

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*

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 of 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

Effective 1 January 2024
GST is increased to **9%**

You can request for any **Customised Date** for virtual Online (Zoom) classes today!
Tell us what dates work for you and we will arrange for it.

Bulk Registration Discount Available!

Contact us today for details.

2024 Training Calendar

Oaks Training Co Reg No.: 53114571M

My Mail Box: 881344, Singapore 911344

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VITAL
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funding: **UTAP** for NTUC Members
SkillsFuture Credit

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Training
Building Foundations for Excellence

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

Note: All Prices are before GST

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	22-23	07-08	-									
Office 365 Access Advanced	3	OKAADV	\$490	-	-	26-28									
Office 365 Excel Basic to Intermediate	2	OKEBSI	\$360	08-09 15-16 25-26	01-02 13-14 26-27	04-05 13-14 19-20									
Office 365 Excel Advanced	2	OKEADV	\$360	10-11 18-19 29-30	05-06 19-20 28-29	07-08 18-19 26-27									
Office 365 Excel Data Cleaning for Data Analytics	1	OKEDCA	\$320	22	07	18									
Office 365 Excel Automating Data Extraction and Cleaning with Power Query	1	OKEPQA	\$360	12	23	06									
Office 365 Excel Pivot Table for Data Analysis and Analytics	1	OKEPTA	\$320	10 24	02 22	08 13 20									
Office 365 Excel Table and Advanced Pivot Table Techniques for Faster Results	1	OKETPT	\$360	11	08	11									
Office Excel Proficiency for the Workplace	1	OKEPWP	\$360	31	21	25									
Office Essential Advanced Excel Functions for the Workplace	1	OKEAFW	\$380	30	06	12									
Office 365 Excel Macro and VBA Fast Track	3	OKEMVF	CALL	Available on Request Only. Call us for a free consultation.											
Office 365 Excel VBA Programming	2	OKEVBA	CALL	Available on Request Only. Call us for a free consultation.											
Office 365 PowerPoint Basic to Intermediate	2	OKPBSI	\$360	04-05	06-07	04-05									
Office 365 PowerPoint Advanced	2	OKPADV	\$280	17	14	06									
Office 365 Word Basic to Intermediate	2	OKWBSI	\$360	15-16	15-16	19-20									
Office 365 Word Advanced	2	OKWADV	\$360	25-26	26-27	25-26									
Office 365 Word Create Brochures and Flyers	1	OKWCBF	\$320	-	29	15									
Office 365 Word Working with Long Documents	1	OKWWLD	\$340	24	28	28									

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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	\$400	-	-	14-15									
Access 2019 Advanced	3	OKAAX9	\$490	-	-	-									
Excel 2019 Basic to Intermediate	2	OKEBX9	\$360	08-09 15-16 25-26	01-02 13-14 26-27	04-05 13-14 19-20									
Excel 2019 Advanced	2	OKEAX9	\$360	10-11 18-19 29-30	05-06 19-20 28-29	07-08 18-19 26-27									
Excel 2019 Data Cleaning for Data Analytics	1	OKEDC9	\$320	22	07	18									
Excel 2019 Automating Data Extraction and Cleaning with Power Query	1	OKEPQ9	\$360	12	23	06									
Excel 2019 Pivot Table for Data Analysis and Analytics	1	OKIPT9	\$320	10 24	02 22	08 13 20									
Office Excel Macro and VBA Fast Track	2	OKEMVF	CALL	Available on Request Only. Call us for a free consultation.											
Office Excel VBA Programming	3	OKVBXA	CALL	Available on Request Only. Call us for a free consultation.											
PowerPoint 2019 Basic to Intermediate	2	OKPBX9	\$360	04-05	06-07	04-05									
PowerPoint 2019 Advanced	1	OKPAX9	\$280	17	14	06									
Word 2019 Basic to Intermediate	2	OKWBX9	\$360	15-16	15-16	19-20									
Word 2019 Advanced	2	OKWAX9	\$360	25-26	26-27	25-26									
Word 2019 Create Brochures and Flyers	1	OKWBF9	\$320	-	29	15									
Word 2019 Working with Long Documents	1	OKWLD9	\$340	24	28	28									

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

VIDEO EDITING COURSE TITLE	No. of Days	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Video Editing for Beginners	1	OKVEB1	CALL	Only available on request basis. Call for details and arrangements											
Video Editing on Smartphone	1	OKVESP	\$280	17	23	11									

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.