

Orig: Mod.: X Date: 6/29/16 Courses have been reapproved until 6/28/17. Note: A+, Network+ and Security+ have been moved from ITA to SUR. One free "re-take" for shorter Microsoft courses within 90 days; however, must have at least one other student enrolled to schedule it. Intro to PC class cost increase. Basic Computer 1 & 2 classes not usually on schedule. Two classes discontinued – see page 3.



RECRUITMENT AND REFERRAL FORM
WIOA Skills Upgrade/Retraining (formerly Intensive) Services

Course Names: See page 2.

Provider: Entre Computer Solutions

<u>Program Provider:</u> Entre Computer Solutions	<u>Telephone:</u> 399-5664 <u>Fax:</u> 399-5717
<u>Address:</u> 8900 North 2 nd Street Machesney Park, IL 61115	<u>Contact Person:</u> Kim Lowe--399-5664, x 229 Training Coordinator E-mail: KimL@entrock.com
<u>Training Site Address:</u> Same	<u>FEIN:</u> 36-4126333
<u>Activity Name:</u> Skills Upgrade/Retraining (SUR)	
<u>Provider Code:</u> 2006-408	
<u>CIP Code:</u> See class listings	<u>OES:</u> Look up, if appropriate. Otherwise, N/A.

Session Dates or Open Entry-Open Exit: See current Training Schedule--call Kim Lowe or check web-site: www.entrock.com/training .

Average Time to Complete Program/Certificate/Degree: Most classes are 1-2 days

Last Day Program Will Accept Referrals: Day before class begins--if class is not filled.

Program Description:
Class schedules and outlines are available at Entre's Web site: www.entrock.com/training .

Expected Outcome: Computer skills enhancement will contribute to participant's employability.

<u>Program Schedule:</u> See Training Schedule--If the time a class meets is not on schedule, call Kim Lowe or check website..	<u>No. of Participants:</u> <u>Total:</u> <u>Per Session:</u>
	<u>Age:</u> -- <u>Math Level:</u> -- <u>Reading Level:</u> --
	<u>Other:</u> Ability to read and write English. Prerequisites vary by class. Call Kim Lowe.

Referral Procedures: Call Kim Lowe, 399-5664, x 229.

Costs: See next page.

Authorization: Northern Illinois Workforce Alliance
 R&R prepared by Valerie Johnson, WIB Planning & Quality Assurance Manager.
 Rock River Training Corporation (RRTC) is the fiscal agent for WIA programming approved by the NIWA.

SKILLS UPGRADE/RETRAINING

**NIWA-Approved Skills Upgrade/Retraining Courses Conducted
by Entre Computer Solutions**

All courses listed below are approved for both WIOA and TAA participants.

Skills Upgrade/Retraining Courses/CIP Code

Tuition Costs and Fees, Supplies

COURSES APPROVED UNTIL JUNE 28, 2017:

Class schedules float, based on customer demand. Call Entre. Starts classes with minimum of 3 students.

PROGRAM <i>(Programs prepare for industry-recognized certification. For WIOA purposes, student must pass certification exam to successfully "complete" program.</i>	CREDENTIAL (Programs prepare students to take industry recognized exams.)	CIP Code	O*NET Code	O*NET Name
A+ (Certification)	A+	470104	151041	Computer Support Specialists
			151099	Computer Specialists, All Other
Network + (Certification)	Network +	110901	151041	Computer Support Specialists
			151071	Network and Systems Administrators
			151081	Network Systems and Data Communication Analysts
			151099	Computer Specialists, All Other
Security + (Certification)	Security +	111003	151041	Computer Support Specialists
			151081	Network Systems and Data Communication Analysts
			151071	Network and Systems Administrators
			151099	Computer Specialists, All Other

COSTS: Costs **do not** include testing. Testing can be done through Rockford Career College. (Obtain most recent testing cost from RCC; vouchers will be written to RCC. Check with Kim Lowe at Entre for details.)

A+ Certification Training- 5day (35 hrs.) \$2,500

Network+ IT Technician Training-5day (35hrs.) \$2,500

Security + Training- 5day (35 hrs.) \$3,000

Microsoft Office Certification Preparation Program \$2,450

(Word, Excel (including Excel Power User and Excel Pivot Tables), PowerPoint) 300 hours (6 hours per day for 10 weeks)—includes lots of practice. (Access is an option in place of Excel Power User/Excel Pivot Tables if requested)

Cancellation of a Technician Course (Class):

Students must cancel technician classes at least at ten days before a class begins. Rock River Training Corporation will not pay the late-cancellation fee of \$50.

MICROSOFT COURSES: Use **CIP Code 110601** for all of the courses listed below.

COURSE	COST
Office 2010/2013 New Features	\$250
Intro to PCs 8:30 - 12 noon	\$150 (Cost increase)
Basic Computers 1*	\$200
Basic Computers 2*	\$200
Beginning Windows	\$200
Advanced Windows	\$250
Beginning Word	\$200
Intermediate Word	\$200
Advanced Word	\$250
Beginning Excel	\$200
Intermediate Excel	\$200
Advanced Excel	\$250
Pivot Tables (8:30-12)	\$150
Excel Power User	\$350
Excel VBA 3 days	\$1000
Beginning PowerPoint	\$200
Advanced PowerPoint	\$250
Beginning Access 2 days	\$500
Intermediate Access 2 days	\$500
Advanced Access 2 days	\$500
Access with VBA 3 days	\$1000
Beginning Outlook	\$250
Advanced Outlook	\$250
Beginning MS Project 2 days	\$500
Beginning Visio	\$250
Advanced Visio	\$250
Beg Crystal Reports 2 days	\$600
Adv Crystal Reports 2 days	\$600
Beginning Photoshop 1 day	\$250
Advanced Photoshop	\$250

WIOA participants may take any version of Microsoft courses. One free re-take available **within 90 days** for any of these courses; however, must be in a class with more than one student enrolled.

* Basic Computer 1, Basic Computer 2 not usually on the schedule but can be added. Discontinued classes include Beginning Keyboard and Beginning Acrobat.

Students must cancel a Microsoft class at least 24 hours before the class begins. Rock River Training Corporation will not pay the late-cancellation fee of \$50.