# IT Career Lab Is:

→ Certified Cisco Networking Academy

→ Licensed – Private Career School

→ State Approved Training Provider

→ Accepts state, local, and federal funding that is used and meant to help people reskill and take the next step in their career.
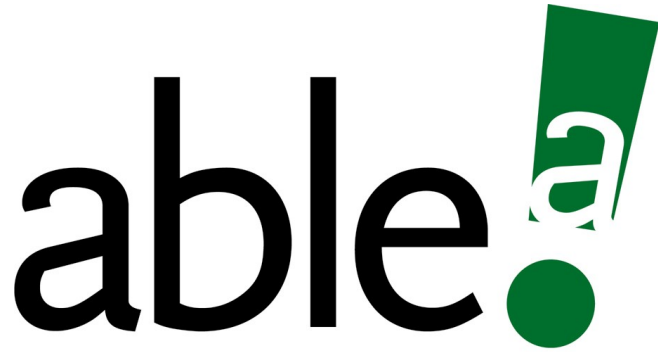
- Non-profit organization 501(c)3
- National Able is a workforce development agency.
- IT Career Lab is a branch of National Able and has been around since 2012.
- National Able has been around for 40 years.
- Help job seekers of all ages, skills and income levels achieve economic self-sufficiency through employment.
- Provide services to businesses in all major sectors.
- Matchmaker between job seekers and employers.
- IT recruiters on staff who connects students with employers upon completion.
- Professional trainers for job search, professional branding, & customer service.

# IT Career Lab Location



IT Career Lab is located at 5905 Golden Valley Road, Suite 2 Golden Valley, MN 55422 inside the Stillman Family Foundation Building  on the far right facing the building on the second level.  We are busline accessible, bus #705 and #14.
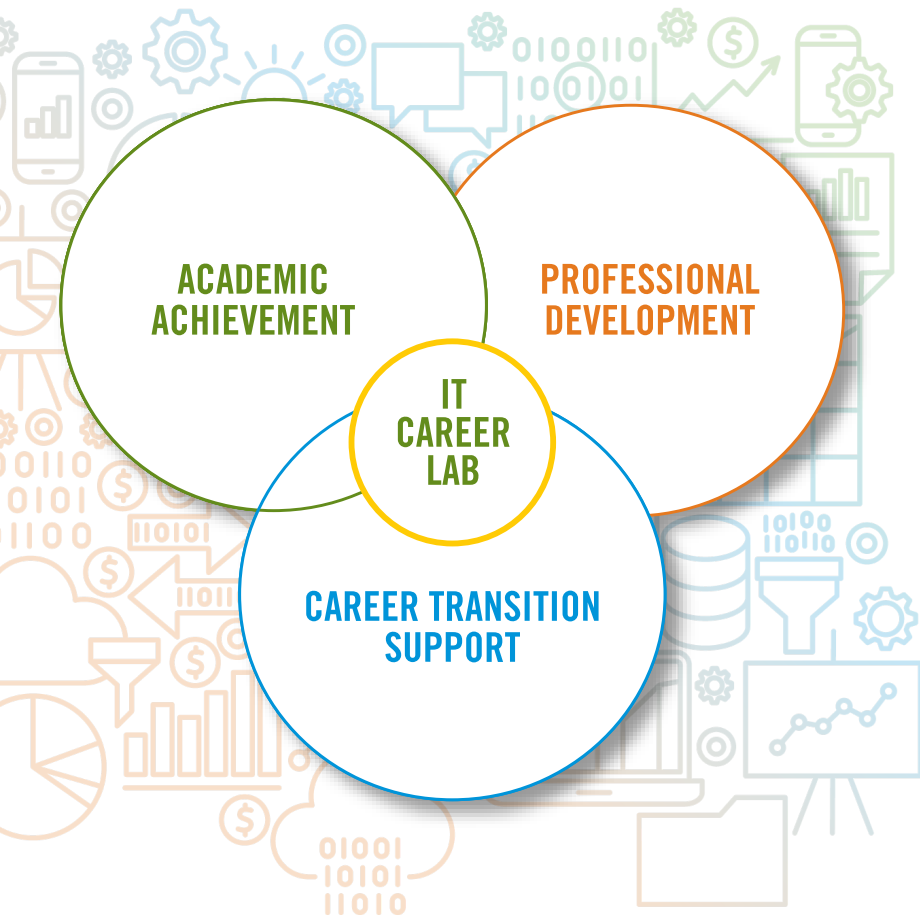
# THE IT CAREER LAB ADVANTAGE



- 10-week accelerated learning program. As opposed to bootcamps on the short side of training and community college on the long side of training.

- Instructor-led, hands-on, cohort-based training, as opposed to sitting at home and doing everything online with no instructor.

- Cisco Networking Academy; Cisco-certified Instruction as opposed to other programs that are not cisco certified, nor do they not have cisco certified instructors. We use what is provided by Cisco themselves.

- Enhance your personal marketing materials (resume, LinkedIn, etc.).

- Connect to local IT hiring managers and recruiters. We bring local IT experts onsite to talk about the field of IT and the IT job trends.

- Alumni support services

ACADEMIC ACHIEVEMENT

PROFESSIONAL DEVELOPMENT

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CAREER TRANSITION SUPPORT

# HANDS-ON LEARNING

As students of IT Career Lab, you don't just receive technology training — you *experience it*. In the classroom, online, and in our **lab**, build your skills *and* your resume through our blended approach.
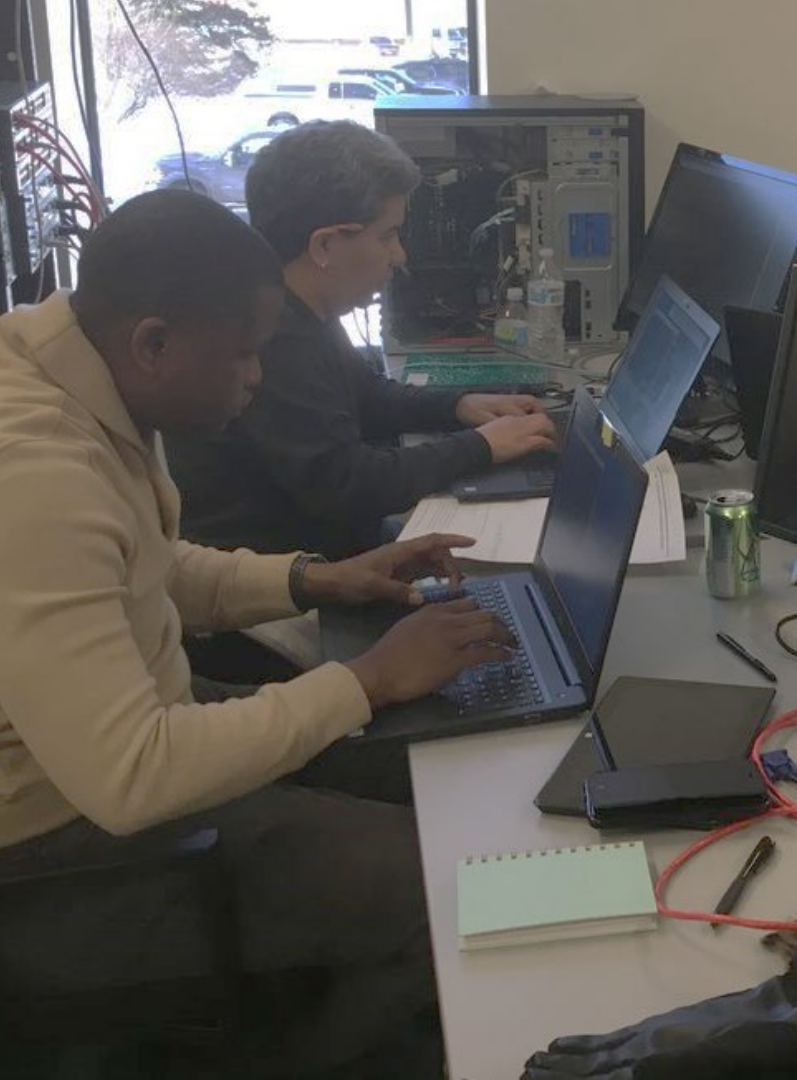
# PERSONAL LAPTOP COMPUTER

Technology is always moving—and so are you as students! We provide you with the tools you need to study on-the-go. IT Career Lab students receive a **free brand new laptop computer** upon completion of the program.

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# Dell Latitude 3500 Laptop

# IT Career Lab Backpack

# CAREER PLACEMENT

From job training to job placement, IT Career Lab offers it all in one package. As students, you'll receive our nationally-recognized Job Readiness Training and connections to exclusive hiring opportunities.

# You should know these computer basics before starting at IT Career Lab:

→**How to…**

- ☐ download a file

- ☐ find where a downloaded file was saved

- ☐ save-as

- ☐ install and uninstall a program

- ☐ run a basic search

- ☐ create and manage folders

- ☐ turn the camera and microphone on or off

- ☐ use safe online practices

# MICROSOFT 365: WINDOWS 10 MD-100 and MD-101 EXAM

**ABOUT**
This exam measures your ability to accomplish the following technical tasks: deploy Windows; manage devices and data; configure connectivity; and maintain Windows.

**OCCUPATIONS**
Help Desk Analyst, PC Refresh Technician, Desktop Support Specialist and more

**CLASS TIME:**
Six Weeks | 2.5 days per week
Monday and Thursday 8:30AM to 3:30PM and Fridays 1PM to 5PM

**CLASS SIZE:**
Around 12 students max

**CERTIFICATION EXAM**
Six weeks after start date

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# COMPTIA NETWORK+

## ABOUT
The CompTia Network + certification develops a career in IT infrastructure covering troubleshooting, configuring, and managing networks.

## OCCUPATIONS
Computer technician, Help desk technician, Network support specialist., Network administrator, Network analyst, Systems engineer, Systems administrator or analyst.

## CLASS TIME:
Four weeks | 2.5 days per week
Tuesdays and Wednesdays

## CLASS SIZE:
Around 12 students max

## CERTIFICATION EXAM:
Four weeks after start date

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# IT Career Lab Virtual Lab

→ Please review this information about Cisco's Packet Tracer:

  https://www.netacad.com/courses/packet-tracer

→ Discover and troubleshoot using powerful networking simulation tool.

# Remote Learning Must-Haves & Tips for Success!

→ **MUST-HAVES:**

- A reliable internet connection
- A computer with internet access and a webcam/microphone

   *(\*Note: Almost any computer with these items will be suitable for remote learning.)*

- A minimum download bandwidth of at least 2Mbps and an upload of 1Mbps is required.

→ **TIPS:**

- Packet Tracer and web browsers don't require much processing power.
  *Windows Users: A computer running Windows 10 or Windows 7 should work*
  *Mac Users: A Mac running 10.8 (Mountain Lion) should work*
- Test your network bandwidth here: https://www.speedtest.net/

   *(\*Note: Don't click on any of the ads!)*

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**Approximately 30% of IT Career Lab students are military veterans.**

In partnership with National Able Network, IT Career Lab offers flexible training in a multi-certification path for all active duty military personnel, veterans and military families and is post-9/11 GI Bill certified.

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# IT Career Lab Stats

**88%**
Program completion rate

**80%**
Of training participants
**earned one or more certifications**

**$18.37/hour**
Average **starting wage** for
IT Career Lab graduates

IT CAREER LAB

# FUNDING OPTIONS

# MAIN FUNDING OPTIONS

- MN Women in IT Grant

- WIOA Adult Program

- Dislocated Worker Program

- Minneapolis Pathways

- Self Pay Tuition Payment Program

# Grant Programs

- ## Minneapolis Pathways
  - → Resident of Minneapolis? (must verify with license or mail)? Low-income or underemployed?

- ## MN Women in IT
  - → Woman interested building career in the IT sector
  - → Minnesota Resident

- ## Dislocated Worker Program
  - → Were you recently laid off (last three years)?  Are you receiving Unemployment Insurance?

- ## Workforce Innovation & Opportunity Act (WIOA) Adult Program
  - → Unemployed? OR Low-income? (Based on family size and total income)

# Self Tuition Payment Program

→A down payment is required and can be paid electronically or by a mailed check.

→Scholarship opportunities are available.

→A payment plan will be set.

→Tuition must be paid in full by the end of the training.

→Includes the training, laptop, course materials, exams, etc.

# If you are already enrolled in WIOA/Dislocated Worker Program and working with an employment counselor, then….

1. Let us know!

2. Provide us with your employment counselor's contact info (name, phone, e-mail) and we will connect with them to share information and answer questions.

3. You WILL need to complete the North Star Assessments/TABE (if required).

4. You WILL NOT need to do the funding process.

# FUNDING PROGRAM ENROLLMENT PROCESS

# Step 1: Send Resume & Assessment(s) Results

Email your resume and your assessment results to:
[Minnesota@ITCareerLab.org](mailto:Minnesota@ITCareerLab.org)

The following assessments are required:

1. **TABE Test | Math/Reading Assessment**
   *(Note: waived for those with a bachelor's degree)*

   **2. North Star Assessment**
   *(Computer Skills Test: Internet Basics, Windows 10, Using E-mail)*

> Your Results

You've completed the assessment! After reviewing your results, close this browser tab/window to start another module.

## You Passed!

### 97.1 %

How is my score calculated?

🛡 Claim Badge    🖨 Print Results

| | |
|---|---|
| Timestamp: | Mar 13 2020, 3:36 PM |
| Record ID: | 7455227 |
| Code: | 4549a7f253fa |

| Correct (33 out of 34) | Incorrect (1 out of 34) |
|---|---|
| MASTERED SKILLS | SKILLS TO IMPROVE |

✓ Identify the different ways a person can connect to the internet.

✓ Demonstrate knowledge of browsers and identify commonly used browsers.

✕ Identify address bar and demonstrate understanding of its functionality.

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## You Passed!

### 91.7 %

| | |
|---|---|
| Timestamp: | May 4 2020, 12:16 AM |
| Record ID: | 7502980 |
| Code: | 5e96cd6e86ee |

| Correct (30 out of 34) | Incorrect (4 out of 34) |
|---|---|
| MASTERED SKILLS | SKILLS TO IMPROVE |

- Identify the different ways a person can connect to the internet.
- Demonstrate knowledge of browsers and identify commonly used browsers.
- Demonstrate familiarity with website structure (e.g., landing pages, internal pages).
- Identify top-level domains (e.g., .edu, .com, .org).
- Demonstrate understanding of how to use browser tools and settings to protect privacy (e.g., private browser windows, clearing search history, and declining to save passwords on shared computers).
- Identify ways to protect your devices (e.g., anti-malware software, recognizing possible virus attacks).
- Demonstrate to a website that you are a legitimate user using CAPTCHA or other verification methods.
- Fill out an online form.
- Identify common browser tools and icons (e.g., favorites, downloads, refresh, and back).
- Perform internet search using clear parameters (terms and filters).
- Demonstrate ability to scroll up and down a page and left and right on a page.
- Enable a specific pop-up window.
- Use shortcut keys, or menu or mousing equivalents, to support user experience on the web (e.g., zoom, find text).

- Demonstrate understanding of when it's safe and appropriate to share personal, private, or financial information (e.g., recognizing phishing attempts, identifying unsecured websites).
- Identify address bar and demonstrate understanding of its functionality.
- Identify and make use of common website interactions (e.g., play buttons, hyperlinks).
- Identify and work with tabs and windows.

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# Step 2: Find the Right Service Provider

Consider geography and employment status to determine what program (and service provider location) is right for you:

- Jewish Family & Children's Service of Minneapolis (Minneapolis Pathways)
- CareerForce Centers across the Twin Cities metro (WIOA and Dislocated Worker)
- Women's in IT Grant (Greg at IT Career Lab)
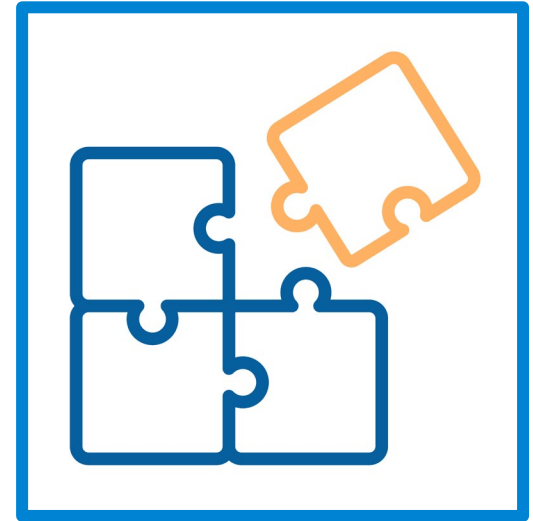
# Step 3: Fill Out Application

While visiting the provider location, fill out an application for your selected workforce program (e.g. Minneapolis Pathways, Women's In IT, WIOA Adult or Dislocated Worker)

*Response expected two weeks after application

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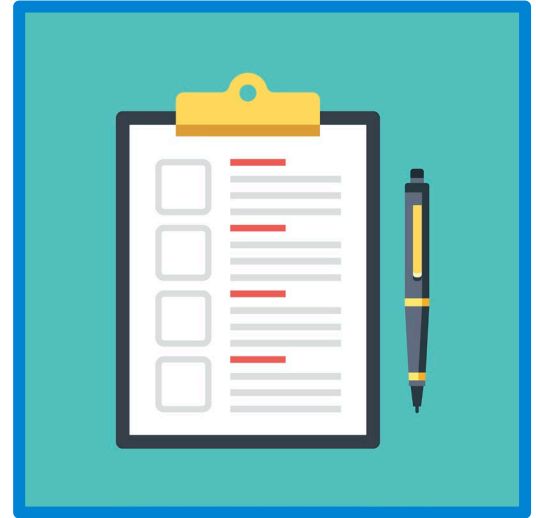
# Step 4: Meet with Career Counselor to Create Training & Employment Plan

Create training and employment plan, then get approval from your career counselor
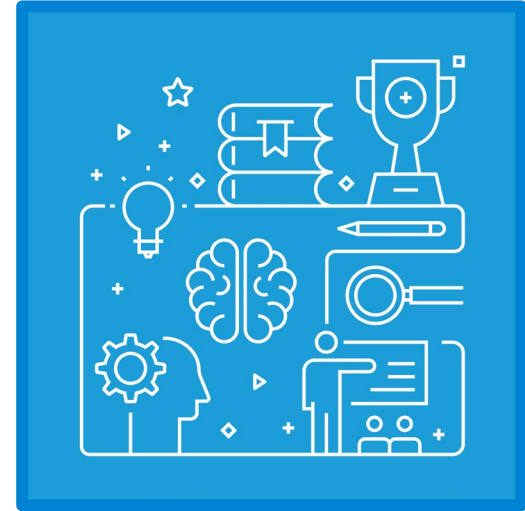
# Step 5: Receive Financial Award and Enroll in Training

Once training plan is approved (and funding awarded) it is time to enroll in the training program of your choice...hopefully IT Career Lab!

# Deadline Checklist

**Completed materials due by deadline are:**

❑ North Star Assessment Scores

❑ TABE test scores (for those who don't have a bachelor's degree)

❑ Resume

❑ Documents for your employment counselor (paperwork, requested ID's, etc).

   *(Please stay in direct communication with your counselor!)*

❑ Training and employment plan (if you're working with an employment counselor).

❑ Purchase orders, vouchers, student agreements, from you and your employment counselor **OR** down payment if you are a self funder.

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# Next Step(s)

→ Visit local provider (Career Force) or contact Jared directly for application information as each local provider has a different application process; Fill out application for workforce program.

→ Take Assessments (North Star & TABE) North Star can be taken remote and TABE must be taken onsite.

→ (Optional) Visit IT Career Lab class to meet instructor, see testing center, follow-up with IT Career Lab staff.

→ Refer any friends, family, or anyone who would be good fit and interested in IT Career Lab.

https://forms.gle/zXhxEFVNyC1Yr9Sq9

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# What will make you a successful student at IT Career Lab?

→ Having an interest in pursuing a career in the IT Field.

→ Having a passion and drive for learning IT.

→ Having an interest in trouble shooting and problem solving.

→ Having computer basics knowledge (previous slide).

→ Understanding systems managements on the machines (i.e. how to download a file and save it somewhere else).

→ Having a customer service orientation and mindset.

→ Previous experience solving technical issues for friends, families, and co workers, etc.

# Questions?

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