



Workforce Investment Act Eligible Training Program

Provider Name: TCP Learning

Contract #: 4050-31

Address: 1 Thurber Blvd. Suite C
Smithfield, RI 10917

Address if program is held at a another site:
649 Putnam Pike
Smithfield, RI 10917

Program Name: Fundamentals of IT Management

Office use only: ONET CODE 15-1099

CONTACT INFORMATION

Program Contact Person:
Barbara Jackson

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Course Outline/Topics to be Covered

Fundamentals of IT Management is designed for the professional whose next career step is as an IT manager, even if they are not a super-tek themselves. This seven module course covers the fundamentals of IT management and provides participants with the credentials necessary for successful placement and on the job performance.

Successful participants will receive two nationally recognized certifications: CertaPort IC3 and Global Knowledge IT Business. They will also receive a Classic DiSC profile and a certificate of completion from TCP Learning. Participants have the option of working and studying at the TCP Learning space for up to 60 hours after classroom activities end. Participants also receive nine months of access to the exclusive on-line Career Center.

Fundamentals of IT Management covers:

1. Computer Skills for the Office
2. IT Business Bundle
3. Essential High Performance Skills
4. Skills for Advanced Performance
5. Personal Marketing
6. Employability Know-How
7. On-Line Career Network Skills and Career Network access

Required academic grade levels to enter program

Reading Grade Level 8

Math Grade Level N/A

English Proficiency Business Level

Required to enter training program

- Physical Yes No
- Vaccinations Yes No
- Drug test Yes No
- BCI Yes No
- License Yes No
- Tools Yes No
- Experience Yes No

Other : Basic understanding of the modern office environment and business concepts.

MAY be required for employment

- Physical Yes No
- Vaccinations Yes No
- Drug test Yes No
- BCI Yes No
- Certification Yes No
- License Yes No
- Tools Yes No
- Experience Yes No
- Other :

Participants will be qualified to seek employment in the following occupations:

- 1) Computer manager
- 2) Network and Computer Admi
- 3) Proj./Program Mgr - IT
- 4) _____

Is this program Pell grant eligible?

Yes No

PROGRAM COSTS:

TUITION INCLUDES:

Tuition	\$4,825.00
Fees	_____
Books	_____
Licensing	_____
Certificate fees	\$265.00
Other, provide explanation	_____
Total Tuition Cost	\$5,090.00

These are expenses that MAY be reimbursed after successful completion of training.

Please indicate Yes, No or enter the amount

	YES	NO	AMOUNT
Books	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____
Licensing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____
Tools	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____
Uniforms	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____
Travel	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____
Miscellaneous	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____
Total			\$0.00

Participant is responsible for :

Prerequisites	_____
Memberships	_____
_____	_____
_____	_____
Cost above tuition cap	\$0.00
Expenses that <u>MAY</u> be reimbursed	\$0.00
Total	\$0.00

Maximum ITA Responsibility (Max. \$5500)

\$5,090.00

PROGRAM LENGTH

Weeks and Hours and

Additional Information

Total class time is 70 hours. Computers in our Learning Space may be used for up to an additional 60 hours. On-line Career Center membership extends for 9 months.

What type of certificate will be awarded and by whom?

IC3 from CertaPort; IT Business from Global Knowledge