

Original: Mod.: X Date: 1/9/18 All courses on this R&R are approved until 6/28/18. Nursing Prerequisites for FHN program added. NOTE: American Heart Association approved Basic Life Support (CPR) prerequisite to CNA training ; however, course no longer offered through college. (If you need a specific course on the R&R for TRADE, let Val J. know.)



RECRUITMENT AND REFERRAL FORM

WIOA Skills Upgrade & Retraining (formerly Intensive) Services

Use this Provider Code (2009-410) for courses that are part of an ITA program but taken as *Skills Upgrade/Retraining Services* courses. Also use this code for Adult Education & Literacy/English Language Acquisition – Non-credit (remedial) classes individuals may be required to take before entering into an ITA.

Courses: Prerequisite Courses for ITA Approved Programs

Program Provider: Highland Community College **FEIN:** 36-2616076

Address: 2998 Pearl City Road
Freeport, IL 61032

Telephone: College main number: 815-235-6121
Fax: 815-235-6130

Training Site Address: same

Contact Person: Suzanne Miller in *Career Information*, 815-599-3597

Activity Name: Skills Upgrading & Retraining (SUR)

Provider Code: 2009-410

Agreement Start Date: 6/1/10

CIP Code: Varies

OES: Varies – look up code

Session Dates or Open Entry-Open Exit: Call.

Average Time to Complete Program/Certificate/Degree: Varies

Last Day Program Will Accept Referrals: ----

Program Description: Check website at www.highland.cc.il.us.

Expected Outcome: Enrollment in ITA program...

Program Schedule: varies

Referral Procedures: Contact Suzanne Miller, 815-599-3597

Costs: See below

Authorization: The Workforce Connection

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.

COURSES APPROVED FOR FUNDING AND COSTS

Courses Approved for Funding and Tuition and Fees and Other Required Expenses for Approved Courses

RRTC will pay for required books and supplies for courses in approved programs.

All courses are approved for both WIOA and TRADE participants.

Provider: Highland Community College

PREREQUISITE COURSES APPROVED UNTIL JUNE 28, 2018:

COSTS: See page 3

The list below of HCC courses per WIOA guidance as Training – Skill Upgrade and Retraining – Prerequisites (previously approved as Intensive Services under WIA). *These courses either as a prerequisite for a certified program course requirements or a Skill Upgrade and Retraining course, will be automatically classified as Training – Skills Upgrade or Retraining in IWDS.*

Communications Courses:

COMM 087

Math Courses:

MATH 067

Reading Courses:

RDG 120—College Reading Strategies

Nursing Prerequisite Courses:

NRS 091 - Nursing Assistant CIP Code: 511614

BIOL 213 – Anatomy & Physiology 1

ENGL 121 – Rhetoric & Composition 1

CHEM 120 – Elementary General Chemistry

PSY 161 – Introduction to Psychology

Nursing Prerequisite Courses for FHN Scholarship Program (required to take Registered Phlebotomy Exam):

NURS 107 – Intro to Phlebotomy

NURS 108 – Phlebotomy Techniques

Computer 1-Hour Credit Courses:

INFT 105 -- Basic Keyboarding

INFT 110 -- Introduction to Personal Computing

INFT 115 -- Introduction to the World Wide Web

INFT 122 -- Introduction to Windows

INFT 131 -- Beginning Microsoft Word

INFT 132 -- Intermediate Microsoft Word

INFT 133 -- Advanced Microsoft Word

INFT 135 -- Power Point

INFT 140 -- Beginning Excel

INFT 141 -- Intermediate Excel

INFT 142 -- Advanced Excel

INFT 145 -- Beginning Access

INFT 146 -- Intermediate Access

INFT 147 -- Advanced Access

INFT 180 -- Introduction to Information Systems

INFT 182 -- Microcomputer Hardware

INFT 282 – A+ Certification

INFT 284 – Network+ Certification

INFT 286 – Security+ Certification

Costs :

2017-2018

In-District Tuition and Fees 2017-2018:

Tuition: \$141.00 per credit hour
Registration Fee: \$15.00
On-Line Fee: \$15.00 per course
Activity Fee: \$9.00 per credit hour
Technology Fee: \$16.00 per credit hour for billable courses
Lab Fees: If Applicable
Other fees may also apply, depending on program.

Out-of-District Tuition and Fees 2017-2018:

Tuition: \$234.00 per credit hour
Registration Fee: \$15.00
On-Line Fee: \$15.00 per course
Activity Fee: \$9.00 per credit hour
Technology Fee: \$16.00 per credit hour for billable courses
Lab Fees: If Applicable
Other fees may also apply, depending on program