

ROCC Course Guide

Spring 2026



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Questions about registration should be directed to roccabe@nwservice.org

Course Registration

If your student wants to enroll in a course:

Step 1: Complete the **pre-registration checklist** with your learner to make sure the course is a good fit (see page 4-5)

Step 2: Go to the registration [google form](#) and complete with the learner (see page 5 for QR code).

Step 3: The learner will receive a registration confirmation email from roccabe@nwservice.org

Step 4: The course instructor will contact the learner with course details within a week of the course start date.

ROCC Pre-Registration Checklist

Complete this checklist **with** students interested in ROCC courses **PRIOR** to registration.

DO NOT register students more than a month before the class begins.

Instructions: Check the statement if it is applicable for the student, then follow the instructions for each section.

Tech Skills

- | | |
|--|---|
| ☐ Student has a device other than a phone to access ROCC class | ☐ Student can communicate via email |
| ☐ Student has reliable internet | ☐ Student can open and save attachments |
| ☐ Student can navigate Google Meet/Zoom | ☐ Student can utilize MS Word/Google Docs |
| ☐ Student can navigate DL Platforms | ☐ Student has a plan to print documents and/or assignments as necessary |

Total Checked: _____

If the student's score is lower than 6, ROCC courses are **not** a good fit. Work with the student to gain the necessary tech skills before registering them for a class.

Cut Score

- ☐ Student meets the cut score
- ☐ If student does not meet cut score, permission has been granted for student to attend by course teacher **and** host consortium manager

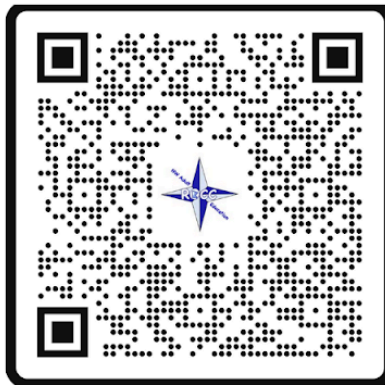
If neither box is checked, **DO NOT** register.

Schedule

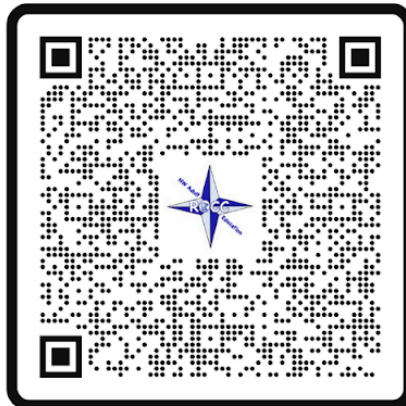
- ☐ Student is available to attend the ROCC class as it is scheduled
- ☐ Student is prepared to meet the attendance policy as set by the ROCC teacher

In order to register, **BOTH** boxes must be checked.

The current class schedule can be found here:



The ROCC registration form can be found here:



English for Custodians and Maintenance Workers

Course Description: This course is centered around common scenarios that involve custodians in various settings. Students learn and review important English vocabulary and phrases that custodians use in their day-to-day jobs.

Course Objectives: By the end of the course, students will be familiar with some common scenarios where custodians require English to interact with facility managers, maintenance workers, and building occupants.

Target Student Population: English Language Learners interested in Environmental Service careers.

Design: Hyflex Learning (Zoom or in-Person)-30 hours; Asynchronous Proxy Hours (Burlington English & ellii)-16 hours

Required Technology and Digital Literacy Skills: Access to a PC/Laptop/Chromebook with audio & video capabilities.

NSDL- successfully complete the following modules: basic computer skills, internet basics, using email.

Cut Scores:

ABE Level : TABE Reading 300+ (or equivalent)

ESL Level: CASAS STEPS 197+ (or equivalent)

Schedule:

- April 7th - May 21st
- Tuesday & Thursday, 6:00-8:00pm
- Registration deadline: March 31st

Student Expectations: Active participation in Synchronous classes- Hyflex/In-person. Completion of all Asynchronous assignments/hrs.

Attendance Policy: Attendance via zoom or in-person 80% of scheduled class time. Complete 5 Unit Homework assignments. Complete 50% of Burlington English platform modules. Exception: If miss class, view recordings and complete make-up assignments in place of 80% attendance.

Host Consortium: AEOA

Consortium Contact: Tracy Chase

Teacher Contact: Theresa Luther-Dolan (theresa.luther-dolan@aeoa.org) 218-264-9593

Classroom: Cook County Higher Ed Building- Grand Marais, MN

Prep for the Nursing Program Entrance Exam

Course Description: Course is designed to help individuals who are going into the nursing field. The class will offer help in science, math, language arts, reading, and critical thinking skills in preparation to take the TEAS or HSRT Exam.

Course Objectives: TEAS (Test of Essential Academic Skills) and HSRT-AD (Health Sciences Reasoning Test - Associate Degree) are basic aptitude tests used as entrance exams for nursing school programs.

Target Student Population: Pre-Nursing students

Design: Synchronous Distance Learning (Google Meet)-28 hours; Asynchronous Proxy Hours (Edmentum)-14 hours

Required Technology and Digital Literacy Skills:

- Access to a PC/Laptop/Chromebook with audio & video capabilities
- Able to use GoogleMeet to join & participate in class. Email skills including sending/attaching docs. Able to use Google Docs

Cut Scores:

ABE Level: ABE Level 4+ in Reading and Math

ESL Level: ESL 6+ in Reading and Listening

Schedule:

- February 2nd - March 23rd
- Monday & Thursday, 6:00-8:00pm
- Registration deadline: January 28th

Student Expectations: Active participation in Synchronous classes. Completion of all Asynchronous assignments/hrs.

Course Evaluation: Passing scores TEAS Practice Test

Attendance Policy: Absent learners will only be sent the recording of the missed class session if their absence qualifies as 'excused' based on the following: a. You inform the instructor prior to class of your absence. b. The instructor will determine if the reason for your absence qualifies as 'excused'. (IE: illness) c. You will only be allowed two excused absences (and the class recording sent) during the entire course. d. Time watching a recorded session due to absence does not count towards attendance hours.

Host Consortium: Alexandria ABE

Consortium Contact: Julie Fietek or Cindy Baczkowski

Teacher Contact: Vonda Pfannenstiel (vpfannenstiel@alexschools.org) 320-762-3312

Pre-CNA

Course Description: The course will preteach many of the topics covered in the CNA class and the NATO knowledge test (skills will not be covered). Students will discover the various paths available to them in healthcare and how to move forward on those paths.

Course Objectives: CNA class and NATO test

Target Student Population: Students starting out in healthcare

Design: Synchronous Distance Learning (Google Meet)-24 hours; Asynchronous Proxy Hours (Edmentum)-24 hours

Required Technology and Digital Literacy Skills:

- Laptop/Computer
- Email and google meet skills

Cut Scores:

ABE Level 3+ in Reading

Schedule:

- March 3rd -March 26th
- Tuesday, Wednesday, Thursday; 10:00am-12:00pm
- Registration deadline: February 24th

Student Expectations: Attend all google meets and completion of edmentum modules

Course Evaluation: Participation in google meets and completion of Edmentum

Attendance Policy: Attendance is required, but can be made up if they contact teacher ahead of time

Host Consortium: Duluth Adult Ed

Consortium Contact: Linnea Bishop

Teacher Contact: Linnea Bishop (linnea.bishop@isd709.org) 218-336-8725

Fast Paced Knowledge and Content for Written Driver's Exam

Course Description: This is our level 3 course in the series of courses preparing for the MN driver's written test. A shorter and accelerated version of the course that focuses on the knowledge and requirements needed to pass the MN driver's license written exam. For students who only need a little boost to pass the written exam and whose English is at a high level.

Course Objectives: Prepares students for taking the MN driver's license written exam.

Target Student Population: Individuals interested in obtaining a MN driver's license.

Design: Synchronous Distance Learning (Zoom)-9 hours; Asynchronous Proxy Hours (TVM)-6 hours

Required Technology and Digital Literacy Skills:

- Access to a PC/Laptop/Chromebook with audio and video capabilities
- Zoom, Email, Internet Basics

Cut Scores:

ABE Level: mid level ABE 3 (TABE 525) or higher

ESL Level: ESL Level 5 (CASAS Steps 217 or CASAS Life and Work Reading 210) or higher

Schedule:

- March 9th -March 26th
- Monday & Thursday, 6:30-8:00pm
- Registration deadline: March 2nd

Attendance Policy: 83% class attendance at 80% homework completions

Host Consortium: Lakes Area Adult Education

Consortium Contact: Jennifer Hellekson

Teacher Contact: Leah Hamman (lhamann@detlakes.k12.mn.us) 218-844-5760

Knowledge and Content for Written Driver's Exam

Course Description: This is our level 2 course in preparing for the MN driver's written exam. This course focuses on the knowledge and requirements needed to pass the MN driver's license written exam. The content is based on the MN Driver's Manual and includes road knowledge, traffic laws, vehicle operation and signage. Students who have taken the level one course, English Vocabulary for MN Driver's Manual, should take this next in preparation for the permit test.

Course Objectives: Prepares students for taking the MN driver's license written exam.

Target Student Population: Individuals interested in obtaining a MN driver's license.

Design: Synchronous Distance Learning (Zoom)-15 hours; Asynchronous Proxy Hours (TVM)-10 hours

Required Technology and Digital Literacy Skills:

- Access to a PC/Laptop/Chromebook with audio and video capabilities
- Zoom, Email, Internet Basics

Cut Scores:

ABE Level: ABE Level 3 (TABE 501) or higher

ESL Level: ESL Level 4 (CASAS Steps 207 or CASAS Life and Work Reading ESL 201) or higher

Schedule:

- February 2nd - March 5th
- Monday & Thursday, 6:30-8:00pm
- Registration deadline: January 26th

Attendance Policy: 80% class attendance and 80% homework completion

Host Consortium: Lakes Area Adult Education

Consortium Contact: Jennifer Hellekson

Teacher Contact: Leah Hamman (lhamann@detlakes.k12.mn.us) 218-844-5760

English Vocabulary for MN Driver's Manual

Course Description: This is the level 1 ROCC course in preparing for the written MN Driver's test. It is designed to introduce students to the basic vocabulary and foundational concepts needed to begin their study towards the written portion of the Minnesota Drivers Exam.

Course Objectives: Familiarize students with the basic vocabulary and foundational concepts needed for the written portion of the MN Drivers Exam.

Target Student Population: ESL students in need of a MN Driver's License

Design: Synchronous Distance Learning (Google Meet)-30 hours; Asynchronous Proxy Hours (EnGen)-10 hours

Required Technology and Digital Literacy Skills:

- Access to a PC/Laptop/Chromebook with audio and video capabilities
- Ability to use Google Meet to participate in class; ability to use email to send and receive messages

Cut Scores:

ESL level: CASAS Steps Reading 190 or higher; CASAS Life and Work Reading ESL 190 or higher

Schedule:

- February 3rd April 16th
- No class weeks of February 16th and March 16th
- Tuesday & Thursday, 1:00-2:30pm
- Registration deadline: January 27th

Attendance Policy: Students must attend class at least 85% percent of the time. That means a student can only miss 3 class periods before they will be dropped from the class. If they know they are going to be absent from class, they should let the teacher know ahead of time.

Host Consortium: Moorhead ABE

Teacher Contact: Kylie Kunkel (kyliekunkel@moorheadschoools.org) 218-284-3464

English for Healthcare Pathways

Course Description: This course is designed to introduce students to the basic vocabulary and foundational concepts around healthcare careers, HIPAA, and body systems.

Course Objectives: Familiarize students with basic vocabulary and foundational concepts of healthcare careers, HIPAA, and body systems.

Target Student Population: ESL students interested in healthcare careers

Design: Google Meet lessons (40 hours); Homework on EnGen/USA Learns (20 hours)

Required Technology and Digital Literacy Skills:

- Access to a PC/Laptop/Chromebook with audio and video capabilities
- Ability to use Google Meet to participate in class; ability to use email to send, receive messages, and open attachments; ability to navigate the internet and access course websites

Cut Scores: ESL Level 3 or higher

Schedule:

- February 2nd - April 24th
- No class February 16th, the week of March 16th, or April 3rd
- Monday & Friday, 10:00am-12:00pm
- Registration deadline: January 26th

Attendance Policy: Attend class via Google Meet 85% of the time. Complete assigned homework and 8 hours a month of distance learning on Engen. If a student is absent for more than 8 sessions they will be dropped. Certificates will be given to students who meet the following requirements.

Host Consortium: Moorhead ABE

Consortium Contact: Tammy Schatz (tschatz@moorheadschoools.org)

Teacher Contact: Mellisa Grosz (mgrosz@moorheadschoools.org); 218-284-3458

Professionalism for Healthcare Careers

Course Description: This course focuses on the soft skills of being a successful healthcare worker. Essential skills like good character, a strong work ethic, personal and professional traits, and the behaviors that are important for becoming an excellent employee in a healthcare pathway are the focus of this course.

Course Objectives: Identify key traits of a successful healthcare professional

Target Student Population: ESL learners interested in a healthcare career

Design: Synchronous Distance Learning (Google Meet)-40 hours; Asynchronous Proxy Hours (EnGen)-20 hours

Required Technology and Digital Literacy Skills:

- Access to PC/Laptop/Chromebook with audio and video capabilities
- Ability to use Google Meet to participate in class; ability to use email to send and receive messages, open attachments, ability to navigate the internet to access the asynchronous course website.

Cut Scores:

ESL Level: CASAS Steps 200 and above

Schedule:

- February 3rd - April 21st
- No class March 12th - 23rd
- Tuesday & Thursday, 5:30-7:00pm
- Registration deadline: January 27th

Attendance Policy: Attend class via Google Meet 85% of the time. Complete assigned homework and 8 hours a month of distance learning on Engen. If a student is absent for more than 8 sessions they will be dropped. Certificates will be given to students who meet the following requirements.

Host Consortium: Moorhead ABE

Consortium Contact: Tammy Schatz (tschatz@moorheadschoools.org)

Teacher Contact: Mellisa Grosz (mgrosz@moorheadschoools.org); 218-284-3458

Paraprofessional Training & Certification

Course Description/Course Objectives: This course is designed to qualify paras to meet Title I requirements. Students will enroll in ParaEducator Online and work synchronously with a professional instructor through the first thirteen lessons. Proctored certification testing provided upon completion of the course.

Target Student Population:

1. Incumbent workforce professionals seeking a credential
2. ABE Learners seeking seeking a short term certificate leading to a job in K12 education
3. ESL learners speaking dual languages proficiently who are seeking a position as a community liaison or paraprofessional in K12 education
4. Professionals/learners who do not yet meet the assessment prerequisite to enter the Paraprofessional Training & Certification online course.

****Must possess or be seeking a diploma or GED for employment as a paraprofessional. Schools require a diploma or GED to be hired as a paraprofessional.**

Design: Synchronous Distance Learning (Google Meet)-28 hours; Asynchronous Proxy Hours (ParaEducator)-14 hours

Required Technology and Digital Literacy Skills:

- pc, laptop, or desktop with camera & microphone connected to the internet
- Proficient with Google Meet, Internet Basics, Email, opening attachments and digital literacy platform navigation

Cut Scores:

ABE Level: ABE 4 (TABE 536 Reading)

ESL Level: ESL 6 (CASAS Goals or STEPS of 228)

Schedule:

- February 3rd - March 25th
- Tuesday & Thursday, 5:30 - 7:30 pm
- Registration deadline: January 27th

Attendance Policy: Attend class via Google Meet 85% of the time. Complete daily assigned homework. If a student is absent for more than 4 sessions (25%) they will be dropped. Certificates will be given to students who meet the following requirements.

Host Consortium: Northwest Service Cooperative ABE

Consortium Contact: Kirsten Fuglseth

Teacher Contact: Kirsten Fuglseth (kfuglseth@nwservice.org)