

# The Computer Workshop

A Professional Development Company

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

Registered with the Ohio Board of Career Colleges and Schools  
School Registration Number: 2131

## The Computer Workshop SBCCS Approved Courses

January 1 - December 31, 2025  
Course Catalog

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

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# The Computer Workshop

A Professional Development Company

*The Experts for 35 Years!*

35

*We know training in and out and are here to help you achieve your goals.*

## 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.
- NO yearly commitments or contracts.

## Accreditation Approvals:



*Certified Instructors Teach our Classes*

**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

Accreditations.....	16
Admission Policy.....	14 & 15
Certification Programs...	
CompTIA A+ Certification.....	4 & 5
Data Analytics Bootcamp.....	6 & 7
Conditions for Dismissal.....	9
Course Times & Enrollment Dates .....	8
Credit for Previous Education .....	9
Enrollment Form.....	8
Faculty and Administrators.....	9
Grading .....	9
Graduation Requirements.....	9
How to Register .....	3
Holiday Dates .....	8
Leave of Absence .....	9
Partnering with The Computer Workshop	10
Payment and Refund Policy .....	8
Probation & Re-Entrance .....	9
Program Requirements.....	9
Remote Student Requirements.....	3
School Policies.....	8 & 9
Standards for Satisfactory Progress.....	9
Student Conduct .....	9

### How to Register for Class

Call: 800-639-3535 or 614-798-9505

Online: [www.tcworkshop.com](http://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: See Individual class listings for more information.

**Check our website for current schedule and adjustments to our normal business hours during holidays. [www.tcworkshop.com](http://www.tcworkshop.com)**

### Remote Student Requirements:

If you are joining classes remotely, below are minimum requirements for equipment and connectivity:

- **Connect Early:** Especially on your first day of class, we highly encourage you to log in early to ensure all technologies are in working order.
- **Click here to test your connection to our virtual lab environment in Skillable.**
- **Dual Monitors:** Two monitors, or devices, are recommended (not required) for an optimal training experience. One monitor for your virtual classroom connection and a second for your lab environment. A 3rd device/monitor is recommended for viewing your digital courseware. A separate tablet or laptop/ computer would also work as a 3rd screen for viewing courseware.
- **VPN:** Please do not connect to your VPN during class if possible. This will cause a lag in your virtual lab environment and possibly your class connection.
- **Audio:** This training will take place in a virtual classroom (Microsoft Teams, Zoom or GoToMeeting), which uses VoIP (Voice over Internet Protocol) . To be able to participate in virtual training, you must have internet access and speakers and a microphone on your computer, or a headset with a microphone.
- **Webcam:** For your virtual classroom, it is highly recommended you have a webcam available.

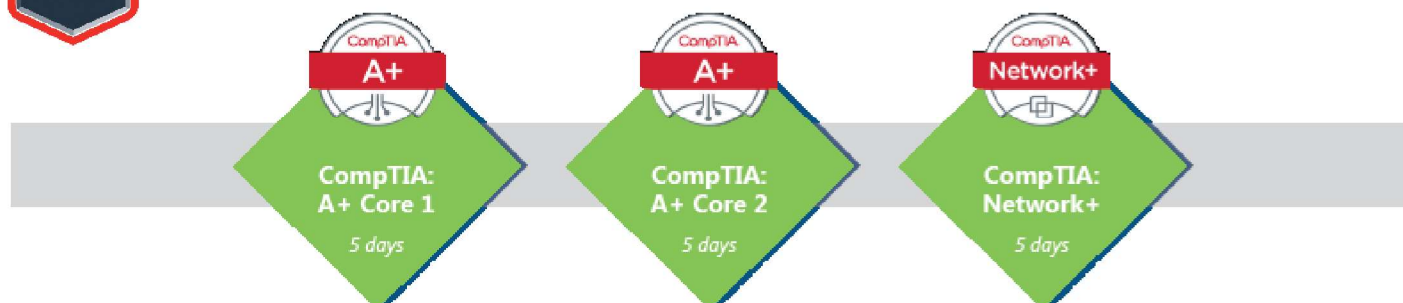




# CompTIA A+ Certification



*Looking to start your career as an IT Professional?* The Computer Help Desk Technician is the beginning! Most IT positions require the following CompTIA certifications:



**Hours: 70 (2 Classes, 35 hours each)**  
**Program Price: \$ 5,180.00**

*Call us for available dates!*  
 800.639.3535

## Included:

- CompTIA® A+ Core 1 (Exam 220-1101) is the industry standard for launching IT careers into today's digital world.
- CompTIA® A+ Core 2 (Exam 220-1102) compliments the Core 1 course and covers software, support and troubleshooting..

Classes normally run one week per class from 9:00am - 5:00pm per day, but other class schedules may be available.

## Prerequisites:

You should have experience with basic computer user skills. You can obtain this level of skills and knowledge by taking the following official CompTIA courses:

- The Official CompTIA® IT Fundamentals+ (Exam FC0-U61)

## Key Reasons to Get A+ Certified:

- Entry-level IT jobs: A+ is widely recognized as a foundational certification, making you a competitive candidate for beginner IT roles.
- Broad knowledge base: The A+ exam covers a wide range of IT topics including hardware, software, operating systems, networking, security,

and troubleshooting, providing a comprehensive overview of the field.

- Career advancement: Having an A+ certification can help you progress to more advanced IT certifications and higher-level positions within your career.
- Employer recognition: Many employers value the A+ certification and consider it a positive addition to your resume.
- Credibility and confidence: Earning an A+ certification demonstrates your commitment to the IT industry and boosts your confidence in your technical abilities.



**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.





# CompTIA A+ Certification

## CompTIA: A+ Core 1 (7000-041-ZZ-Z)

**35 Hrs.**


### Description:



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 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 220-1101), in order to become a CompTIA A+ Certified Professional.

### Target Student:

This course is designed for individuals who have basic computer user skills and who are interested in obtaining a job as an entry-level IT technician. This course is also designed for students who are seeking the CompTIA A+ certification and who want to prepare for the CompTIA A+ Core 1 220-1001 Certification Exam.

## CompTIA: A+ Core 2 (7000-042-ZZ-Z)

**35 Hrs.**

### Target Student:

This course compliments the Core 1 class. It also is needed to be an entry-level IT technician. This course is also designed for students who are seeking the CompTIA A+ certification and who want to prepare for the CompTIA A+ Core 2 220-1002 Certification Exam.

Learn to install, configure, optimize, troubleshoot, repair, upgrade, and perform preventive maintenance on personal computers, digital devices, and operating systems. You will:

- Support operating systems.
- Install, configure, and maintain operating systems.
- Maintain and troubleshoot Microsoft Windows.
- Configure and troubleshoot network connections and workstation security issues.
- Manage users, workstations, and shared resources.
- Implement physical security.
- Secure workstations and data.
- Support and troubleshoot mobile devices.
- Implement operational procedures.

The Official CompTIA® A+® Core 2 (Exam 220-1102) 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 220-1102), in order to become a CompTIA A+ Certified Professional.

### Job Outlook:\*

#### Obtainable Positions include

- Help Desk Technician
- PC and Hardware Repair
- Field Service Technician
- Desktop Support Specialist
- IT Support Specialist

#### Average Salary

- \$ 45,000 - 85,000 / year

These are national averages. Pay truly depends on many factors like location, position, experience, and skill level.





# Data Analytics Bootcamp

Earn your Data Analytics Badge with These Courses!



Hours: 119 - 133

Program Price: \$12,000.00

**Prerequisites:**  
**Excel**  
**Levels 1 & 2**



Visit: [www.tcworkshop.com](http://www.tcworkshop.com)

Advance your skills in Data Analytics, learning how to leverage tools beyond Excel.

You'll not only understand the relevant tools but how to effectively use  
data-driven decisions within your organization.



# Data Analytics Bootcamp



## LEARNING OBJECTIVES:

- Understanding data management and key attributes for exploratory data analysis.
- Understanding why programming and Python basics are essential before diving into data wrangling.
  - Provides a foundation in logic
  - Teaches essential skills in handling data structures
  - Fosters algorithmic thinking
  - Equips students with debugging and problem-solving abilities
- All crucial for effective data manipulation using Python.
- Transforming data quality by implementing processes, measurements, and monitoring.
- Utilizing framework to transform data into insights.
- How to gather requirements & ask the right questions.
- Adopting a product mindset around analytics
- Able to scope data sets and solutions for improvement of business acumen.

## Class Schedule: 9:00am-5:00pm each session

### Prerequisites:

- Excel Level 1
- Excel Level 2

### Understanding Data

- Excel Data Analysis
- DEBIZ: Data Ethics for Business Professionals

### Accessing Your Data

- Querying Data with Microsoft Transact-SQL (DP-080T00)

### Data Visualization

- Storytelling with Data
- Storytelling with Data 2: Renegades in Excel
- Power BI Data Analyst

### Introduction to Programming

- Intro to Programming

### Wrangling Data

- Data Wrangling with Python

### Cloud and AI Foundations

- Cloud Essentials
- AI-900T00 MS Azure AI Fundamentals

## Job Outlook:\*

### Obtainable Positions include

- Business Analyst
- Data Engineer
- Data Analyst - AI Fact Checker
- Pricing Analyst
- Analyst, Regulatory Compliance
- Junior Sourcing Analyst
- Data Architect

### Average Salary

- \$ 35,000 - 105,000 / year

## What is a data analyst?

A data analyst is a professional who gathers and assesses data to better understand problems.

**Need more info? Call or Email us today!**

**800-639-3535 | [Training@tcworkshop.com](mailto:Training@tcworkshop.com)**







# 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](mailto:training@tcworkshop.com)

Web Site: [www.tcworkshop.com](http://www.tcworkshop.com)

First Name:

Last Name:

SSN:

Email:

Address:

City:

State:

Zip:

Work Phone:

Cell Phone:

Date:

### Location: Dublin or Virtual

Term Dates	Term	Course Name & Number	Hours	Weeks	Price
	1				
	1				

*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 tuition 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](mailto:training@tcworkshop.com)

**Internet Registration:** [www.tcworkshop.com](http://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.

### 2025 Dates Closed

January 1	New Year's Day
April 18	Good Friday
May 26	Memorial Day
July 4	July 4 <sup>th</sup>
September 1	Labor Day
November 27 & 28	Thanksgiving
December 24-31	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:

- ① 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).
- ① 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).
- ① 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.
- ① 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

☐ 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.

Applicant signature: \_\_\_\_\_

School Representative: \_\_\_\_\_

Parent or Guardian (If applicable) \_\_\_\_\_

### 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. Being disruptive in class
3. Physical abuse or harassment
4. Consumption of alcoholic beverages/drugs
5. Possession of firearms and weapons
6. Smoking, Designated areas are provided

### Credit for Previous Education:

Documentation of prior training may be used as a prerequisite.

### Faculty/Administrators:

- ① Terri Williams-Davy: Director, over 25 years' experience in all aspects of managing The Computer Workshop, a professional development training facility.
- ① Kim McFarland: Assistant Director, over 20 years' assisting with administration duties and financial duties at TCW.
- ① David Williams: Education Director, over 25 years' planning educational programs and managing the delivery of training for TCW.

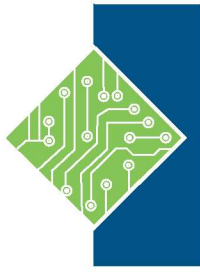
Help us keep our mailing and phone lists up to date:

- ☐ 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?





# The Computer Workshop

A Professional Development Company

## **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, Mile2) 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.

## **Let's Talk Training!**

**Call: 800.639.3535**

**Visit: [www.tcworkshop.com](http://www.tcworkshop.com)**

## ***We are your One Stop Shop!***

- Cybersecurity
- Data Analytics
- Cloud Computing
- Networking and Infrastructure
- Programming Languages
- Desktop Applications
- Graphics Software
- Leadership & Business Skills



**One Stop  
Shop**