

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.

1000+ Credentials
Earned!

- Cisco
- Microsoft
- CompTIA



The CompTIA logo, consisting of a red square with the word "CompTIA." in white text, is centered within a white circle with a gray border.



Minnesota IT Career Lab Graduates Have Obtained Jobs at:





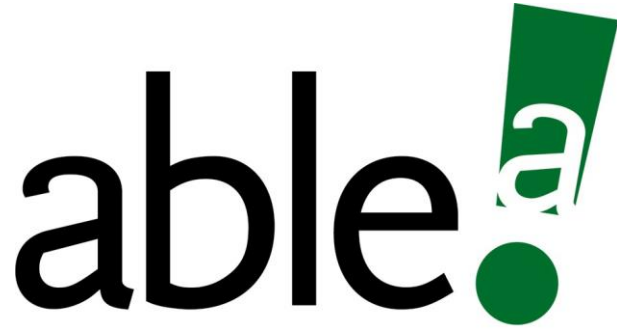
Employer	Employment Job Title
Minnesota IT Services	Service Desk Infrastructure
Medtronic	Helpdesk Support
Best Buy Corporation	Compliance and Monitoring Analyst
Data Recognition Corporation	Help Desk Support
Fairview Hospital	Help Desk
United Health Group	Systems Analyst - Security Specialist
Buffalo Wild Wings	POS Implementation Specialist





IT Career Lab Courses & Certifications

- Deploy Windows; manage devices
 - Microsoft 365: Modern Desktop Admin Associate
- Computer Networking
 - CompTIA Network+
- Information Technology 101



National Able Network®

- Non-profit organization 501(c)3
- Help job seekers of all ages, skills and income levels achieve economic self-sufficiency through employment
- Matchmaker between job seekers and employers
- Created IT Career Lab in 2012 (brought to MN 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.

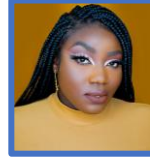


IT Career Lab Program Staff



Chris Hunigan [he/him] – Recruitment & Admissions Consultant

- 10+ years of experience in workforce development and tech training
- Connect students to new, successful opportunities



Ama Asantewaa [she/hers] – Business Services Representative

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



Greg Weaver [he/him] – Program Director

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

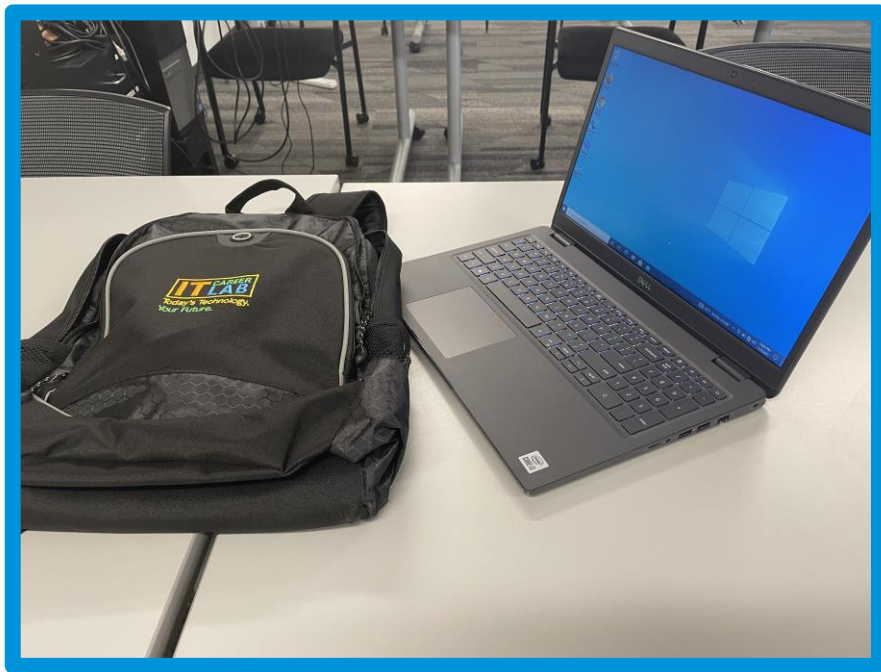


Kirsten Christensen [she/hers] – Program Based Career Coach

- Guide students through successful IT training
- On site Pearson VUE Test Administrator



What is included for students at IT Career Lab?



- Accelerated **Training** Program (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 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?

Having a customer service orientation and mindset.

You may feel overwhelmed the first few weeks, but remember to keep reading and studying – students often surprise themselves with how much they learn.

Interest in working entry-to-mid-level IT jobs – e.g. Help Desk Technician as well as computer networking and operating system management

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

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

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

Strong computer navigation and troubleshooting skills

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



MICROSOFT 365 MODERN DESKTOP ADMINISTRATOR MD-100 & 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:

Five 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:

Five weeks after start date

MORE INFORMATION ON COMPTIA NETWORK +:

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

ITIL v4 Foundation

ABOUT:

Foundation is for anyone who needs to understand the key concepts of IT and digital service delivery, and who is interested in helping their organization embrace the new service management culture. It is for professionals at the start of their ITIL 4 journey or people looking to update their existing ITIL knowledge.

CLASS SCHEDULE:

One Week | 4 days per week OR 3.5 days per week

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

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

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

CLASS SIZE:

Around 12 students max

CERTIFICATION RENEWAL:

You do not need to renew the certification

CERTIFICATION EXAM:

One week after start date

MORE INFORMATION ON MICROSOFT 365 MODERN DESKTOP CERTIFICATION:

<https://www.axelos.com/certifications/itil-service-management/what-is-it-service-management>

On-Site Certification Exams



Authorized Testing Center



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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** guarantee job placement; it takes significant work and focus on the part of our graduates.
- ✓ National Able Network focuses on enhancing **YOUR** job search and expanding your network.

Visit our Tech Bytes Blog for Success Stories:
www.ITCareerLab.org/Tech-Bytes

MAIN FUNDING OPTIONS

- IT Career Lab is the school and training provider. Participants can self pay, have a referring counselor pay for the training, or qualify for grant funding.
- Complete the IT Career Lab application to determine what grant is right for you!
- The grant is a **separate** application and process. Approval can take 3-6 weeks, depending on the grant. Grants, once approved, typically cover 100% of costs.
- You may be eligible for **multiple grants** and in some cases, you will have to attain a few different grants that would then cover 100% of the cost.
- If you are already in one of the programs below, please let us know and send us your contact's information (name, phone, e-mail).

Grant Information:

- 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 is Determined By:

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

FUNDING APPLICATION PROCESS

Participants of IT Career Lab must have the following:

- Must be 18+ years of age.
- Participants must have a valid government issued photo ID and social security card.
- Participants must be eligible to work in the United States.



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

Step 3: Literacy Exam



This exam is required to be completed by anyone without a college degree.



The exam can be taken on-site or virtual but must be scheduled with our staff member.



Please plan to block out three hours to complete the exam.



Once the exam is completed, we will move forward to the next steps.

Step 4: Complete the IT Assessment



A link to the IT assessment will be shared with you. The link can also be found as Step #3 in the IT Career Lab application. Please complete the IT assessment without any notes, research, or studying beforehand.



This is simply one component of your overall IT Career Lab application, not the main deciding factor in admission into the program.



You are not expected to know all the answers, as much of this material will be covered in class.



Please **DO YOUR BEST**, as we hope to get the most accurate understanding of where your technical knowledge and skills are at currently.

ALL Steps (1-4) MUST be completed for application to be considered complete.

1. IT Career Lab Application
2. Submit Resume
3. Literacy Exam (*waived for individuals with college degree*)
4. Complete IT Assessment

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, assesment, 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.

Minnesota Resource Landing Page (Save this link):

www.itcareerlab.org/minnesota

Why Get Certified?

https://www.cisco.com/c/dam/en_us/training-events/certifications/get-certified.pdf

Contact us:

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