



TODAY'S TECHNOLOGY.

YOUR FUTURE.



Microsoft Imagine Academy

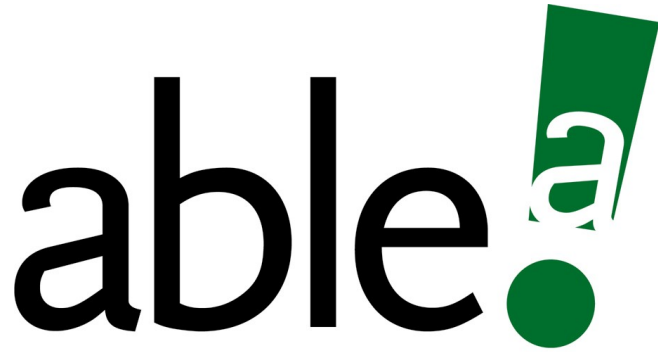


IT Career Lab is a division of National Able Network, Inc.

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.





National Able Network®

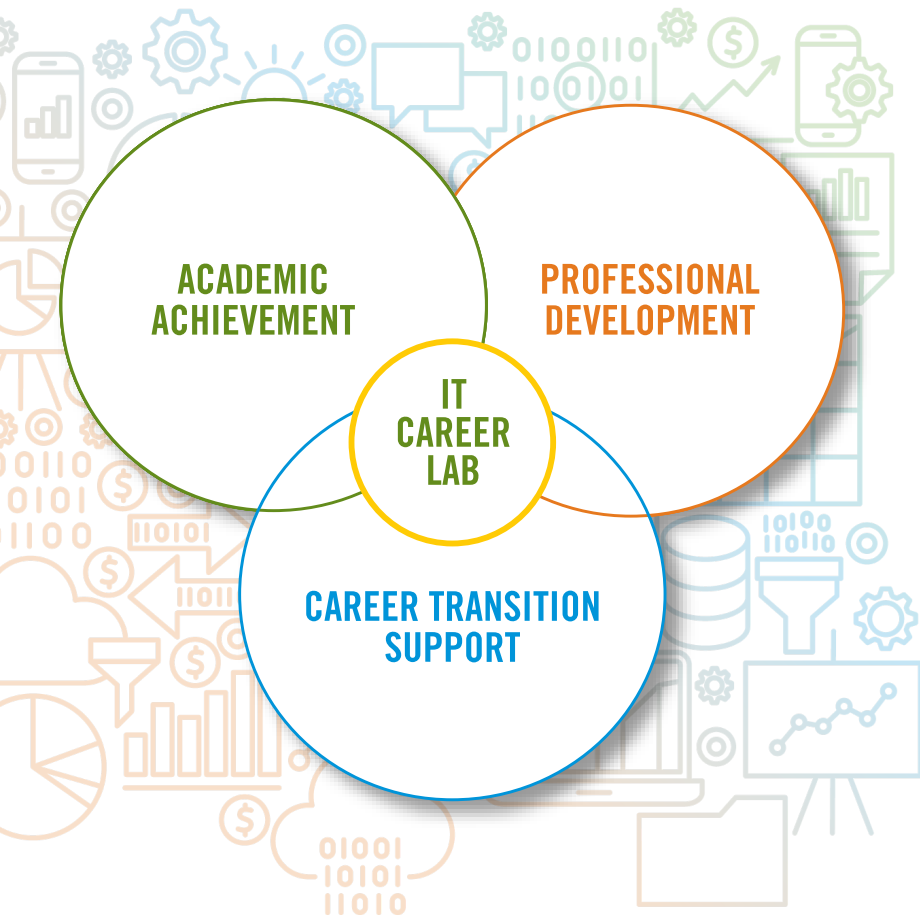
- Non-profit organization 501(c)3
- National Able is a workforce development agency.
- IT Career Lab is a branch of National Able and has been around since 2012.
- National Able has been around for 40 years.
- Help job seekers of all ages, skills and income levels achieve economic self-sufficiency through 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.



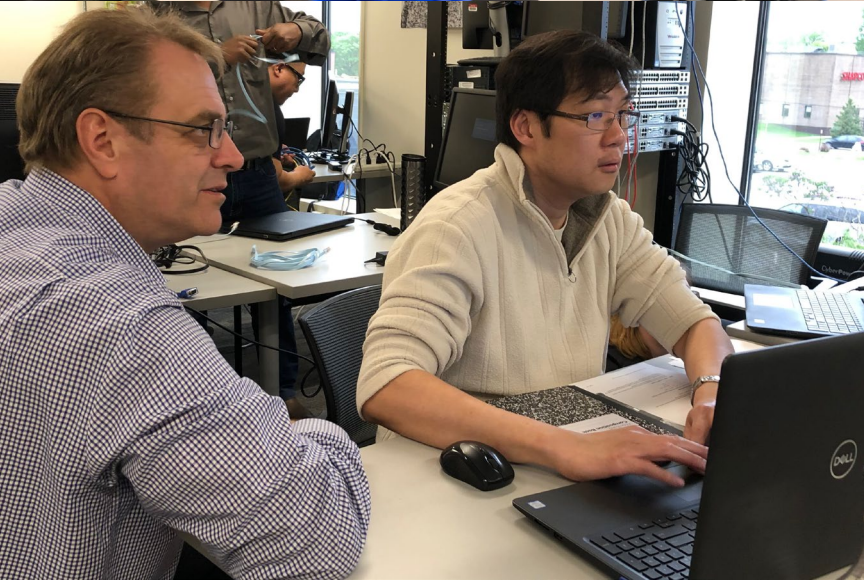


THE IT CAREER LAB ADVANTAGE

- Future Proof Your Career. All business depend on networking professionals now more than ever. Automation, Artificial Intelligence, Big Data, Internet of All Things Solutions.
- IT Is an evolving and growing field. IT Managers want individuals with certifications and key IT skills.
- 22% average salary difference between a certified and noncertified professional.
- 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.
- We really value in getting you those highly industry-recognized certifications as well as job placement after completion of program.
- Enhance your personal marketing materials (resume, LinkedIn, etc.) and build your professional profile.
- 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

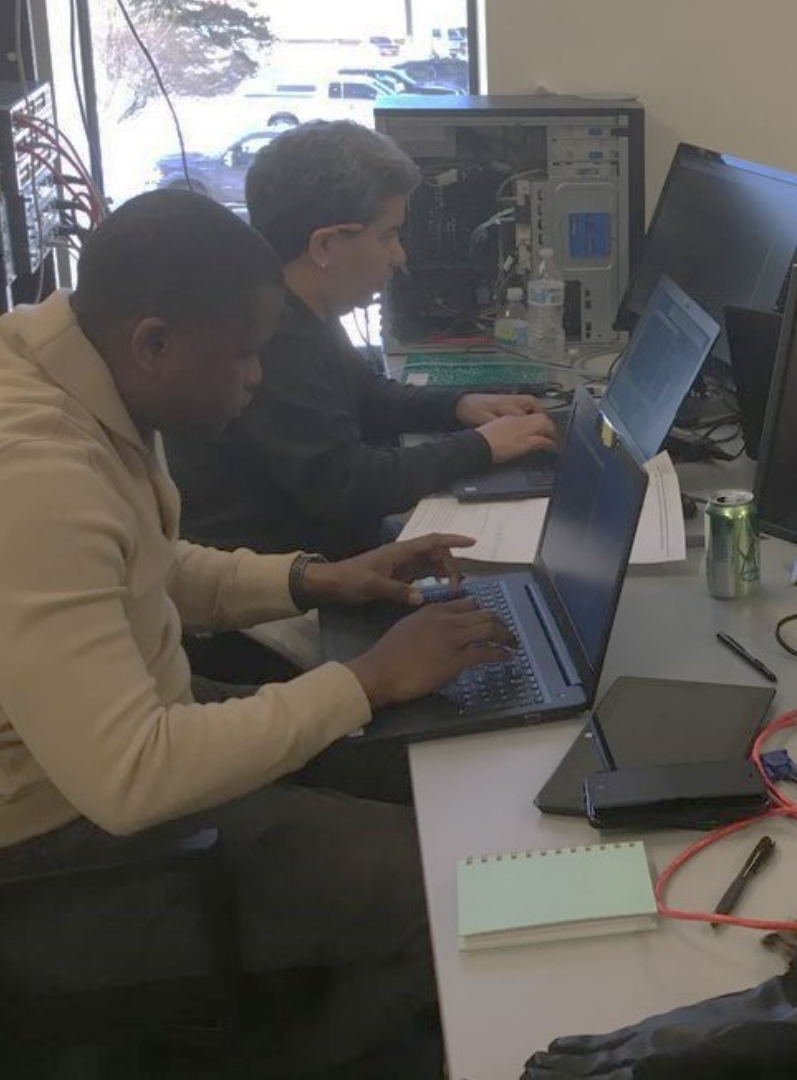
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HANDS-ON LEARNING

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.

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.



What is included for students at IT Career Lab?

- Two certifications | Microsoft and Comptia Network +
- Training by certified instructors
- Access to eBook and official online learning management systems
- Virtual and simulated lab access for each subject
- Multi-use practice exams focused on each certification
- Laptop
- One-on-one job placement services (e.g. detailed and resume review and career consultation)
- Job search skills workshop
- Exam for each certification plus one additional retake
- Alumni support services

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 8:30AM to 12:30PM

18 hours of training and up to 12 hours of outside course work a week

CLASS SIZE:

Around 12 students max

CERTIFICATION EXAM

Six weeks after start date



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 8:30AM to 3:30PM and Fridays 8:30AM to 12:30PM
18 hours of training and up to 12 hours of outside course work a week

CLASS SIZE:

Around 12 students max

CERTIFICATION EXAM:

Four weeks after start date

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!)*



Pearson
VUE

Authorized Testing Center

On-Site Certification Exams



IT Career Lab is a division of National Able Network.



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.

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

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

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?



Timestamp: Mar 13 2020, 3:36 PM

Record ID: 7455227

Code: 4549a7f253fa

Correct (33 out of 34)

MASTERED SKILLS

Incorrect (1 out of 34)

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.

You Passed!

91.7%

Timestamp: May 4 2020, 12:16 AM

Record ID: 7502980

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Correct (30 out of 34)

MASTERED SKILLS

Incorrect (4 out of 34)

SKILLS TO IMPROVE

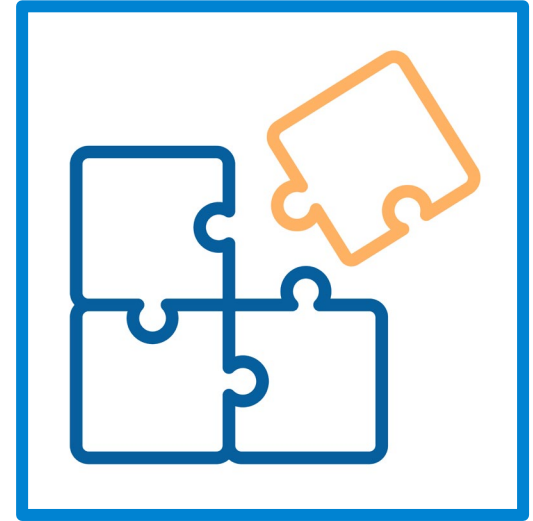
- Identify the different ways a person can connect to the internet.
- Demonstrate knowledge of browsers and identify commonly used browsers.
- Demonstrate familiarity with website structure (e.g., landing pages, internal pages).
- Identify top-level domains (e.g., .edu, .com, .org).
- Demonstrate understanding 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.

Step 2: Find the Right Service Provider

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

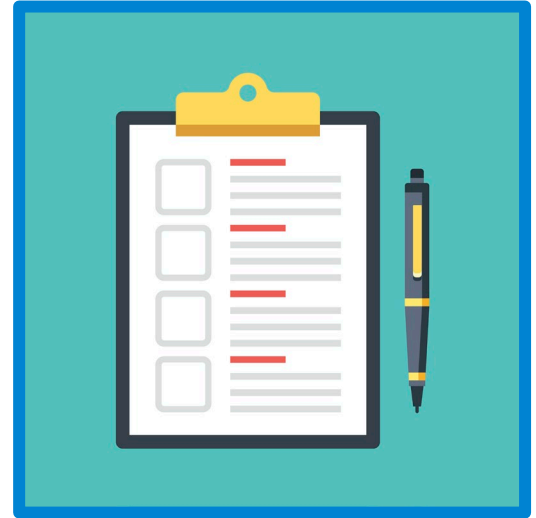
- Jewish Family & Children's Service of Minneapolis (Minneapolis Pathways)
- CareerForce Centers across the Twin Cities metro (WIOA and Dislocated Worker)
- Women's in IT Grant (Greg at IT Career Lab)



Step 3: Fill Out Application

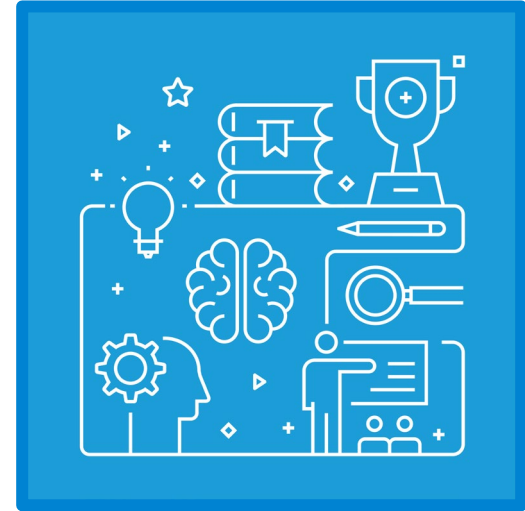
While visiting the provider location, fill out an application for your selected workforce program (e.g. Minneapolis Pathways, Women's In IT, WIOA Adult or Dislocated Worker)

*Response expected two weeks after application



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.

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?

If you have any friends, family, or anyone that you know would be a great fit for IT Career Lab, please refer them!

Remember to email your **resume** and your **employment status** to:

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