

Course Price list

All prices include VAT

These courses are studied online with 6-12 months allowed for completion. Register by going to our website www.sheffieldtraining.co.uk and clicking on the registration link on the right hand side. Arrange payment by phone or by calling into the centre and we can make your courses active immediately. A free helpline is available should you have problems running the courses on your PC.

Computer Courses

Access XP or 2003	Online / 6 months	£29.99
Excel XP or 2003	Online / 6 months	£39.99
Excel 2007 Introductory or Intermediate	Online / 6 months	£29.99
Excel 2007 Advanced	Online / 6 months	£49.99
Excel 2007 Introductory PLUS Intermediate - Bundle	Online / 6 months	£49.99
IT Applications	Online / 6 months	£29.99
Keyboard Skills (KAZ)	Online / 6 months	£17.50
Outlook XP or 2003	Online / 6 months	£29.99
Outlook 2007 Introductory or Intermediate	Online / 6 months	£29.99
Outlook 2007 Introductory PLUS Intermediate - Bundle	Online / 6 months	£49.99
PowerPoint XP or 2003	Online / 6 months	£29.99
PowerPoint 2007 Introductory or Intermediate	Online / 6 months	£29.99
PowerPoint 2007 Introductory PLUS Intermediate - Bundle	Online / 6 months	£49.99
Project 2000	Online / 6 months	£39.99
Project 2007	Online / 6 months	£54.99
Project Management	Online / 6 months	£54.99
Word XP or 2003	Online / 6 months	£29.99
Word 2007 Introductory or Intermediate	Online / 6 months	£29.99
Word 2007 Introductory PLUS Intermediate - Bundle	Online / 6 months	£49.99

European Computer Driving Licence (ECDL) & ITQ

ECDL Module 1: Security for IT Users (Syllabus 5 - MS 2003/2007)	Online / 6 months	£25.00
ECDL Module 2: IT User Fundamentals (Syllabus 5 - MS 2003/2007)	Online / 6 months	£25.00
ECDL Module 3: Word Processing (Syllabus 5 - MS 2003/2007)	Online / 6 months	£25.00
ECDL Module 4: Spreadsheets (Syllabus 5 - MS 2003/2007)	Online / 6 months	£25.00
ECDL Module 5: Databases (Syllabus 5 - MS 2003/2007)	Online / 6 months	£25.00
ECDL Module 6: Presentations (Syllabus 5 - MS 2003/2007)	Online / 6 months	£25.00
ECDL Module 7: Elect Communication (Syllabus 5 - MS 2003/2007)	Online / 6 months	£25.00
ECDL Syllabus 5 2003 or 2007 Skills Suite (bundle of all 7 modules)	Online / 12 months	£150.00
Full ECDL Qualification inc. BCS Registration & 7 exams	Online / 12 months	£170.00
ITQ Level 2 Qualification (Word, Excel, PowerPoint & Improving Productivity) BCS Registration and 4 exams	Online / 12 months	£125.00
ECDL Exam only route - BCS Registration and 7 exams	Call to book	£120.00
Individual ECDL exams	Call to book	£20 each

IT Professional

Cisco CCNA 640-802	Online / 6 months	£54.99
CIW Foundations 1D0-510	Online / 6 months	£54.99
CompTIA A+ 2009 Essentials 220-701	Online / 6 months	£54.99
CompTIA A+ 2009 Practical Application (220-702)	Online / 6 months	£54.99
CompTIA A+ 2009 Essentials 220-701 plus 220-702 - Bundle	Online / 6 months	£93.99
CompTIA Network+ 2009	Online / 6 months	£54.99
Instructional Design	Online / 6 months	£54.99
Java 25.0 Programming	Online / 6 months	£54.99
UNIX Systems	Online / 6 months	£50.00
Windows Server 2003 Administration MCSA/MCSE 70-290	Online / 6 months	£50.00
Windows XP Professional MCSE 70-270	Online / 6 months	£50.00

Web design & Graphics

Cold Fusion MX	Online / 6 months	£54.99
Dreamweaver CS4 or CS5 or 8	Online / 6 months	£49.99
Dynamic HTML	Online / 6 months	£54.99
Flash CS4 or 8	Online / 6 months	£54.99
Flash MX Action script	Online / 6 months	£54.99
FrontPage 2000	Online / 6 months	£29.99
Java script	Online / 6 months	£54.99
Microsoft.NET 2.0 Web Development MCTS 70-528	Online / 6 months	£54.99
Paint Shop Pro 5	Online / 6 months	£49.99
Photoshop CS or CS4 or 7	Online / 6 months	£49.99
Web Design & Graphics	Online / 6 months	£50.00
Web Publishing and Design with HTML 4.01 and XHTML	Online / 6 months	£50.00
XML	Online / 6 months	£50.00

Business Start up & Development

Make Or Break 1 - Starting Your Business	CD ROM / unlimited	£29.99
Make Or Break 2 - Growing Your Business	CD ROM / unlimited	£29.99
Special Offer - Make Or Break 1 & 2	CD ROM / unlimited	£39.99
Performance Indicators	Online / 6 months	£49.99
Winning the Contract	Online / 6 months	Free

Change Management

Implementing Change	Online / 6 months	£49.99
Jamie's School Dinners: Managing and Living with Change	Online / 6 months	£34.99
Planning Change	Online / 6 months	£49.99

Communication

Assert Yourself: Learning to Be Assertive	Online / 6 months	£34.99
Briefing Skills	Online / 6 months	£39.99
Communication Process	Online / 6 months	£39.99
I Wasn't Prepared for That: Overcoming the Fear of Making Presentations	Online / 6 months	£34.99
Producing Project Reports	Online / 6 months	£39.99
Put it in Writing: Complete Communicator - The Art of Influence	Online / 6 months	£34.99
Report Writing: The Art of Writing a Good Report	Online / 6 months	£34.99
Straight Talking: The Art of Assertiveness	Online / 6 months	£34.99
The Grapevine: Communicating in a World of Change	Online / 6 months	£34.99
Written Communications	Online / 6 months	£39.99

Customer Service

An Inside Job: Meeting Internal Customer Needs	Online / 6 months	£34.99
Complaints & Quality Management: Quality through Customer Service	Online / 6 months	£34.99
Demanding Customers: Customer Care Made PERFECT	Online / 6 months	£34.99
No Complaints?: Complaints and the Customer	Online / 6 months	£34.99
On the Receiving End: Making Call Centres more Effective	Online / 6 months	£34.99
Steps to Success - Professional Customer Service Skills	Online / 6 months	£34.99
Telephone Behaviour: the rules of effective communication	Online / 6 months	£34.99
Understanding Customers	Online / 6 months	£39.99
Who Sold You This, Then?: After-Sales Service	Online / 6 months	£34.99
Building blocks for eBusiness	Online / 6 months	£19.99
E-marketing	Online / 6 months	£19.99
Legalities of Online Business	Online / 6 months	£19.99

Financial Management

Cash Accounting for the Small Rural Business	Online / 6 months	£69.99
Cost-Benefit Analysis	Online / 6 months	£39.99
Financial Environment	Online / 6 months	£39.99
Sage 50 Accounts	Online / 6 months	£95.00
Sage Book Keeping Stage 1	Online / 6 months	£50.00
Sage Book Keeping Stage 2	Online / 6 months	£50.00
Sage Instant Accounts	Online / 6 months	£50.00
Staying Afloat - A Guide to Cash Flow	CD ROM / unlimited	£24.99
The Balance Sheet Barrier: The Basics of Business Finance	Online / 6 months	£34.99
Understanding Accounts	Online / 6 months	£29.99

Information Management

Analysing Information	Online / 6 months	£39.99
Maintaining Information Systems	Online / 6 months	£29.99
Using Information For Decisions	Online / 6 months	£49.99

Leadership

First among equals: leading a team	Online / 6 months	£34.99
Harvard Manage Mentor (SME Edition)	Online / 12 months	£149.99
Jamie's Kitchen: Fifteen lessons on leadership	Online / 6 months	£34.99
Leadership	Online / 6 months	£39.99
Motivation	Online / 6 months	£39.99
Problem Solving Skills	Online / 6 months	£49.99
Project Management: Leading a Project Team	Online / 6 months	£34.99
The Best of Motives: Informing and Involving	Online / 6 months	£34.99
The Helping Hand: Coaching Skills for Managers	Online / 6 months	£34.99
The Unorganised Manager: Organising Others	Online / 6 months	£34.99

Performance & Efficiency

Absence Management	Online / 6 months	£29.99
Absence Minded: Managing Absenteeism	Online / 6 months	£34.99
Building The Team	Online / 6 months	£39.99
Can You Spare a Moment?: Counselling Skills for Managers	Online / 6 months	£34.99
Coaching	Online / 6 months	£39.99
Dealing with Time-Wasting Situations	Online / 6 months	£34.99
Effectiveness and Efficiency	Online / 6 months	£39.99
Essentials of Managing Performance	Online / 6 months	£34.99
Giving and Receiving Feedback	Online / 6 months	£39.99
Going to a Meeting: Constructive and Effective Participation	Online / 6 months	£34.99
How am I Doing?: The Perfect Appraisal Interview	Online / 6 months	£34.99
I'd Like a Word with You: The Discipline Interview	Online / 6 months	£34.99
Jamie's Kitchen: Fifteen lessons on teamwork	Online / 6 months	£34.99
Making Time: Priorities, People and Procedures at Work	Online / 6 months	£34.99
Managing Performance Every Day: Beyond the Appraisal	Online / 6 months	£34.99
Meetings Bloody Meetings: Making meetings more productive	Online / 6 months	£34.99
More Bloody Meetings: The People Side of Meetings	Online / 6 months	£34.99
Pass It On: Coaching Skills for Managers	Online / 6 months	£34.99
Performance Matters: The Importance of Praise	Online / 6 months	£34.99
Performance Matters: The Need for Constructive Criticism	Online / 6 months	£34.99
Performance Review: Every Appraisee's Dream	Online / 6 months	£34.99
Performance Review: Every Manager's Nightmare	Online / 6 months	£34.99
Planning Work	Online / 6 months	£39.99
Resolving Conflict	Online / 6 months	£39.99
Supporting Individuals	Online / 6 months	£39.99
The Dreaded Appraisal: Both Sides of the Appraisal Interview	Online / 6 months	£34.99
The Paper Chase: Cutting Back on Paperwork	Online / 6 months	£34.99
Time Management	Online / 6 months	£39.99
Training	Online / 6 months	£39.99
You'll Soon Get the Hang of It: Techniques of One-to-One Training	Online / 6 months	£34.99

Protecting your Business

Freedom of Information Act	Online / 6 months	£29.99
Security	Online / 6 months	£29.99

Recruitment

Behavioural Interviewing: taking the guesswork out of recruitment	Online / 6 months	£34.99
Essentials of Interviewing	Online / 6 months	£34.99
It's Your Choice: Selection Skills	Online / 6 months	£34.99

Sales & Marketing

Call to Order: Converting Telephone Enquiries into Sales	Online / 6 months	£34.99
Marketing	Online / 6 months	£39.99
Marketing: Unleashing The Potential of Your Business	Online / 6 months	£29.99
Negotiating: Tying the Knot	Online / 6 months	£34.99
Sell It to Me!: Essential Skills for all Salespeople	Online / 6 months	£34.99
Steps to Success - Professional Sales Skills	CD ROM / 6 months	£34.99
The Art of Selling - Sales with Service	Online / 6 months	£34.99

Self management

30 Ways to make more time	Online / 6 months	£34.99
Ideas into action	Online / 6 months	£34.99
Identifying Self Development Needs	Online / 6 months	£39.99
If looks could kill: Controlling your behaviour	Online / 6 months	£34.99
Manage Own Stress	Online / 6 months	£39.99
Managing Stress: Managing your Behaviour	Online / 6 months	£34.99
Minimising Stress	Online / 6 months	£39.99
Team Spirit? How to be an Effective Team Member	Online / 6 months	£34.99
The Unorganised Manager: Organising Yourself	Online / 6 months	£34.99

Employment law

Age Awareness	Online / 6 months	£22.49
Challenging Behaviour	Online / 6 months	£29.99
Data Protection	Online / 6 months	£19.99
Disability Confident	Online / 6 months	£29.99
Diversity Challenge	Online / 6 months	£29.99
Equality and Diversity	Online / 6 months	£19.99
Gender Matters	Online / 6 months	£29.99
Religion and Belief	Online / 6 months	£29.99
Sexual Orientation	Online / 6 months	£29.99
Valuing Diversity: Equal Opportunities for All	Online / 6 months	£34.99

Food hygiene

HABC Foundation Food Safety	Online / 6 months	£34.99
RSPH Awards in Food Safety (Exam)	Online / na	£29.99
RSPH Basic Food Hygiene	Online/CD/ 6 months	£29.99

Health & Safety

Display Screen Equipment	Online / 6 months	£19.99
Essential Health & Safety (4 Courses)	Online / 6 months	£54.99
Fire Safety	Online / 6 months	£19.99
Health And Safety - Law And Practice	Online / 6 months	£34.99
Health and Safety for Employees	Online / 6 months	£19.99
Health and Safety for Employers	Online / 6 months	£19.99
Intro to Health and Safety	Online / 6 months	£19.99
Manual Handling	Online / 6 months	£19.99
Risk Assessment	Online / 6 months	£19.99
Slips, Trips and Falls	Online / 6 months	£19.99
Stress Management for Employees	Online / 6 months	£19.99
Stress Management for Managers	Online / 6 months	£19.99

Languages

All these courses are at beginner level they are online courses costing £24.99 for a 12 month licence

Afrikaans, Albanian, Alsatian, Amharic, Arabic, Armenian, Assamese, Azeri, Basque, Bengali, Berber (Tamazight), Brazilian Portuguese, Breton, Bulgarian, Burmese, Cantonese, Catalan, Chichewa, Chinese (Mandarin), Chuvash, Cornish, Corsican, Croatian, Czech, Danish, Dari, Dutch, **English**, Esperanto, Estonian, Faeroese, Finnish, **French**, Frisian, Galician, Georgian, **German**, Greek, Gujurati, Hausa, Hawaiian, Hebrew, Hindi, Hungarian, Icelandic, Igbo, Indonesian, Irish, **Italian**, Japanese, Jerriais, Kinyarwanda (Rawanda), Kirghiz, Korean, Latin American Spanish, Latvian, Lingala, Lithuanian, Luxembourgish, Malagasy, Malay, Malayalam, Maltese, Manx, Maori, Marathi, Mongolian, Navajo, Norwegian, Occitan, Papiamentu, Pashto, Pidgin, Polish, Portuguese, Provençal, Quechua, Romanian, Romanish, Russian, Saami, Sardinian, Scottish Gaelic, Serbian, Sesotho (Southern), Shona, Slovak, Slovenian, Somali, **Spanish**, Swahili, Swedish, Swiss German, Tagalong, Tamil, Telugu, Thai, Tibetan, Tswana, Turkish, Ukrainian, Uzbek, Vietnamese, Welsh, Xhosa, Yiddish, Yoruba, Zulu