

**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](http://www.oakstraining.com)*

### Government Ministries on HRP:

Please inform your Training Coordinators of your course you are interested in attending at **Oaks Training**.

### 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

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

Supported by  
**VITAL**  
SHARED SERVICES

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

Empowering the  
**END USER**



Building Foundations for Excellence

Oaks Training Co Reg No.: 53114571M

My Mail Box: 881344, Singapore 911344

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	-	08-09	09-10	04-05	22-23	-	-			
Office 365 Access Advanced	3	OKAADV	\$490	-	-	26-28	-	29-31	-	-	-	-			
Office 365 Excel Basic to Intermediate	2	OKESBI	\$360	08-09 15-16 25-26	01-02 13-14 26-27	04-05 13-14 19-20	11-12 16-17 22-23 29-30	02-03 06-07 15-16 28-29	03-04 11-12 24-25 27-28	04-05 15-16 25-26	05-06 13-14 26-27	05-06 17-18 23-24			
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	15-16 18-19 24-25 29-30	07-08 14-15 20-21 30-31	03-04 13-14 18-19 25-26	08-09 18-19 29-30	07-08 15-16 29-30	09-10 19-20 25-26			
Office 365 Excel Data Cleaning for Data Analytics	1	OKEDCA	\$320	22	07	18	11 24	03 27	10 21	12	21	11			
Office 365 Excel Automating Data Extraction and Cleaning with Power Query	1	OKEPQA	\$360	12	23	06	12 26	13 24	20 28	11 24	12 23	12 30			
Office 365 Excel Pivot Table for Data Analysis and Analytics	1	OKEPTA	\$320	10 24	02 22	08 13 20	15 17 23 29	08 17 23 27	05 11 18 27	03 31	16 19	04 16			
Office 365 Excel Table and Advanced Pivot Table Techniques for Faster Results	1	OKETPT	\$360	11	08	11	16 22 30	09 15 23	04 11 24	-	15	13			
Office Excel Proficiency for the Workplace	1	OKEPWP	\$360	31	21	25	05 11 19 30	06 20 28	03 21 26	29	27	27			
Office Essential Advanced Excel Functions for the Workplace	1	OKEAFW	\$380	30	06	12	08 15 29	10 16 21	03 12 25	22	-	02			
Office 365 PowerPoint Basic to Intermediate	2	OKPBSI	\$360	04-05	06-07	04-05	-	13-14 28-29	05-06	10-11	01-02	12-13			
Office 365 PowerPoint Advanced	2	OKPADV	\$280	17	14	06	-	16 30	07 20	12	05	17			
Office 365 Word Basic to Intermediate	2	OKWBSI	\$360	15-16	15-16	19-20	-	-	13-14	01-02	05-06	02-03			
Office 365 Word Advanced	2	OKWADV	\$360	25-26	26-27	25-26	-	20-21	05-06	08-09	22-23	16-17			
Office 365 Word Create Brochures and Flyers	1	OKWCBF	\$320	-	29	15	-	14	10	17	28	26			
Office 365 Word Working with Long Documents	1	OKWWLD	\$340	24	28	28	-	10	21	-	20	10			

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Training

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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	18-19	23-24	20-21	-	-	09-10			
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	11-12 16-17 22-23 29-30	02-03 06-07 15-16 28-29	03-04 11-12 24-25 27-28	04-05 15-16 25-26	05-06 13-14 26-27	05-06 17-18 23-24			
Excel 2019 Advanced	2	OKEAX9	\$360	10-11 18-19 29-30	05-06 19-20 28-29	07-08 18-19 26-27	15-16 18-19 24-25 29-30	07-08 14-15 20-21 30-31	03-04 13-14 18-19 25-26	08-09 18-19 29-30	07-08 15-16 29-30	09-10 19-20 25-26			
Excel 2019 Data Cleaning for Data Analytics	1	OKEDC9	\$320	22	07	18	11 24	03 27	10 21	12	21	11			
Excel 2019 Automating Data Extraction and Cleaning with Power Query	1	OKEPQ9	\$360	12	23	06	12 26	13 24	20 28	11 24	12 23	12 30			
Excel 2019 Pivot Table for Data Analysis and Analytics	1	OKEPT9	\$320	10 24	02 22	08 13 20	15 17 23 29	08 17 23 27	05 11 18 27	03 31	16 19	04 16			
PowerPoint 2019 Basic to Intermediate	2	OKPBX9	\$360	04-05	06-07	04-05	-	13-14 28-29	05-06	10-11	01-02	12-13			
PowerPoint 2019 Advanced	1	OKPAX9	\$280	17	14	06	-	16 30	07 20	12	05	17			
Word 2019 Basic to Intermediate	2	OKWBX9	\$360	15-16	15-16	19-20	-	-	13-14	01-02	05-06	02-03			
Word 2019 Advanced	2	OKWAX9	\$360	25-26	26-27	25-26	-	20-21	05-06	08-09	22-23	16-17			
Word 2019 Create Brochures and Flyers	1	OKWBF9	\$320	-	29	15	-	14	10	17	28	26			
Word 2019 Working with Long Documents	1	OKWLD9	\$340	24	28	28	-	10	21	-	20	10			

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	23	02	14 28	23	12	24			

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These courses are offered only on request basis.

COURSE TITLE	No. of Days	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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 Excel Macro and VBA Fast Track	2	OKEMVF	CALL						Available on Request Only. Call us for a free consultation.						
Office Excel VBA Programming	3	OKEVBA	CALL						Available on Request Only. Call us for a free consultation.						
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.**