

# IT CAREER LAB

TODAY'S TECHNOLOGY.

YOUR FUTURE.



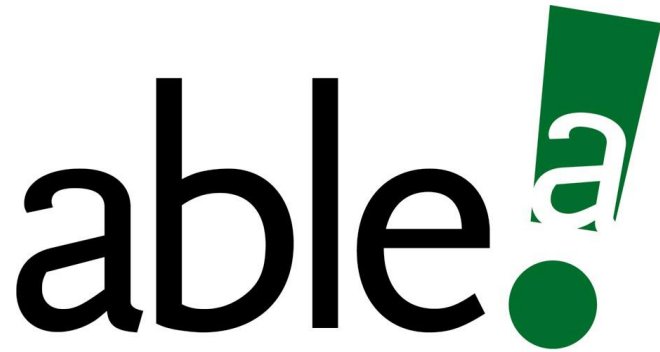
Microsoft Imagine Academy



National Able Network®

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

National Able Network, Inc. is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.



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”)

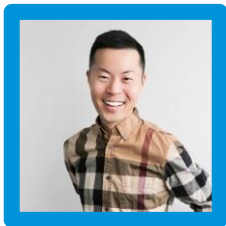
# IT Career Lab Location



- **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.

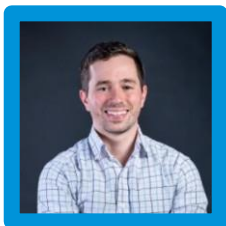


# IT Career Lab Program Staff



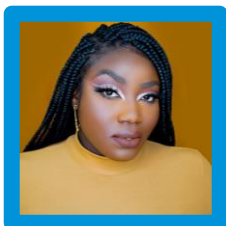
**Jared Fessler [he/him] – Admissions Manager**

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



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

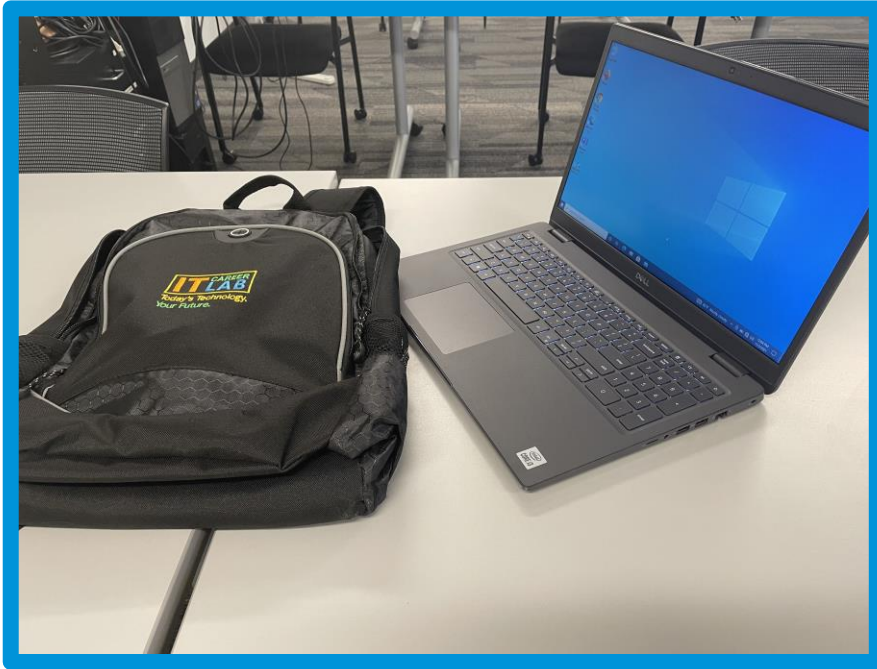
- 10 years experience developing training programs
- Connect students to networking, resources and support services



**Ama Asantewaa [she/hers] – Account Manager**

- Professionally coaches job seekers on best practices for interviewing, salary negotiation and overall job search.
- Presents qualified candidates for the available positions

# 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 (Testout LabSim for CompTia Network + and Skillable for Microsoft).
- 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 with our National Able training team.
- **Exam** for each certification PLUS one additional retake (if needed!)
- **Laptop** (with built in camera and microphone)
- Alumni **support**

# 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).

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# 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 SCHEDULE:

Six Weeks | 4 days per week

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

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 and more

## CLASS SCHEDULE:

Four weeks | 2.5 days per week

Tuesdays and Thursday 8:30 AM to 3:30 PM and Fridays 8:30 AM to 12:30 PM

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 with a cost

## 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 SCHEDULE:**

11 Weeks | 2.5 days per week

Monday and Wednesdays | 8:00 AM to 4:00 PM and Friday 9:00 AM to 1:00 PM **OR** Tuesday and Thursdays 8:00 AM to 4:00PM and Friday 1:00 PM to 4:00 PM (depends on start date)

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 with a cost

## **CERTIFICATION EXAM:**

11 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 school and training provider. We partner with organizations that provide funding through various federal, state, and local grants.
- Complete the IT Career Lab application 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.
- If you are already in one of the programs below, please let us know and send us your contacts information (name, phone, e-mail).



- 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 the IT Career Lab Application



- Complete the IT Career Lab (Minnesota) – Application

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

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



## Step 2: Submit Resume

- Send your resume to:  
[minnesota@ITCareerLab.org](mailto:minnesota@ITCareerLab.org)



# Step 3: Complete the IT Essentials Final Exam



Take Assessment from a computer **ONLY**. You will receive a separate e-mail with step-by-step instructions on taking the assesment.



Assessment can only be taken **ONCE**, must be taken within seven days of receiving. Default is you will receive the assesment today. If you need to delay for any reason, please let me know.



We will register you for the assessment. The assessment will be e-mailed to you by the Cisco Networking Academy with “[ **External** ] **Course Enrollment Notification**” in the subject line of the e-mail and will be sent from [noreply@netacad.com](mailto:noreply@netacad.com) (please check all e-mail folders).



We do not expect you to know everything on the assesment. The assesment will give you a good idea of what materials are covered in our training and give us an idea of what you already know.

# Steps 1, 2, and 3 must be completed for application to be considered complete.

1. IT Career Lab Application
2. Submit Resume
3. Complete IT Essentials Final Exam via Cisco Net Academy

# 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?

*If you're interested in attending IT Career Lab, please complete the application and send your resume.*

**Next Start Date:**

There are two enrollment start dates every other month through the end of the year (e.g. two in April, two in June, etc.) Students can start with any future enrollment date not yet filled. Students can only be enrolled in one training unit at a time. Start dates are subject to change.

**Visit:**

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

OR

**Contact us:**

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

*National Able Network/ IT Career Lab is an equal opportunity organization and prohibits discrimination/harassment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

**LOVE | RESPECT | FREEDOM | TOLERANCE | EQUALITY | PRIDE**



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