

**IT CAREER  
LAB**

**TODAY'S TECHNOLOGY.**

**YOUR FUTURE.**

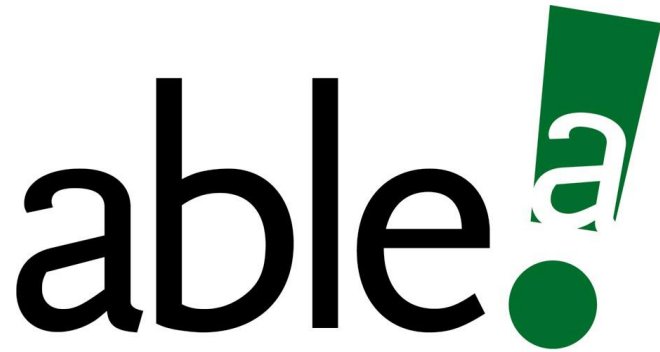


Microsoft Imagine Academy



National Able Network®

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



National Able Network®

- Non-profit organization 501(c)3
- National Able Network is a workforce development agency
- 76,000 job seekers served each year
- Headquartered in Chicago with locations throughout the country
- IT Career Lab (program of National Able Network) was created in 2012
- Minnesota location was added in 2018

# IT Career Lab is:



- A Certified Cisco Networking Academy
- WIOA Approved
- Member of the Minnesota Technology Association
- Licensed by the Office of Higher Education as a Private Career School
- Eligible MN DEED Training Provider (Listed as: “National Able Network – IT Career Lab”)

# IT Career Lab Location



- **Address:** 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.
- **Accessible via Bus:** Buses #705 and #14.

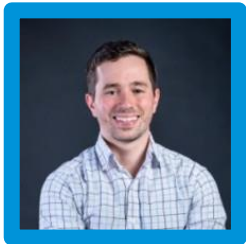


# IT Career Lab Program Staff



**Jared Fessler [he/him] – Education and Community Relations Manager**

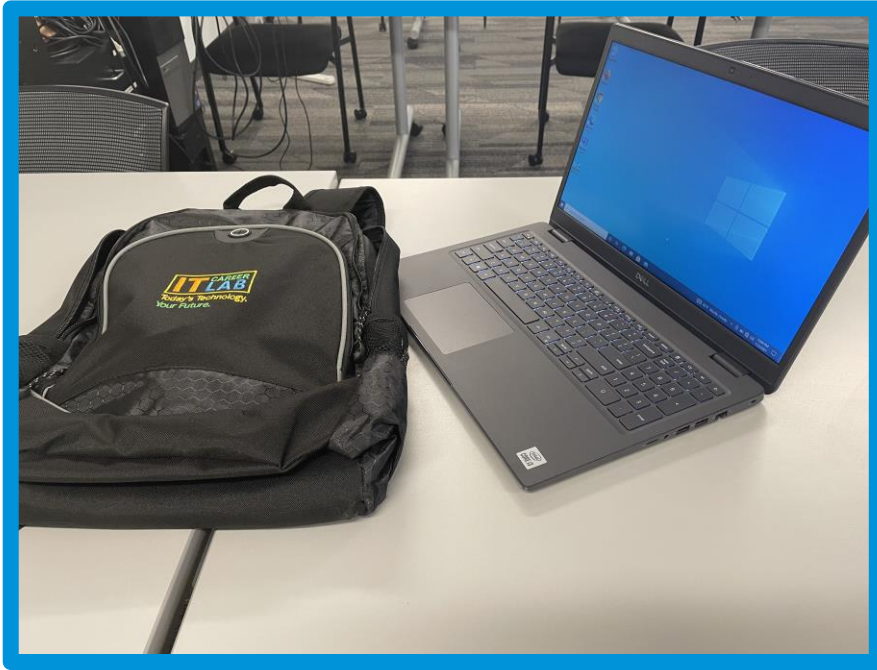
- Help individuals pursue IT training/careers
- Aid unemployed professionals in transition



**Greg Weaver [he/him] – Program Manager**

- 10 years experience developing training programs
- Connect students to networking, resources and support services

# What is included for students at IT Career Lab?



- ✓ Accelerated **Training** Programs (Cisco OR Microsoft/CompTIA Network+)
- ✓ Live 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
- ✓ One-on-one **job** placement services
- ✓ Detailed **resume** guidance and career consultation
- ✓ **Job search skills** via JUMPSTART award-winning workshops
- ✓ **Exam** for each certification PLUS one additional retake (if needed!)
- ✓ **Laptop** (with built in camera and microphone)
- ✓ Alumni **support**

# Job Search Guidance and Support | JUMPSTART Program



## MY SKILLS, MY GOALS: THE TARGETED JOB SEARCH

Define your career goals  
and develop a targeted  
job search plan tailored  
to you!



## THE ULTIMATE GUIDE TO RESUMES

Update your resume with  
assistance from our  
career experts!



## INTRODUCTION TO SOCIAL MEDIA

Understand and safely  
use social media for  
personal and  
professional growth!



## LINKEDIN: MAXIMIZE YOUR PROFESSIONAL POTENTIAL

Develop and perfect your  
professional LinkedIn  
profile to maximize your  
full networking potential!



## INTERVIEW SUCCESS: ALL THE ANSWERS

Prepare for your next  
interview with tips and  
techniques that will help  
you stand out!



## INTRODUCTION TO NETWORKING

Practice networking skills  
to reach your personal  
and professional goals!

- One-on-one resume review and job search support
- Exclusive hiring and networking opportunities
- LinkedIn Workshop

# Before starting at IT Career Lab, you should be able to:

- ✓ Create and manage computer files and folders via Windows Operating System
- ✓ Download and locate a file; Save-as various file types (e.g. PDF, .docx, .jpeg, etc.)
- ✓ Manage a Windows Desktop (maximize, minimize, resize, restore & closes windows)
- ✓ Use safe online practices
- ✓ Install and remove programs
- ✓ Run web searches in various browsers with various search engines
- ✓ Operate a web camera and microphone during online meetings (Zoom, Teams, GoToMeetings, etc.)



# What experiences are helpful prior to attending IT Career Lab?

- **MUST** have:
  - Willingness to work in IT sector for your career
  - Interest in computer networking
    - Internet Protocol (IP) Addressing; Routing and Switching, etc.
  - Interest in developing Windows Operating System Management Skills
    - Beyond simple user skills
      - For example:
        - » [ActiveDirectory](#)
        - » [PowerShell Commands](#)
- Nice to have:
  - Prior IT sector experience (professional)
  - Personal experience troubleshooting computer or network issues at home
  - CompTIA A+ Certification (or related IT certifications)

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

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Having a customer service orientation and mindset.

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Interest in computer networking and operating system management

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Interest in working entry-to-mid-level IT jobs – e.g. Help Desk Technician

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We require 90% attendance throughout each class. Make sure your schedule is cleared.

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Making sure you can commit to 30 hours a week dedicated to IT Career Lab (includes class time and studying).

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You can spend 6-8 hours per day (or more) on a computer for class and your future work.

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Strong computer navigation and troubleshooting skills

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Previous experience solving technical issues (at home or professionally).



# MICROSOFT 365 MODERN DESKTOP ADMINISTRATOR

## 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 | 4 days per week

Monday through Thursday 8:00AM to 12:30PM

18 hours of live classroom training and an average of 12 hours outside course work a week

### CLASS SIZE:

Around 12 students' max

### CERTIFICATION RENEWAL:

Every year and the renewal assessment is no cost

### CERTIFICATION EXAM:

Six weeks after start date

### MORE INFORMATION ON MICROSOFT 365 MODERN DESKTOP CERTIFICATION:

<https://docs.microsoft.com/en-us/learn/certifications/m365-modern-desktop>

# 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

## CLASS TIME:

Four weeks | 2.5 days per week

Tuesdays and Thursday 8:30AM to 3:30PM and Fridays 1PM to 5PM

18 hours of live classroom training and an average of 12 hours outside course work a week

## CLASS SIZE:

Around 12 students' max

## CERTIFICATION RENWAL:

Every three years

## CERTIFICATION EXAM:

Four weeks after start date

## MORE INFORMATION ON COMPTIA NETWORK +:

<https://www.comptia.org/certifications/network>

# CISCO CERTIFIED NETWORKING ASSOCIATE [CCNA]

## **ABOUT:**

The CCNA validates your skills and knowledge in network fundamentals, network access, IP connectivity, IP services, security fundamentals, and automation and programmability.

## **OCCUPATIONS:**

Network Administrator, Network Engineer, Network Specialist and more!

## **CLASS TIME:**

12 Weeks | 2.5 days per week

Monday and Wednesdays | 8:30AM to 3:30PM and Friday 8:30AM to 12:30PM

18 hours of live classroom training and an average of 12 hours outside course work a week

## **CLASS SIZE:**

Around 12 students' max

## **CERTIFICATION RENEWAL:**

Every three years

## **CERTIFICATION EXAM:**

12 weeks after start date

## **MORE INFORMATION ABOUT CCNA:**

<https://bit.ly/3bNHJRX>

# On-Site Certification Exams



**Authorized Testing Center**



IT Career Lab is a division of National Able Network.

# IT Career Lab Stats



**95%**

Program completion rate



**96%**

Of training participants  
earned one or more certifications



**\$19.82/hour**

Average **starting wage** for  
IT Career Lab graduates

# Minnesota IT Career Lab Graduates Have Obtained Jobs at:





# Job Placement Expectation After Completing IT Career Lab

- ✓ Career growth in a short-time is possible in the IT sector, and more likely than in many other sectors.
- ✓ IT certification is CRITICAL to a successful IT job search and career development.
- ✓ IT certifications and experience are BOTH considered when determining your wage.
- ✓ IT Career Lab does not (and cannot) guarantee job placement – it takes significant work and focus on the part of our students.
- ✓ National Able Network focuses on enhancing YOUR job search and expanding your network.

Visit our blog for Success Stories:  
[www.ITCareerLab.org/Tech-Bytes](http://www.ITCareerLab.org/Tech-Bytes)

# MAIN FUNDING OPTIONS

- IT Career Lab is the training provider and partners with organizations that provide funding various federal, state, and local grants.
- Speak with our Education Manager to determine the grant that is right for you!
- Approval can take 3-6 weeks, depending on the grant. Grants, once approved, typically cover 100% of costs.



- Various grants from MN DEED
- WIOA Adult Program
- Dislocated Worker Program
- Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T)
- Veterans Affairs Education Benefits (e.g. Post 9/11 G.I. Bill Funds)

## Grant Eligibility Determined By:

- Employment Status
- Yearly income level
- Residency (city/state/zip code)
- Identity (veteran, gender, BIPOC)



# FUNDING APPLICATION PROCESS

# Step 1: Complete Funding Assessment

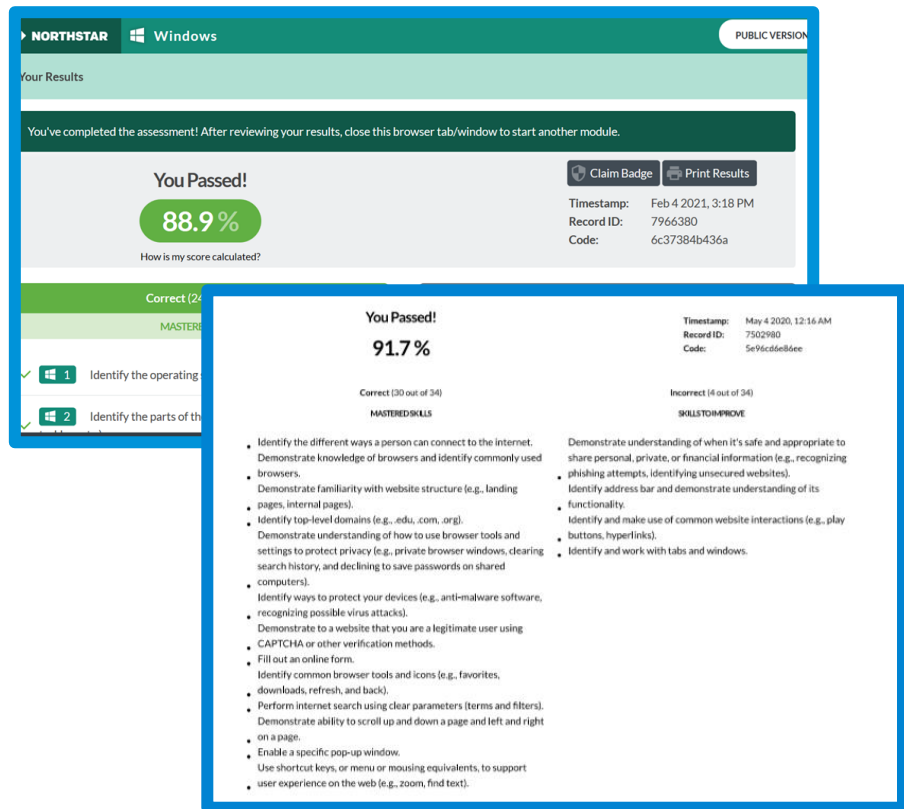


- Complete the IT Career Lab (Minnesota) – Funding Assessment Questionnaire

[Link here - https://bit.ly/2ZYDksN](https://bit.ly/2ZYDksN)

- Treat this like a job application
- Be very detailed and thorough

# Step 2: Complete North Star Assessment



Take Assessment from a PC Computer ONLY.  
Assessment can only be taken ONCE each day.

## To Save Scores from North Star Assessment:

- Option 1:** Take a screen shot or picture with your phone. Note: Assessment name and score must be visible.
- Option 2:** Save as a PDF. Select file > print > save as > PDF. Note: Assessment name and score must be visible.

## Step 3: Submit Resume and North Star Scores

- Send your resume AND preferred training start date to Jared Fessler ([jfessler@itcareerlab.org](mailto:jfessler@itcareerlab.org))
- In that same email, please attach your North Star Assessment Scores (see Step 2).

# IT CAREER LAB MN GOOGLE REVIEWS

- I had an amazing learning experience in this place. If you're looking to enhance your resume or start your career in technology, I highly recommend IT Career Lab. – Sonia R.
- Everyone is friendly, helpful and committed to your success. I never felt like I was alone in my endeavors. - Joe D.
- Wonderful program! Within five months I had two certifications. I highly recommend them. – William N.
- All the staff were wonderful. They were always looking for ways to make sure we got as much as we could from the program – looking for local resources to help with employment after completing classes, marketing our experience and skills to employers, etc. – Ben T.
- Fast paced and very informative. Easy to learn for those who are new to the IT field. – Ge T.

Visit our google reviews: <https://bit.ly/3r6ufH3>

# Questions?

**Please visit:**

[www.itcareerlab.org/minnesota](http://www.itcareerlab.org/minnesota)

OR

**Contact us:**

[Minnesota@ITCareerLab.org](mailto:Minnesota@ITCareerLab.org) | 855-994-8300

