

I am studying
ECDL L1 / L2 and
having a fantastic
experience
learning in the
Idea Store.

Fatema Z





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.

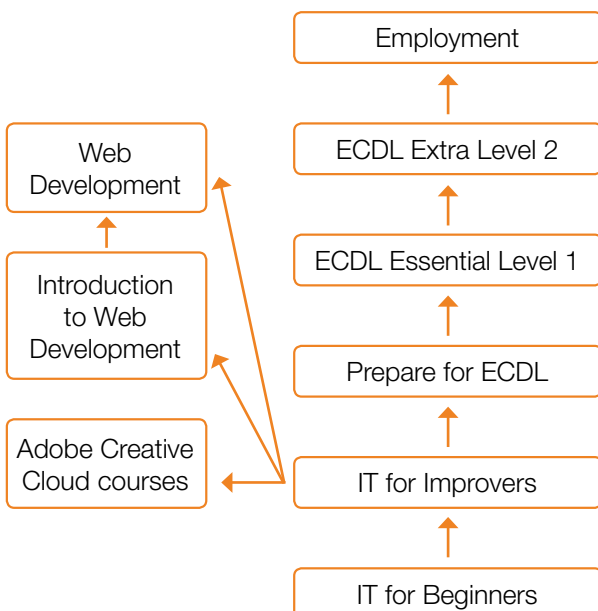
If you are interested in creating apps for the web but just don't know where to start or are in sales, digital marketing or an SME owner looking to improve your tech skills our Introduction to Web Development is for you.

Creative IT

Use the latest Adobe software and learn how to:

- Edit photos and videos
- Design graphics and publications
- Create your own website.

Progression Route ICT



Qualify in IT

We offer nationally recognised qualifications in IT.

The courses are:

- 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 qualification.

ICT Levels

Beginners

IT for Beginners is suitable for those with little or no previous experience of using IT. For other Beginners courses you will need basic computer skills eg opening software applications, saving files etc.

Improvers/Intermediate

Suitable for those with existing knowledge of the topic as basic functions/tasks will not be covered.

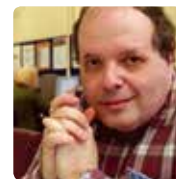
Level 1/Level 2

These are qualification courses and not suitable for complete beginners. Advice will be given at assessment.

CASE STUDY

Jonathan Kravet

Classroom Volunteer ECDL



After university, I worked in IT for 15 fifteen years before taking an enforced 10 year career break. By 2014, my circumstances had changed and I began the process of returning to employment.

I enrolled on the ECDL Course to refresh my IT skills. From the first day of attending the course I was supporting my fellow students. I knew immediately that I did not just want to help people but also make the move into Adult Education.

With my tutor's help I overcame my lack of self-confidence and enrolled on a two-year part-time PGCE course. My role as a classroom volunteer with Idea Store Learning means I will get the 100+ hours of teaching practice needed for my course. I thoroughly enjoy my volunteer work and am so much more confident. I look forward to July when I will graduate with my teaching qualification and hopefully move into paid teaching employment.



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

Accounts Bookkeeping

Introduction to Bookkeeping - Beginners

A1388	Saturday	23 Sep 2017	09:30	2	3.00	ISB	£23	£8	2A
C1487	Monday	16 Apr 2018	18:00	2	3.00	ISB	£23	£8	2A

Sage Accounting - Beginners

A1389	Saturday	07 Oct 2017	09:30	3	3.00	ISB	£34	£11	2A
C1488	Monday	30 Apr 2018	18:00	3	3.00	ISB	£34	£11	2A

Sage Accounting - Intermediate

A1390	Saturday	04 Nov 2017	09:30	2	3.00	ISB	£23	£8	2A
C1489	Monday	04 Jun 2018	18:00	2	3.00	ISB	£23	£8	2A

Project Management

Introduction to PRINCE 2 @ Project Management

A0508	Wednesday	01 Nov 2017	18:00	5	2.50	ISCW	£47	£16	2A
B0509	Wednesday	21 Feb 2018	18:00	5	2.50	ISCW	£47	£16	2A
C0507	Saturday	09 Jun 2018	10:30	3	5.00	ISCW	£56	£19	2A

Introduction to Project Management

A0210	Wednesday	20 Sep 2017	18:00	5	3.00	SHC	£56	£19	2A
B0738	Saturday	13 Jan 2018	10:00	3	5.00	ISW	£56	£19	2A
C0882	Wednesday	18 Apr 2018	18:00	5	3.00	SHC	£56	£19	2A

Microsoft Project - Beginners

B1336	Saturday	24 Mar 2018	10:00	1	6.00	SHC	£23	£8	2A
C1335	Saturday	09 Jun 2018	10:00	1	6.00	SHC	£23	£8	2A

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	5 September 2017	10:00
ECDL	Shadwell	Thursday	7 September 2017	18:00
ECDL	Shadwell	Tuesday	12 September 2017	18:00

***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.

Get Qualified - IT and Computing

Prepare for ECDL

A1278	Tue/Thur	19 Sep 2017	09:30	5	4.00	SHC	£45	£20	4A
A1039	Tue/Thur	19 Sep 2017	18:00	5	4.00	SHC	£45	£20	4A

ECDL Essentials Level 1

Y1280	Tue/Thur	31 Oct 2017	09:30	11	6.00	SHC	£231	£83	ASB.1
Y0841	Tue/Thur	31 Oct 2017	18:00	11	6.00	SHC	£231	£83	ASB.1

ECDL Extra Level 2

Y1281	Tue/Thur	20 Feb 2018	09:30	17	6.00	SHC	£357	£128	ASB.1
Y1182	Tue/Thur	20 Feb 2018	18:00	17	6.00	SHC	£357	£128	ASB.1





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

Learn IT

IT for Beginners

A1152	Tuesday	19 Sep 2017	18:30	10	2.00	ISCS	£45	£20	4A
A1149	Thursday	21 Sep 2017	10:00	10	2.00	ISCS	£45	£20	4A
B1153	Thursday	11 Jan 2018	18:30	10	2.00	ISCS	£45	£20	4A
B1150	Thursday	11 Jan 2018	10:00	10	2.00	ISCS	£45	£20	4A
C1151	Thursday	19 Apr 2018	10:00	10	2.00	ISCS	£45	£20	4A
C1154	Thursday	19 Apr 2018	18:30	10	2.00	ISCS	£45	£20	4A

ICT Improvers

B1278	Tuesday	09 Jan 2018	18:30	10	2.00	ISCS	£45	£20	4A
C1277	Tuesday	17 Apr 2018	18:30	10	2.00	ISCS	£45	£20	4A

Get started in Microsoft Excel 2016

A0074	Monday	30 Oct 2017	09:30	1	3.00	ISW	£11	£4	2A
B0075	Monday	19 Feb 2018	09:30	1	3.00	ISW	£11	£4	2A
C0076	Monday	04 Jun 2018	09:30	1	3.00	ISW	£11	£4	2A

Get started with Microsoft Powerpoint 2016

A0080	Monday	20 Nov 2017	09:30	1	3.00	ISW	£11	£4	2A
B0081	Monday	19 Mar 2018	09:30	1	3.00	ISW	£11	£4	2A
C0082	Monday	25 Jun 2018	09:30	1	3.00	ISW	£11	£4	2A

Get started with Microsoft Word 2016

A0068	Monday	02 Oct 2017	09:30	1	3.00	ISW	£11	£4	2A
B0069	Monday	22 Jan 2018	09:30	1	3.00	ISW	£11	£4	2A
C0070	Monday	30 Apr 2018	09:30	1	3.00	ISW	£11	£4	2A

Microsoft Excel 2016 - Intermediate

A0077	Monday	30 Oct 2017	13:00	1	3.00	ISW	£11	£4	2A
B0078	Monday	19 Feb 2018	13:00	1	3.00	ISW	£11	£4	2A
C0079	Monday	04 Jun 2018	13:00	1	3.00	ISW	£11	£4	2A

Microsoft Powerpoint 2016 - Intermediate

A0083	Monday	20 Nov 2017	13:00	1	3.00	ISW	£11	£4	2A
B0084	Monday	19 Mar 2018	13:00	1	3.00	ISW	£11	£4	2A
C0085	Monday	25 Jun 2018	13:00	1	3.00	ISW	£11	£4	2A

Microsoft Word 2016 - Intermediate

A0071	Monday	02 Oct 2017	13:00	1	3.00	ISW	£11	£4	2A
B0072	Monday	22 Jan 2018	13:00	1	3.00	ISW	£11	£4	2A
C0073	Monday	30 Apr 2018	13:00	1	3.00	ISW	£11	£4	2A

Desktop Publishing/Web Design

Introduction to Adobe Illustrator

B0067	Saturday	24 Feb 2018	10:00	1	3.00	ISW	£11	£4	2A
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Adobe Illustrator - Beginners

A0033	Tuesday	19 Sep 2017	03:00	5	2.50	ISW	£47	£16	2A
C0045	Monday	16 Apr 2018	18:30	5	2.50	ISCS	£47	£16	2A

Adobe Illustrator Workshop - Intermediate

B1385	Saturday	24 Mar 2018	10:00	1	5.00	ISW	£19	£6	2A
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Introduction to Adobe InDesign

B0035	Saturday	20 Jan 2018	10:00	1	3.00	ISW	£11	£4	2A
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Course Code	Day of Week	Start Date	Start Time	No Weeks	Hrs Per Week	Venue	Course Fees		
							Full Fee	Concessionary	Band
Adobe InDesign - Beginners									
A0032	Wednesday	20 Sep 2017	18:30	5	2.50	ISW	£47	£16	2A
C0039	Wednesday	18 Apr 2018	18:30	5	2.50	ISW	£47	£16	2A
Adobe InDesign Workshop - Intermediate									
B1386	Saturday	07 Apr 2018	10:00	1	5.00	ISW	£19	£6	2A
Adobe Muse - Beginners									
A0034	Wednesday	01 Nov 2017	18:30	5	2.50	ISW	£47	£16	2A
B0044	Monday	19 Feb 2018	18:30	5	2.50	ISCS	£47	£16	2A
C0040	Wednesday	06 Jun 2018	18:30	5	2.50	ISW	£47	£16	2A
Adobe Photoshop - Beginners									
A0031	Monday	18 Sep 2017	18:30	5	2.50	ISCS	£47	£16	2A
B0037	Tuesday	09 Jan 2018	18:30	5	2.50	ISW	£47	£16	2A
C0066	Monday	04 Jun 2018	18:30	5	2.50	ISCS	£47	£16	2A
Adobe Photoshop Workshop - Intermediate									
A1383	Saturday	02 Dec 2017	10:00	1	5.00	ISW	£19	£6	2A
C1384	Saturday	14 Jul 2018	10:00	1	5.00	ISW	£19	£6	2A
Web Development Introductory workshop - Beginners									
A0086	Saturday	21 Oct 2017	10:00	1	5	ISW	£21	£7	2A
C0088	Saturday	26 May 2018	10:00	1	5	ISW	£21	£7	2A
Web Development - Beginners									
A0087	Thursday	02 Nov 2017	18:30	5	2	ISW	£38	£13	2A
C0089	Thursday	07 Jun 2018	18:30	5	2	ISW	£38	£13	2A

