Orig**:** Mod.: **X** Date: **8/30/17**	**Courses have been reapproved until 6/30/18. Note: A+, Network+ and Security+ no longer offered. One free "re-take" for shorter Microsoft courses <u>within 90 days</u>; however, must have at least one other student enrolled to schedule it. Basic Computer 1 & 2 classes not usually on schedule.**

The Workforce Connection
An Illinois **workNet** Center
A proud partner of the **American**Job**Center** network

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

Course Names: See page 2 & 3.

Program Provider: Entre Computer Solutions   **FEIN:**   36-4126333

Address: 8900 North 2nd Street   **Telephone**: 815/399-5664
                          Machesney Park, IL 61115   **Fax:** 815/399-5717

Training Site Address: Same

Contact Person: Kim Lowe, Training Coordinator
Telephone: 815/399-5664, x 229   **E-mail:** KimL@entrerock.com

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Activity Name: Skills Upgrade/Retraining (SUR)

Provider Code: **2006-408**

CIP Code: **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.entrerock.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 outlines are available at Entre's Web site: *www.entrerock.com/training*

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

Program Schedule: If the time a class meets is not on training schedule, call Kim Lowe or check website

No. of Participants: Total: Per Session: Age: Math Level: Reading Level:
                    Other: Ability to read and write English.   **Prerequisites vary by class**. **Call Kim Lowe**

Referral Procedures: Call Kim Lowe, 815/399-5664, x 229

Costs: See next page

Authorization: The Workforce Connection, Inc.
R&R prepared by Valerie Johnson, TWC Planning & Quality Assurance Manager.
Rock River Training Corporation (RRTC) is the fiscal agent for WIOA programming approved by TWC.

SKILLS UPGRADE/RETRAINING

TWC-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 30, 2018:

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

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
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

COURSE	COST
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 <mark>within 90 days</mark> 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.

Students must cancel a <u>Microsoft class</u> at least <u>24 hours before the class begins</u>. The Workforce Connection <u>will not</u> pay the late-cancellation fee of $50.