



## **New Certificate Program! Launching September 2019**



Are you interested in gaining an entry level position in the banking, financial services or insurance industries? Then the Financial Services Certificate is for you! After completing this 8-week certificate program, you will have opportunity to take the Securities Industries Essentials (SIE) exam which is administered and accredited by FINRA (Financial Industry Regulatory Authority).

This will be a daytime program and the first session will launch on Monday, September 9th. Classes will run from 8:15 a.m. to 3:00 p.m. on the Indian Hills' Ottumwa campus. This program will follow the standard IHCC academic week of Monday through Thursday.

In addition to coursework designed to prepare you for the SIE exam, you will also take classes to help you with business writing and etiquette, customer service skills, keyboarding skills, and Microsoft Excel and Outlook. In both Excel and Outlook, you will have the chance to earn certificates endorsed by Microsoft, which demonstrate your skill with these programs to future employers.

Tuition for the course is \$2,690. This includes all course materials, plus exam fees. It also includes transportation for the class to take the SIE exam in Des Moines. (Students unable to take the exam on the scheduled day, must make their own travel arrangements for testing.)

To learn more about the program, or to register, contact the Continuing Education & Workforce Solutions office at (641) 683-5249 or [cews@indianhills.edu](mailto:cews@indianhills.edu).

If you would like to find out about financial aid for the program, please contact Michelle Russell-Graham at (641) 683-5285 or [michelle.russell@indianhills.edu](mailto:michelle.russell@indianhills.edu).

It is the policy of Indian Hills Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 - 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Director, Human Resources/Equity Coordinator (staff), 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5282, [hrequity@indianhills.edu](mailto:hrequity@indianhills.edu); Dean, Student Development (students), (641) 683-5159, [studentequity@indianhills.edu](mailto:studentequity@indianhills.edu); Dean, Centerville Campus & Learning Services (students with disabilities), (641) 683-5174, [learningservicesequity@indianhills.edu](mailto:learningservicesequity@indianhills.edu); U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number (312) 730-1560, fax (312) 730- 1576.