

## 60+ IT Courses offered by Fairbank Training & Consultancy Ltd

as @ July 2010

Please note that all of our training is tailored to our clients' business strategy and in line with their objectives for the individual's personal development.

IT RELATING SKILLS (to advanced level)					
Standard Applications	Graphics based	DTP	Miscellaneous	Customer Relationship Management	Blended Workshops
1 Access	Adobe Acrobat	Adobe Frameworks	Accounting for new business owners	Business Objects	Budgeting Basics
2 Access development	Adobe Dreamweaver	Adobe Freehand	Act! for business owners	Microsoft Dynamics - Core Foundation	1:1 IT Hourly Surgeries - focussed, specific and live!
3 Excel	Adobe Flash	Graphic Design	Essential Tools for new business owners	Microsoft Dynamics - Business Co-ordinator	Adobe Foundation for Designers (Illustrator, Photoshop, Indesign)
4 Front Page	Adobe Illustrator	Jasc Paintshop Pro	Introduction to Agile Business Tools	Microsoft Dynamics - Administrator	Effective On-line Meetings (Webinars)
5 MS Office combined - an Overview to getting started	Adobe InDesign	MS Publisher	Introduction to B2B and web services	Oracle (PeopleSoft)	Finance for non-finance Managers
6 Outlook	Adobe PageMaker		Introduction to Cloud technology	Oracle On Demand User Productivity Kit	Policies and Procedural Workflow (with Visio)
7 PowerPoint	Adobe PhotoShop		IT Basics for new business owners	SAP	Presenting with Technology (with PowerPoint)
8 Project	Adobe PhotoShop Elements		Lotus Notes		Project Management (with MS Project)
9 VBA - Excel & Access	Adobe Pitstop Professional		MS Project Server - Managing Enterprise Projects		Report & Business Writing (with Word)
10 Visio	Adobe Premier		Prince2 - An Introduction to Project Management		Time Management (with MS Outlook)
11 Windows	Corel PhotoPaint		Prince2 Foundation		
12 Word	Corel Ventura		Princes2 Practioner		
13	CorelDraw		Professional Services Management		
14	HTML & DHTML (CSS)		SharePoint (Designer)		
15	JavaScript		SharePoint (User)		
16	WebExpressions		Technical Authoring		
17	XML Basic		Train the Trainer		