OKPIL9	\$320	13	-	01									
Word 2019 Basic to Intermediate	2	OKWBX9	\$320	30-31	22-23	06-07									
Word 2019 Advanced	2	OKWAX9	\$320	04-05	06-07	30-31									
Word 2019 Create Brochures and Flyers	1	OKWBF9	\$320	04	15	20									
Word 2019 Working with Long Documents	1	OKWLD9	\$340	25	24	03									

Microsoft Office 2016 available on request, contact us for details and arrangements

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	26-27	-	06-07									
Lightroom Classic CC	2	OKALRC	\$370	18-19	27-28	09-10									
Photoshop CC 2019 Fundamentals	3	OKPSF9	\$500	-	01-03	15-17									
Photoshop CC 2019 Advanced	3	OKPSA9	\$500												

Available on Request Only. Call us for a free consultation.

ADOBE CS6 COURSE TITLE	No. of Days	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Illustrator CS6	2	OKAIL6	\$390	-	13-14	-									
Photoshop CS6 Fundamentals	3	OKPSF6	\$490	09-11	20-22	27-29									
Photoshop CS6 Advanced	3	OKPSA6	\$490	-	-	20-22									

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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	Available on Request Only. Call us for a free consultation.											
Video Editing for Beginners	1	OKVEB1	\$230	06	08	-									
Video Editing on Smartphone	1	OKVESP	\$230	-	14	-									

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	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.