MINNESOTA TECH FOR SUCCESS

DIGITAL EQUITY FOR ALL

MINNESOTA TECH FOR SUCCESS, 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.

MINNESOTA TECH FOR SUCCESS IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM PROVIDER.

MINNESOTA TECH FOR SUCCESS (MTFS) LOCATION

Address:
504 Malcolm Ave SE, Suite 100 Minneapolis, MN 55414
(located in the Midway Business Center on the SE Malcom Ave side).

Free onsite parking.

Public Transportation Information:

Metro Transit Light Rail:
Green Line Prospect Park Station

Metro Transit Bus Routes:
63 Berry St & University Ave
33 University Ave SE and Malcolm Ave SE
30 University Ave and Berry St

Computer Donations and Equipment Sales:
7:30 AM to 3:30 PM Monday – Friday.

MTFS Learn:
Office visits are by appointment only 9:30 AM to 2:00 PM Tuesday – Thursday
Classes are various times from Monday – Thursday.

We are closed on weekends and select holidays.

MINNESOTA TECH FOR SUCCESS MISSION AND VALUES

Our Mission:

Minnesota Tech for Success creates digital equity for students by partnering with schools and educational organizations to provide technology access, engaging STEM programming, and IT workforce development in underserved communities.

Our Values:

Digital Inclusion: We believe that everyone deserves access to technology to thrive in today's digital world.

Community Connection: We believe in being rooted in our community to give the best help we can to those who need it.

Sustainability: We believe that digital inclusion and environmental sustainability go hand in hand, and work to provide top-tier resources while recycling responsibly.

ABOUT MINNESOTA TECH FOR SUCCESS

- Non-profit organization with 501(c)3 status
- Operating for over 25 years (formerly known as Minnesota Computers for Schools)

Services offered:

- Training and certifications
- Technology recycling and refurbishment
- Affordable technology sales

ABOUT MTFS LEARN

MTFS Learn Mission: Assisting job seekers of all ages, skills, and income levels in achieving economic self-sufficiency through training, certifications, and career pathways.

- 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 "Minnesota Tech for Success")
- CompTIA Authorized Partner
- North Star Digital Literacy Training Location

MTFS LEARN STAFF

- Jared Fessler | MTFS Learn Recruitment and Retention Manager
- Peter Everette | MTFS Learn Training Navigator
- Esther Kearney | MTFS Learn Instructor
- Sajaa Taleb | MTFS Learn Instructor
- Lindsey Frette | MTFS Learn Instructor
- Chad Phaengdara | Data & Programs Coordinator
- Madison Hughes | Marketing and Communications Specialist

MINNESOTA TECH FOR SUCCESS
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MINNESOTA TECH FOR SUCCESS COURSES & CERTIFICATIONS

Classes are offered in various formats, including live instructor-led, in-person, virtual, and self-paced. Schedules vary by class and are subject to change. To view upcoming classes, please check **here.**

- **Computer Essentials** | Introductory Beginner
  - Internet Skills
  - Using Email
  - What is an Operating System?
- **Software Essentials** | Introductory Beginner
  - Microsoft Word Office
  - Microsoft Excel Office
  - Microsoft PowerPoint Office
- **CompTIA Tech +** | Beginner
- **HTML & CSS Fundamentals** | Beginner
- **JavaScript for the Web** | Intermediate
- **Advanced Microsoft Office** | Intermediate
- **CompTIA A+** | Intermediate | Cert. Renewal Every 3 Years From Exam Date
- **CompTIA Project+** | Intermediate | Cert. Renewal Every 3 Years From Exam Date
- **CompTIA Data +** | Intermediate | Cert. Renewal Every 3 Years From Exam Date
- **CompTIA Network+** | Advanced | Cert. Renewal Every 3 Years From Exam Date
- **CompTIA Security+** | Advanced | Cert. Renewal Every 3 Years From Exam Date
- **CompTIA DataX** | Advanced | Cert. Renewal Every 3 Years From Exam Date

It is recommended to take the course that best fits with your current technology skill level. Intermediate and advanced courses have prerequisites.

MTFS ON-SITE CLASSROOM FOR IN-PERSON CLASSES

In-person classes have a maximum capacity of 12 students, while virtual classes can accommodate up to 30 students maximum.

WHAT TRAINING IS THE BEST FIT FOR YOU BASED ON SKILL LEVEL:

Introductory Beginner: little or some knowledge of basic computer operation, internet browsing, and using email.

Beginner: may include everything in Introductory Beginner and includes knowledge of Microsoft Office suite and applications such as Excel, PowerPoint, Word, as well as basic understanding of components and peripherals of a computer.

Intermediate: may include everything in the previously mentioned skills, as well as foundational knowledge in coding/programming and/or building & troubleshooting a computer.

Advanced: may include everything in the previously mentioned skills, as well as substantial knowledge in networking & IT security, and/or application development deployments.

WHAT WILL MAKE A SUCCESSFUL STUDENT AT MINNESOTA TECH FOR SUCCESS?

- Taking the MTFS course that best aligns with your current technological skill set.
- Maintain a customer service-oriented mindset.
- Be prepared for course materials and understand the value of continuous learning.
- Show an interest in entry-to-mid-level IT positions like Help Desk Technician, computer networking, and operating system management.
- Attend each class with a minimum 90% attendance requirement.
- Clear your schedule to commit to up to 25 hours per week for both class time and self-study.
- Be ready to spend at least 6-8 hours per day, or more, on a computer for classes and future work.

BEFORE STARTING AT MTFS LEARN YOU SHOULD KNOW HOW TO...

✓Create and manage computer files and folders using the Windows Operating System.

✓Download and locate files; Save files in various formats (e.g., PDF, .docx, .jpeg, etc.).

✓Manage a Windows Desktop, including actions like maximizing, minimizing, resizing, restoring, and closing windows.

✓Practice safe online habits.

✓Install and uninstall programs.

✓Perform web searches in different browsers using various search engines.

✓Operate a web camera and microphone for online meetings (Zoom, Teams, GoToMeetings, etc.).

If you're unsure about these tasks, it's required to start with our Introductory Beginner courses.

WHY DO YOUR COMPTIA CERTIFICATION THROUGH US?

- Accelerated Training Program for various CompTIA Certifications.
  - IT Fundamentals + is required prior to taking CompTIA A+
  - CompTIA A+ is required prior to taking CompTIA Network + and CompTIA Security +
- Independent study options for CompTIA courses are available, including IT Fundamentals+, A+, Network+, and Security+. Network +, Security +, Data +, Project +, DataX
- 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
- Exam voucher for each certification
  - Exams for each CompTIA course is administered and proctored through Pearson Vue Testing Centers located throughout Minnesota. Pearson Vue also offers a virtual testing option.

MTFS COMPTIA INDEPENDENT STUDY COURSES

We offer the following courses as independent study:

- Tech +, CompTIA A+, CompTIA Network+, and CompTIA Security+, Project +, Data +, and DataX
- Tech + is required prior to taking CompTIA A+
    - CompTIA A+ is required prior to taking CompTIA Network + and CompTIA Security +

Independent Study is ideal for learners who prefer to study independently.

This virtual program, provided through CompTIA, includes:

- Strengths and Weaknesses Assessment
- Lessons
- Performance-Based Questions (PBQs)
- Labs
- Practice Assessments
- Flashcards
- Game Center
- Additional Resources
- Instructor support
- One exam voucher is included where you will complete the exam through Pearson Vue onsite or virtual

Please note that a Windows PC (laptop or desktop) is required for the course.

CAREER PATHWAYS YOU CAN GO INTO WITH EACH CERTIFICATION:

- **Computer Essentials** | Introductory Beginner | This hands-on course prepares you to navigate and use computers effectively in both personal and professional settings.
- **Software Essentials** | Introductory Beginner | This hands-on course prepares you to navigate and use computers effectively in both personal and professional settings.
- **CompTIA Tech +** | Beginner | This hands-on course prepares you to navigate and use computers effectively in both personal and professional settings.
- **HTML & CSS Fundamentals** | Beginner | Software Developer and Web Design
- **JavaScript for the Web** | Intermediate | Software Developer and Web Design
- **Advanced Microsoft Office** | Intermediate | This hands-on course prepares you to navigate and use computers effectively in both personal and professional settings.
- **CompTIA A+** | Intermediate | Help Desk Technician, IT Specialist, Field Service Technician, IT Support Manager, Business Analyst, Data Support Technician, MSP Personnel, IT Server Technician, Technical Support Specialist
- **CompTIA Data +** | Intermediate | Data Architect, Data Analyst, Business Analyst, Reporting Analyst, Operations Analyst, Marketing Analyst
- **CompTIA Project+** | Intermediate | IT Project Manager, Project Coordinator, IT Support Manager, Business Analyst, IT Support Manager
- **CompTIA Network+** | Advanced | Tier II Support Technician, IT Support Manager, Network Administrator, Systems Administrator, Data Center Technician
- **CompTIA Security+** | Advanced | Cloud Penetration Tester, Network Security Operations, Penetration Tester, Network Security Analyst, Web App Penetration Tester, Security Architect
- **CompTIA DataX** | Advanced | Data Scientist

EXPECTATIONS AFTER COMPLETING MINNESOTA TECH FOR SUCCESS

- Rapid career advancement is highly likely in the IT sector compared to other industries.
- IT certifications are crucial for a successful IT job search and career development.
- Both IT certifications and practical experience influence your salary.
- Job placement isn't guaranteed by Minnesota Tech for Success; it requires significant effort and dedication from graduates.
- Please visit here for MTFS alumni resources.

MAIN FUNDING OPTIONS

- A combination of public and private grants allows the majority of MTFS*Learn* students to enroll in training at no cost. For students currently enrolled in MNBenefits, Minnesota Tech for Success is WIOA-approved and can be found on the Eligible Training Provider List (ETPL). Speak with your employment counselor about co-enrolling to support this MTFS training.

- Minnesota Tech for Success serves as a school and training provider. Participants have various payment options, including self-payment, having a partner organization cover the training costs, or qualifying for grant funding. For our grant partners or students looking to self-fund, our course prices can be found here.

- To determine the right grant for you, please complete the Minnesota Tech for Success application. The grant application is a separate process. Approval timelines can range from 3 to 6 weeks, depending on the specific grant. Typically, once approved, grants cover 100% of the training costs.

- It's important to note that you may be eligible for multiple grants. In some cases, several different grants through our grant partners may cover the full 100% of the training expenses.

- **The funding process must be completed entirely before enrolling at MTFS.**

REQUIREMENTS TO PARTICIPATE IN MINNESOTA TECH FOR SUCCESS

Requirements for participants at Minnesota Tech for Success:

Age: Participants must be 18 years or older. If you are looking for Youth Learn opportunities, please visit here.

Identification: Participants must possess a valid government-issued photo ID and a social security card.

Work Eligibility: Participants must be eligible to work in the United States.

Education: Minimum USA High School Diploma and GED s preferred for our program participation and employers.

TABE Assessment: A basic math and reading assessment (TABE) is required for those without a high school diploma or GED. The training navigator will schedule the assessment, and each assessment lasts 20 minutes. The assessments are done virtually. Must pass with an 8th grade level for each assessment.

Laptop: A Windows/PC laptop is required for all classes. MTFS will work with students to help them gain access to a laptop if they do not have one. We also have Lab Laptops to use during in person classes.

Zero Tolerance Policy: Minnesota Tech for Success adheres to a strict zero tolerance policy. All members of the MTFS community are expected to always adhere to its principles. Read our zero-tolerance policy **here.**

Privacy Policy: Minnesota Tech for Success is committed to respecting your privacy. Read our privacy policy **here.**

MTFS ENROLLMENT PROCESS

1. Complete the Minnesota Tech for Success Application by visiting Application Link. If you have a resume, please e-mail to jfessler@techforsuccess.org.
2. Schedule a meeting with the Dislocated Worker, WIOA, Vocational Rehab, or another grant partner program recommended by Minnesota Tech for Success.
    a. We collaborate with various grant partners and programs. The process can take anywhere from three weeks to six weeks.
    b. Complete their application, training proposal, and submit all necessary documents (e.g., IDs, educational diplomas, or transcripts). An in-person appointment at our office is required.
    c. Complete basic math and reading assessment (TABE ASSESMENT) and score at an 8th grade level or higher (excluded for those with high school diploma/GED or college degree).
3. Once your application with the partner is reviewed, the Employment Counselor/Case Manager will approve your training proposal and send the necessary authorization to us.
4. Congratulations! You are now officially enrolled in the Minnesota Tech for Success program.
5. **All of the above steps must be completed to enroll in Minnesota Tech for Success.**

***Note:** If you are currently enrolled in one of these programs, simply complete the Minnesota Tech for Success application (step one) and provide your employment counselor/case manager's contact information.

WHAT ARE MY OPTIONS AFTER COMPLETING MY COURSE AT MINNESOTA TECH FOR SUCCESS?

- Depending on the course you've completed with us and your current situation, we recommend updating your resume and LinkedIn profile. If you'd like to continue building your IT skills, you can take additional courses with us. Alternatively, you can begin your job search. Preparing for interviews through mock interviews, attending networking events and job fairs, and utilizing job boards such as Indeed, Careerforce, and others will be beneficial.

- We also offer ongoing alumni support in all these areas, including access to resources, job opportunities shared by employers, and information about networking events and job fairs. If you're working with a case manager or employment counselor, be sure to keep them updated on your progress as well.

GRANT PROGRAMS AND FACTORS OF ELIGIBILITY

Grant Partners:

- Dislocated Worker Program
- Workforce Innovation Opportunity Act
- Vocational Rehab
- MAC - V
- Minnesota Careerforce Centers
- HIRED
- Project Pride for the Living (PPL),
- Jewish Family Children Services (JFCS)
- Minnesota Teamsters
- Minnesota Training Partners
- Goodwill Easter – Seals
- Emerge
- Avivo
- and more.

Our grant partners have their own separate grant enrollment process, independent from MTFS.

If you are currently enrolled in one of these programs, simply complete the Minnesota Tech for Success application (step one) and provide your employment counselor/case manager's contact information.

Factors of Eligibility for Grants:

- individual of color
- individual lacking stable housing
- individual with a criminal record
- individual with disabilities
- individual without a high school diploma
- individual unemployed for 15 of the 52 last weeks
- individual at or below 200% of FPL
- individual with limited skills proficiency
- Individual receiving unemployment insurance benefits/UI
- Individual receiving TANF/MFIP/DWP
- Individual receiving SNAP
- Individual receiving Free or Reduced Lunch
- Individual receiving SSI/SSDI Benefits

INTERNSHIPS AT MINNESOTA TECH FOR SUCCESS

Graduates of our educational programs can apply for a paid 6-month internship to put their new knowledge and skills to use with real-world technology experience. Internships are not guaranteed and are for MTFS Learn graduates only based on availability.

Throughout the internship, you will have the opportunity to work closely with experienced professionals, participate in hands-on activities, and apply your knowledge in practical scenarios. We hope that this experience will provide you with valuable skills and insights into the industry.

Internships we offer are Computer Technician and Web Developer on site at our location.

TESTIMONIALS FROM MINNESOTA TECH FOR SUCCESS ALUMNI

"The Computer Essentials and Microsoft Office programs were taught by an excellent instructor. I really gained the confidence I needed to get back in the job market:) Enormously helpful, friendly place."

"Fantastic learning experience with a very attentive, kind, & knowledgeable instructor, Lindsey. Cooperative environment that took into consideration an individual's level of tech literacy. Classmates made the class memorable, relaxed, & hilariously fun. I recommend this program to anyone needing to learn beginner skills or to reenforce & update existing skills."

"As a dislocated worker, Minnesota Tech for Success was the perfect place to improve my computer skills. Minnesota Tech for Success is the ideal environment for you, whether you are a beginner or advanced."

"Very straight forward and positive experience. Everybody works hard and their mission to enhance and improve the IT skills of their clients. If you want to work hard and improve yourself this is the place to go. These people will take care of you if you give them a chance. This is a very fair deal for people wanting to have computer IT skills."

"A great organization that creates opportunities for students by providing access to technology, STEM programming courses, and IT workforce training. The warehouse makes a great impact on our environment. The instructors really go above and beyond to help their students succeed. Thanks to the entire team for all they do."

"It is very accessible to all, especially to active students and working adults. Company offers in-person classes or virtual courses, and the instructors make the learning course simple to access and easy to follow along. They even have opportunities for companies to bring staff in for volunteering days and gain insight to what a Tech Recycling facility does."

FOR FURTHER INFORMATION, OR TO ENROLL, PLEASE CONTACT MTFS *LEARN* RECRUITMENT & RETENTION MANAGER JARED FESSLER AT:

- JFESSLER@TECHFORSUCCESS.ORG
- (612) 383-2394

OR VISIT TECHFORSUCCESS.ORG

MINNESOTA TECH FOR SUCCESS
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WE HAVE HELPED OVER 1,800 PEOPLE CHANGE THE TRAJECTORY OF THEIR CAREERS THROUGH OUR PROGRAMS TO DATE!