

Original: Mod.: X Date: 6/22/18 All courses on this R&R are approved until 6/29/19. Nursing Prerequisites for phlebotomy courses added (also available as ITA). NOTE: American Heart Association approved Basic Life Support (CPR) prerequisite to CNA training; or through Nursing Instructors' Association – contact nursing staff for training options. (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](http://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.

The Workforce Connection (TWC) is the fiscal agent for approved WIOA & Trade programming.

**COURSES APPROVED FOR FUNDING AND COSTS****Courses Approved for Funding  
and  
Tuition and Fees and Other Required Expenses for Approved Courses**

TWC 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 29, 2019:**

**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 211 – General Microbiology  
 BIOL 213 – Anatomy & Physiology 1  
 BIOL 214 – Anatomy & Physiology II  
 ENGL 121 – Rhetoric & Composition 1  
 CHEM 120 – Elementary General Chemistry  
 PSY 161 – Introduction to Psychology  
 PSY 262 – Human Growth and Development

**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

**Nursing Prerequisite Courses (required to take  
Registered Phlebotomy Exam) (Also available as  
ITA Training program):**

NURS 107 – Intro to Phlebotomy  
 NURS 108 – Phlebotomy Techniques

**Costs :**

**2018-2019**

**In-District Tuition and Fees 2018-2019:**

Tuition: \$141.00 per credit hour  
Registration Fee: \$15.00  
On-Line Fee: \$15.00 per course  
Activity Fee: \$13.00 per credit hour  
Technology Fee: \$19.00 per credit hour for billable courses  
Lab Fees: If Applicable  
Other fees may also apply, depending on program.

**Out-of-District Tuition and Fees 2018-2019:**

Tuition: \$239.00 per credit hour  
Registration Fee: \$15.00  
On-Line Fee: \$15.00 per course  
Activity Fee: \$13.00 per credit hour  
Technology Fee: \$19.00 per credit hour for billable courses  
Lab Fees: If Applicable  
Other fees may also apply, depending on program