

Services Offered through the Community Education Center

Indian Hills Community College

Computer Workshops

Computer workshops offered through the center include basic MS Word literacy, internet and email usage, and technology literacy. Each student may come to the site, sign in, and work on any of the available computers. Workshops are taught free of charge.

High School Equivalency or HiSET (formerly GED)

You are eligible to take the HiSET if you are at least 19 or older and not enrolled in high school OR if you are 17 or 18, out of school, and have parental permission. The HiSET tests cover: writing, reading, social studies, science, and math. You must pass each of the five HiSET practice tests before you may take the actual HiSET test. HiSET testing is offered on the Indian Hills campus in Ottumwa. HiSET testing and classes in areas outside of Ottumwa are available through the Indian Hills County Service Centers (www.indianhills.edu/servicecenters). HiSET preparation courses and materials are available at no cost.

Once you have passed all of the HiSET tests, you will earn your High School Equivalency Diploma. The graduation ceremony will be held on the Indian Hills Community College campus in Ottumwa.

Adult Basic Education (ABE)

These classes are taught in throughout the Indian Hills Community College region and are generally intended for adults functioning at a 9th grade level. They teach the basic skills needed to live in today's society; in other words, "survival skills." Adult Basic Education (ABE) classes are available to help you improve your reading, spelling, and math skills. In addition to teaching basic skills for adults, this ABE program also includes literacy programs, English as a Second Language (ESL), classes for high school completion, skill enhancement classes, and post-high school refresher courses.

Adult Basic Education Classes

Employment and Life Skills courses enhance the skills necessary for one to successfully live in today's society and work environment. Skills include completing applications, how to look for a job, creating a cover letter and resume writing, job interview techniques, etc.

Introduction to College courses teach students basic computer and study skills. In addition, the instructor will assist students in filling out college-bound forms like financial aid and college applications.

Post-High School Refresher courses allow students to recapture previously learned skills. Education will cover basic high school level schooling and is intended for college preparation or employment.

Community English Classes

Community English classes are available to adults who are 17 and older. Students will learn to speak, read, and write in English, study for the citizenship examination, and study for the HiSET test. Classes are available at various times during the day and evening. Contact the center for class times.

Address: Community Education Center, Indian Hills Community College North Campus, 15260 Truman Street, Suite 2, Ottumwa, IA 52501 | **Phone:** (641) 683-5189