

## Services Offered by the Community Education Center

Indian Hills Community College

### High School Equivalency Diploma Program (formerly GED)

*You can earn your high school equivalency diploma with just a few months of classes!*

To earn a high school equivalency diploma, you must pass the five HiSET exams: reading, writing, math, social studies, and science. You are eligible to take the HiSET exams if you are 19 or older and not enrolled in high school OR if you are 17 or 18, out of school, and have parental permission. HiSET preparation courses are required and offered at no cost at the IHCC North Campus in Ottumwa, as well as the county service centers in Centerville, Fairfield, Keosauqua, and Oskaloosa. To learn about the next program orientation dates, call 641-683-5189.

### Computer Skills and Digital Literacy

*Let us help you improve your tech skills!*

IHCC offers Northstar Digital Literacy Certification in the following skill areas: basic computer, World Wide Web, Windows 7, Mac OS, using email, social media, Microsoft Word, Microsoft Excel basics, and Microsoft PowerPoint. Students can work through self-paced modules in the Community Education Center Computer Lab. Northstar Digital Literacy Certification is offered free of charge.

### Adult Basic Education

Adult Basic Education classes are available to help individuals improve their reading, writing, and math skills. Individuals can take skills enhancement or post-high school refresher courses in these subjects, as well as gain basic computer skills. Adult Basic Education classes are offered at no cost.

The Community Education Center also offers high school completion courses, which need to be coordinated with an individual's community school district.