The Computer Workshop

A Professional Development Company

5200 Upper Metro Place, Suite 140, Dublin, OH 43017

Ohio Board of Career Colleges and Schools

School Registration Number: 2131

2023
Course Catalog

*Providing instruction and career development
to business and IT professionals since 1988!*

Publish Date: January 4, 2023

Here / There
Everywhere

The Computer Workshop has built a reputation on the quality of its staff and curriculum used in the classroom. 98% of surveyed students would recommend *The Computer Workshop* based on their experience with the instructor.

## We are both here and there to help with all your training needs

PARTNERING WITH THE COMPUTER WORKSHOP PROVIDES:

Group instruction which can be customized to meet targeted goals based on the specific requirements.

Pre-class consultations with instructors, ensuring the content and method of presentation meet your objectives.

Flexibility in providing your staff a variety of classes and teaching modalities, allowing every staff member to find classes which meet their learning objectives and schedule.

Proven pathways to achieve industry certifications.
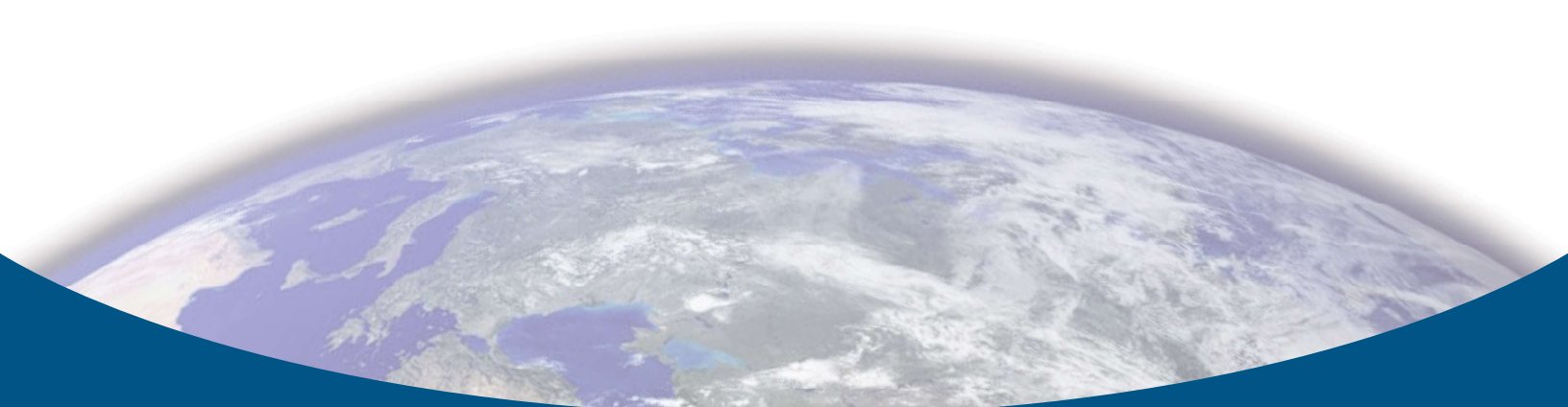
Corporate Office
5200 Upper Metro Place, Suite 140, Dublin Ohio 43017 614·798·9505
Toll Free 800·639·3535

Table Of Contents

Career Development and Industry Certification Prep Courses

Table of Contents

How to Register for Class

Call 800·639·3535 or 614·798·9505
Online: https://www.tcworkshop.com

Hours of Operation

Monday to Friday 8am to 5pm

Our offices are closed in observance of the following holidays:
    New Years Day
    Good Friday (1/2 day)
    Memorial Day
    Independence Day
    Labor Day
    Thanksgiving
    Christmas

Term Start Dates: For CompTIA classes, we normally run 1 week per class/cohort unless other arrangements are made for a specific class/cohort. Times are normally 8:30am - 4:30pm per day unless otherwise noted.

Check our website for current schedule and adjustments to our normal business hours during holidays.

Accreditation Approvals:

Certified Instructors Teach our Classes

Information Technologies

Professionals need to keep up their skills in an industry which is constantly evolving.

CompTIA certifications ensure skills are relevant and meet the needs of industry and organizations alike elevating candidates for job opportunities above non-certified candidates. Feel confident that you have the competencies to get the job done properly.

Register today for a CompTIA certification and get ahead!
Price for 70 Hour Program: $4,790.00

CompTIA: A+ Core 1
(7000-041-ZZ-Z)   35 Hrs.

CompTIA A+ certified professionals are proven problem solvers. They support today's core technologies from security to cloud to data management and more. CompTIA A+ is the industry standard for launching IT careers into today's digital world. It is the only industry recognized credential with performance-based items to prove pros can think on their feet to perform critical IT support tasks in the moment. It is trusted by employers around the world to identify the go-to person in end point management and technical support roles. CompTIA A+ is regularly re-invented by IT experts to ensure that it validates core skills and abilities demanded in the workplace.

The Official CompTIA® A+® Core 1 (Exam 220-1001) course provides the background knowledge and skills you will require to be a successful A+ technician. It will help you prepare to take the CompTIA A+ Core Series certification examination (exam number 220-1001), in order to become a CompTIA A+ Certified Professional.

Class Dates - if you don't see dates and times that fit your schedule, please call to see if a new date can be added. Also available 1 day a week for 5 weeks, upon request.

Jan 30 - Feb 3, 8:30am - 4:30pm   Jul 17 - Jul 21, 8:30am - 4:30 pm
Mar 20 - Mar 24, 8:30am - 4:30pm   Sep 18 - Sep 22, 8:30am - 4:30 pm
May 15 - May 19, 8:30am - 4:30pm   Nov 27 - Dec 1, 8:30am - 4:30pm

91% of employers believe IT certifications play a key role in the hiring process and are a reliable predictor of a successful employee.

82% of employers recognize that certified employees are valuable to their organizations.

4

CompTIA: A+ Core 2
(7000-042-ZZ-Z)   35 Hrs.

CompTIA A+ certified professionals are proven problem solvers. They support today's core technologies from security to cloud to data management and more. CompTIA A+ is the industry standard for launching IT careers into today's digital world. It is the only industry recognized credential with performance-based items to prove pros can think on their feet to perform critical IT support tasks in the moment. It is trusted by employers around the world to identify the go-to person in end point management and technical support roles. CompTIA A+ is regularly re-invented by IT experts to ensure that it validates core skills and abilities demanded in the workplace.

The Official CompTIA® A+® Core 2 (Exam 220-1002) course provides the background knowledge and skills you will require to be a successful A+ technician. It will help you prepare to take the CompTIA A+ Core Series certification examination (exam number 220-1002), in order to become a CompTIA A+ Certified Professional.

Class Dates - if you don't see dates and times that fit your schedule, please call to see if a new date can be added. Also available 1 day a week for 5 weeks, upon request.

Feb 6 - Feb 10, 8:30am - 4:30pm
Mar 27 - Mar 31, 8:30am - 4:30pm
May 22 - May 26, 8:30am - 4:30pm

Jul 24 - Jul 28, 8:30am - 4:30 pm
Sep 25 - Sep 29, 8:30am - 4:30 pm
Dec 4 - Dec 8, 8:30am - 4:30pm

# Courses Required To Be Network Administrator:

The Computer Workshop
A Professional Development Company

www.tcworkshop.com | 800.639.3535

virtual and in-person classes available, we can work around your schedule.

CompTIA.
AUTHORIZED
PARTNER

Your Career Path in IT, starts here.

Learn everything from building your own computer to eventually starting your path in Cybersecurity.
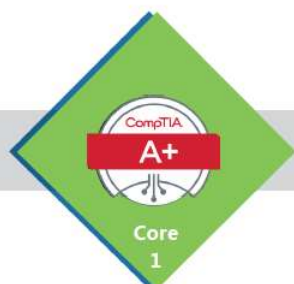
CompTIA A+ Core 1	CompTIA A+ Core 2	CompTIA Network+	CompTIA Security+
35 Hours	35 Hours	35 Hours	35 Hours
CompTIA A+ certified professionals are proven problem solvers. They support todays core technologies from security to cloud to data management and more. Core 1 will launch your IT career into todays digital world.	CompTIA A+ is the only industry recognized credential with performance-based items that prove pros can think on their feet in critical IT support tasks. Core 2 expands your knowledge and prepares you for the CompTIA A+ Core Series certification examination.	Network+ ensures an IT professional has the knowledge and skills to design and implement functional networks. You will learn to configure, manage, and maintain network devices. Plus, work with switches and routers to segment network traffic and create resilient networks and much more.	CompTIA Security+ is the first security certification IT professionals should earn. It establishes the core knowledge required of any cybersecurity role. Security+ incorporates best practices in hands-on trouble-shooting to ensure you have practical security problem-solving skills.

Information Technologies

Enrollment Form

The Computer Workshop, Inc.

5200 Upper Metro Pl. Suite 140, Dublin, Oh 43017
Phone 800-639-3535 or 614-798-9505
Email: training@tcworkshop.com   Web Site: www.tcworkshop.com

First Name: Last Name:

SSN: Email:

Address:

City: State: Zip:

Work Phone: Cell Phone: Date:

Location: Dublin

Term Dates	Term	Course Name & Number	Hours	Weeks	Price
TBD	1	CompTIA A+	70	10	$4,790.00

Enrollments are confirmed on the first-come, first-serve basis. Seating is limited due to demand.
If fees increase prior to your graduation date, your tution will not increase.

Payment Policy:

For individuals taking one of our 50+ hour programs, payment must be received prior to attending a class. The Computer Workshop, Inc. accepts American Express, MasterCard, Visa, and cash.

We are approved for certain benefit programs and accept vouchers and voucher requests for these programs. Vouchers must be sent in prior to class date. For Veterans, please check on payment plans.

To Register (After form is Signed)

Fax this form to: 614.798.9535
Mail this form to: 5200 Upper Metro Pl, Suite 140, Dublin
OH 43017 Register by Phone: 1.800.639.3535
E-Mail Registration to: training@tcworkshop.com
Internet Registration: www.tcworkshop.com

Directions: From 270, take Exit 17A. Turn right at the traffic light onto Frantz Rd. Go to the first street and turn right onto Upper Metro Place. Go past the hotels and turn right into 5200 Upper Metro Place at the large sign.

2023 Dates Closed

January 1	New Year's Day
April 7	Good Friday
May 29	Memorial Day
July 4	July 4th
September 4	Labor Day
November 23 & 24	Thanksgiving
December 25-31	Christmas

Course Times and Enrollment Dates

You can enroll at any time. Most courses are FULL DAY from 8:30am-4:30pm for a 7-hour class. Time of course is adjusted based on the hours in the course. Call today to find out a starting time for any classes other than 7 hours. We also offer a flex schedule to accommodate student schedules. Please arrive 20 minutes or more prior to start of class. Have Photo ID ready.

Admission Policy:

Students applying for courses with The Computer Workshop, Inc. should be at least 18 years old or have permission from their guardian. All students must meet with an advisor prior to enrollment. Any previous education, training or experience will be considered and worked into final program plans.

Cancellation Policy

An enrollment agreement or application may be canceled within five calendar days after the date of signing provided the school is notified of the cancellation in writing. The school shall promptly refund in full all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty days after cancellation. This provision shall not apply where a student has already started classes.

Refund Policy:

per term, quarter, or semester according to Policy 3332-1-10:

- A student who starts class and officially withdraws after the academic term is fifteen percent completed will be obligated for fifty percent of the tuition and refundable fees for the current academic term plus the registration fee (if applicable).

- A student who starts class and withdraws after the academic term, is twenty-five per cent complete but before the academic term is forty percent completed will be obligated for seventy-five percent of the tuition and refundable fees for the current academic term plus the registration fee (if applicable).

- A student who starts class and withdraws after the academic term is forty percent completed will not be entitled to a refund of the tuition and fees for the current academic term.

- In the case of documented student illness or accident, death in the family, or other circumstances beyond the control of the student, the student may be entitled to special consideration, and we may settle the account for an amount which is less than that called for by our established policy. Books can be refundable, if in new condition. Test Vouchers are non-refundable.

Grievance Procedure:

Any student who has a grievance with The Computer Workshop should first discuss the problem with the instructor or the Education Director. If a resolution is not reached, the student should make a written complaint and submit it to the Education Director asking for a written response. When a satisfactory resolution of the problem is not obtained, the student may contact the *State Board of Career Colleges and Schools*, 30 E. Broad St., Suite 2481, Columbus, OH 43215-3414, Phone: 614.466.2752; Toll Free: 877.275.4219

Program requirements:

Students are expected to be on time and attend all scheduled classes. Documentation of the reason for the absences is required for a student returning to class after an absence. A student that is late more than 1-hour will be required to reschedule that day of class. All classes missed by a student will need to be made up by the end of the completion of the track. Any student that performs in an unsatisfactory manner will be given additional time to obtain satisfactory performance.

Standards for Satisfactory Progress:

100% attendance & satisfactory completion of course materials is required for course completion.

Probation:

A student unable to attain satisfactory completion will be placed on academic probation and given extra assistance in an effort to reach the expected level of performance.

Re-Entrance:

Any student who is on probation or has dropped out of the track, may be readmitted by completing a personal interview with the school director and paying all fees due at time of readmission.

School Grading:

School Grading is a Pass/Fail Basis.

Leave of Absence:

In event of emergency a short leave may be granted without penalty.

Method of Payment:

☐ Check / Purchase Order

Graduation Requirements:

Graduation requirements of the track is to complete all courses satisfactory and complete all classroom hours.

Student Conduct and Conditions for Dismissal:

Students are expected to act in a mature and considerate manner in all functions in the school.

The following may result in disciplinary action or dismissal:
1. Vandalism
2. Gambling
3. Being disruptive in class
4. Physical abuse or harassment
5. Consumption of alcoholic beverages/drugs
6. Possession of firearms and weapons
7. Smoking, Designated areas are provided

Credit for Previous Education:

Documentation of prior training may be used as a prerequisite.

Faculty/Administrators:

- Terri Williams-Davy: Director, over 25 years' experience in all aspects of managing The Computer Workshop, a professional development training facility.
- Kim McFarland: Assistant Director, over 20 years' assisting with administration duties and financial duties at TCW.
- David Williams: Education Director, over 25 years' planning educational programs and managing the delivery of training for TCW.

Help us keep our mailing and phone lists up to date:

☐ Please add my name to your mailing list.
☐ Please remove my name from your mailing list.
☐ Please send a catalogue to the person above.
☐ Please add me to your email specials list for:

Check all that apply:

☐ Are you looking for employment?
☐ Would you like help in researching for employment?

☐ Credit Card

Credit Card, PO #, Voucher #, or Coupon #   (Call with Credit Card Information, do NOT put on this form)

	Exp. Date		CVV #	

☐ *The billing address is the same as the student's address.*   ☐ *The billins address is different than student's address.*

Company: _____

Address:_____

City: _____State:_____ Zip: _____

Phone: _____ Email Address:_____

☐ I acknowledge that I have received a catalog and agree with the school policies and procedures stated.
☐ I acknowledge that I have received and read a copy of this agreement.
☐ I acknowledge that I have read the cancellation policy for this program or course.

Applicatant signature: _____

School Representative: _____

Parent or Guardian (If applicable) _____

Dublin Location: 5200 Upper Metro Pl. Suite 140, Dublin OH 43017   614-798-9505 / 800-639-3535
Published: 01-04-2023   Updated: 01-04-2023
Registration # 2131

800·639·3535   https://www.tcworkshop.com   **7**

Committed to Excellence in Training for Over 35 Years

The Computer Workshop, Inc., is a privately held corporation, founded by Thelma Tippie in 1988, as an instructional workshop for computer users. We offer both vendor-neutral certification preparation (CompTIA, EC-Council) and vendor-specific courses (Adobe, Cisco, Microsoft and Oracle). We also partner with professional development organizations renowned for their instruction and accreditation which include Information Technology Infrastructure Library - ITIL, International Institution of Business Analysis - IIBA, and Scrum Alliance. With these affiliations, The Computer Workshop provides a single source for clients pursuing industry certification as part of their employee development initiative.

Group instruction can be customized to the specific needs of a department, or scope of a project.

Pre-class consultation with an instructor ensures that the content presented meets your objectives.

The variety of classes and teaching modalities we offer allows every member of your staff to find a class that suits their learning objectives and schedule.

Student Comment:

"I just wanted to share the good news that I passed my CAPM certification this past weekend. I was able to re-study the amazing teaching notes and resources material I obtained while attending your PMP course... This is my 3rd certification that I have been able to achieve through your organization, therefore I wanted to say thank you!"

VP, of a national financial institution

To Register:
Call-
800·639·3535 / 614·798·9505
Visit-
https://www.tcworkshop.com