



Business, Finance and ICT

Getting Started

We offer a range of courses to help you get started in IT, Business and Finance. Need to know more about computers, the Internet or email? Enrol onto one of our friendly and supportive IT for Beginners classes. If you want to gain skills to work in Finance then our Bookkeeping and Sage for Beginners courses are a good place to start.

Develop and Build Your Skills

If you are looking to improve your skills we offer courses for those who already understand the basics. Our IT Improvers classes help you develop and expand the skills you have learned in Beginners. We have a range of Project Management courses to build your business skills, including MS Project which combines business and IT.

Creative IT

Learn to use Adobe Photoshop, Illustrator and InDesign with our courses at both beginners and intermediate level.

Qualify in IT

We offer nationally recognised qualifications in IT.

The courses are:

- Digital Skills – Getting Started (Entry Level 3)
- Prepare for ECDL
- ECDL Essentials Level 1*
- ECDL Extra Level 2*

*Note: you will need to complete both Essentials and Extra to obtain the full ECDL



Maria Florencia Martinez

ICT

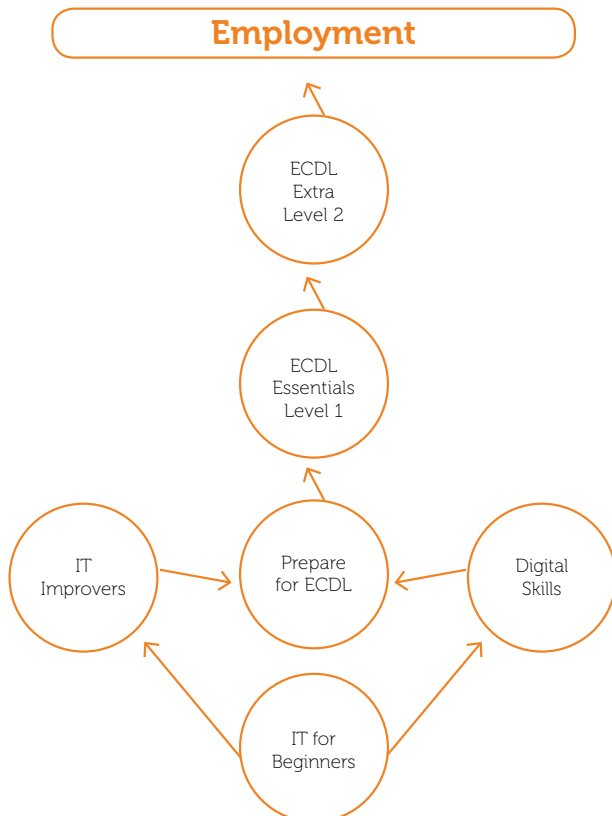
I originate from Argentina but spent most of my life growing up in Spain until moving to the UK fifteen years ago.

I am eager to improve my skills to get a better job. Upon doing research I found out about the European Computer Driving Licence (ECDL) course, through the Idea Store website. I am really enjoying the course and have now almost completed it. I have been given good support with my learning from my tutor Lynn Cooke.

I went to the Women's International Day event at Idea Store Whitechapel, where I found out how to apply to become an Idea Store Learner Volunteer. I have been successful and have now started a placement as an Administration Volunteer with Idea Store Learning. I enjoy being valued and having an opportunity to contribute my skills in an office environment. My experiences are taking me closer to being able to apply for the kind of job that I want to be doing in future.

I am very grateful to Idea Store Learning for the all the opportunities they have given me to progress on my personal development. They do not just offer courses, but so much more in terms of events, networks and volunteering. I look forward to seeing what the future holds.

Progression Route Information Technology (IT)





Course Code	Day of Week	Timetable					Course Fees		
		Start Date	Start Time	No Weeks	Hrs Per Week	Venue	Full Fee	Concessionary	Band

Accounts and Bookkeeping

Introduction to Bookkeeping - Beginners

A1388	Saturday	24 Sep 2016	09:30	2	3.00	ISB	£23	£8	2A
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Sage - Beginners

A1389	Saturday	08 Oct 2017	09:30	3	3.00	ISB	£34	£11	2A
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Sage - Intermediate

A1390	Saturday	05 Nov 2017	09:30	2	3.00	ISB	£23	£8	2A
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Project Management

Introduction to Project Management - Beginners

A0210	Wednesday	21 Sep 2016	18:00	5	3.00	ISW	£56	£19	2A
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B0738	Saturday	14 Jan 2017	10:00	3	5.00	ISW	£56	£19	2A
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C0882	Wednesday	26 Apr 2017	18:00	5	3.00	SHC	£56	£19	2A
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Introduction to PRINCE 2® Project Management - Beginners

A0508	Wednesday	02 Nov 2016	18:00	5	2.50	ISCW	£47	£16	2A
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B0509	Wednesday	22 Feb 2017	18:00	5	2.50	ISCW	£47	£16	2A
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C0507	Saturday	10 Jun 2017	10:30	3	5.00	ISCW	£56	£19	2A
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Microsoft Project - Beginners

B1336	Saturday	01 Apr 2017	10:00	1	6.00	ISW	£23	£8	2A
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C1335	Saturday	10 Jun 2017	10:00	1	6.00	ISW	£23	£8	2A
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Preparation for Certificate in Project Management - Intermediate

C1082	Multiple	22 Jul 2017	10:00	2	11.00	ISW	£83	£28	2A
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ICT Assessment

All learners must successfully complete Prepare for ECDL (A1039 or A1278) before enrolling on ECDL Essentials (Y0841 or Y1280).

Course	Venue	Day	Date	Time
ECDL	Shadwell	Tuesday	6 September 2016	10:00
ECDL	Shadwell	Thursday	8 September 2016	18:00
ECDL	Shadwell	Tuesday	13 September 2016	18:00
Digital Skills	Shadwell	Wednesday	7 September 2016	10:00
Digital Skills	Shadwell	Wednesday	4 January 2017	10:00

***Please note:** The assessment session will last up to 2 hours and you need to arrive on time. You will be given information about the course followed by an online literacy and numeracy assessment and a short IT assessment.

Course Code	Day of Week	Timetable					Course Fees		
		Start Date	Start Time	No Weeks	Hrs Per Week	Venue	Full Fee	Concessionary	Band

Qualify in IT and Computing

Digital Skills - Beginners

A1334	Wednesday	21 Sep 2016	09:30	12	3.50	SHC	See page 50 - 51		
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B1388	Wednesday	11 Jan 2017	09:30	12	3.50	SHC	See page 50 - 51		
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C1333	Wednesday	26 Apr 2017	09:30	12	3.50	SHC	See page 50 - 51		
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Course Code	Day of Week	Timetable					Venue	Course Fees		
		Start Date	Start Time	No Weeks	Hrs Per Week	Full Fee		Concessionary	Band	

Prepare for ECDL

A1278	Multiple	20 Sep 2016	09:30	5	4.00	SHC	£45	£20	4A
A1039	Multiple	26 Sep 2016	18:00	5	4.00	SHC	£45	£20	4A

ECDL Essentials - Level 1

Y1280	Multiple	01 Nov 2016	09:30	11	6.00	SHC	See page 50-51		
Y0841	Multiple	01 Nov 2016	18:00	11	6.00	SHC	See page 50-51		

ECDL Extra - Level 2

Y1281	Multiple	21 Feb 2017	09:30	17	6.00	SHC	See page 50-51		
Y1182	Multiple	21 Feb 2017	18:00	17	6.00	SHC	See page 50-51		

Learn IT and Computing for You

IT for Beginners

A1152	Tuesday	20 Sep 2016	18:30	10	2.00	ISCS	£45	£20	4A
A1149	Thursday	22 Sep 2016	10:00	10	2.00	ISCS	£45	£20	4A
A1146	Friday	23 Sep 2016	10:00	10	2.00	SHC	£45	£20	4A
B1150	Thursday	12 Jan 2017	10:00	10	2.00	ISCS	£45	£20	4A
B1153	Thursday	12 Jan 2017	18:30	10	2.00	ISCS	£45	£20	4A
C1154	Thursday	27 Apr 2017	18:30	10	2.00	ISCS	£45	£20	4A
C1151	Thursday	27 Apr 2017	10:00	10	2.00	ISCS	£45	£20	4A

ICT Improvers

B1278	Tuesday	10 Jan 2017	18:30	10	2.00	ISCS	£45	£20	4A
B1147	Friday	13 Jan 2017	10:00	10	2.00	SHC	£45	£20	4A
C1277	Tuesday	25 Apr 2017	18:30	10	2.00	ISCS	£45	£20	4A
C1148	Friday	28 Apr 2017	10:00	10	2.00	SHC	£45	£20	4A

Desktop Publishing

Adobe Photoshop for Beginners

A1265	Monday	19 Sep 2016	18:30	10	2.50	ISW	£94	£31	2A
B1380	Monday	09 Jan 2017	18:30	10	2.50	ISW	£94	£31	2A
C1268	Monday	24 Apr 2017	18:30	10	2.50	ISW	£94	£31	2A

Adobe Illustrator for Beginners

A1264	Tuesday	20 Sep 2016	18:30	10	2.50	ISW	£94	£31	2A
B1378	Tuesday	10 Jan 2017	18:30	10	2.50	ISW	£94	£31	2A
C1267	Tuesday	25 Apr 2017	18:30	10	2.50	ISW	£94	£31	2A

Adobe Indesign Beginners

A1266	Wednesday	21 Sep 2016	18:30	10	2.50	ISW	£94	£31	2A
B1379	Wednesday	11 Jan 2017	18:30	10	2.50		£94	£31	2A
C1269	Wednesday	26 Apr 2017	18:30	10	2.50	ISW	£94	£31	2A

Adobe Photoshop Workshop - Intermediate

A1383	Saturday	04 Dec 2016	10:00	1	5.00	ISW	£19	£6	2A
C1384	Saturday	15 Jul 2017	10:00	1	5.00	ISW	£19	£6	2A

Adobe Illustrator Workshop - Intermediate

B1385	Saturday	01 Apr 2017	10:00	1	5.00	ISW	£19	£6	2A
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Adobe Indesign Workshop - Intermediate

B1386	Saturday	08 Apr 2017	10:00	1	5.00	ISW	£19	£6	2A
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