

Fundamentals of IT Management

Prepare for **Success** In **Today's** Work Place
at TCP Learning

Find the skills you need to land a **Good Job**
with a **Solid Future!**

Become the Leader of an IT Team!



Fundamentals of IT Management is designed for the professional whose next career step is as a manager in an IT department even if they are not a super-tek themselves.

Fundamentals of IT Management is designed to make you more employable in 45 days by providing demonstrable skills and a positive, winning attitude that employers want.

Fundamentals of IT Management covers key areas necessary for **job placement and successful performance:**

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 acces

Successful participants will receive these nationally recognized certifications:

- the IC3 from CertaPort
- Global Knowledge IT Business

Fundamentals of IT management spends a full **five days working on employability skills and personal marketing.**



And we have an **on-line career center** where employers view a "speed interview" video and other credentials.

PLUS...PLUS...PLUS:

All class at TCP Learning include up to 60 hours of free use of our Learning Space, computer equipment, and internet access.

**Call TCP Learning today - classes begin on the first Wednesday every month
(401)232-9060 ext 14 or e-mail Classes@TCPLearning.com
or visit our Learning Website at www.KnowledgeAbleSolutions.com**

Comparison of TCP Course Offerings - 2011-2012

Modules	Career Re-Set	NFP Career Re-Set	Excelling in Retail Sales	Direct Sales Success	Help Desk 1	Help Desk 2	IT Manager
Mouse	o	o	o				
Computing Fund; Key Apps, On Line	o	o	o	o	o	o	o
IC3 Certification	o	o	o	o	o	o	o
Red Cross CPR/AED Class & Cert			o				
NRF Cust Serv Ess. Class & Cert			o	o			
NRF Selling Essentials Class & Cert			o	o			
Intro to Selling and Service			o				
Loss Prevention Training Suite			o				
Intro to Credit Card Security			o				
Basic and Adv. Compet. Sales inc STI Cert				o			
HDI Cust. Serv. Rep Class & Cert					o		
HDI - Team Leader Class and Cert						o	
Becoming an IT Manager GK Cert							o
A+ Blended Class and CompTIA Cert					o		
Essential High Performance Skills	o	o	o	o	o	o	o
DISC - Classic Profile	o	o	o	o	o	o	o
Skills for Advanced Performance	o	o	o	o	o	o	o
Personal Marketing	o	o	o	o	o	o	o
Employability Know-How	o	o	o	o	o	o	o
On-Line Career Network Skills	o	o	o	o	o	o	o
9 months access to Career Network	o	o	o	o	o	o	o
10 days Access to Study Space	o	o	o	o	o	o	o
Cost including 10 days of study space	\$3,650	\$3,650	\$4,395	\$4,395	\$5,500	\$3,915	\$5,095

indicates national certificates earned
 indicates TCP Learning certificates earned

For more information
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Fundamentals of IT Management TCP Learning Calendar for 2011-12

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1			Computer Skills for the Office Kick-off (9 - 12) ----- (+30 days) Computer Skills Wrap-up (1 - 4)	Introduction to the TCP Career Network (1 - 2) ----- Using the TCP Career Network (2 - 4)	IT Manager Review(9-4)
Week 2	IT Manager and Computer Skills Self-Study	IT Manager and Computer Skills Self-Study	IT Manager and Computer Skills Self-Study	IT Manager and Computer Skills Self-Study	IT Manager and Computer Skills Self-Study
Week 3	Essential High Performance Skills Day 1 of 2 (9 - 4)	Essential High Performance Skills Day 2 of 2 (9 - 4)	Personal Marketing Day 1 of 1 (9 - 4)	Introduction to the TCP Career Network (1 - 2) ----- Using the TCP Career Network (2 - 4)	IT Manager and Computer Skills Self-Study
Week 4	IT Manager and Computer Skills Self-Study	Employability Know-How Day 1 of 3 (9 - 4)	Employability Know-How Day 2 of 3 (9 - 4)	Employability Know-How Day 3 of 3 (9 - 4)	IT Manager and Computer Skills Self-Study

Classes begin on first Wednesday and continue as shown. July 6; August 3; September 7; October 5; November 2; December 7; January 4; February 1; March 7; April 4; May 2; June 6