

# NEWS RELEASE

*May be published when received.*



603 West Park Street, Sheldon, Iowa 51201  
Phone 712-324-5061 or toll free 1-800-352-4907, Ext. 105

January 7, 2016

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## **“COMPUTER SKILLS FOR THE WORKPLACE CERTIFICATE” OFFERED AT NORTHWEST IOWA COMMUNITY COLLEGE**

This non-credit certificate hands-on program is for those who need or want to learn more about the world of computers. The fundamentals of the computer operating system and the internet and the basics of Microsoft office programs will be taught. Keyboarding software will also be provided to the participants. A final project due from each student will assess and review the concepts covered in the program. Students may register for a stand-alone Level 1 certificate or for a combination Level 1/Level 2 certificate. Most classes will be taught in either Sioux Center at the Library or on the NCC campus in Sheldon. Tuition includes handouts for each course and a flash drive.

**COURSE LIST:** Keyboarding-Level 1, Windows 7 and the Internet OR Windows 10 and the Internet-Level 1, Microsoft Outlook-Level 1 & 2, Microsoft Word-Level 1 & 2, Microsoft Excel-Level 1 & 2, Mail Merge-Level 2 and PowerPoint-Level 2. **The first class starts on January 19, 2016.**

Descriptions for each course can be found on the Continuing Education page of NCC's website, <http://www.nwicc.edu>.

Register for the certificate and save on tuition versus registering for each class individually, while earning a certificate that demonstrates your computer skills! Tuition assistance is available through the GAP program. Level 1 Certificate-Section #50138, cost of \$199. Level 1 & 2 Certificate-Section #49289, cost of \$419. All classes will be taught by Twyla Vogel who serves as the Continuing Education Business Coordinator at NCC. Twyla is certified as a Microsoft Office Specialist and has a Business Administration Degree from Briar Cliff University and a Master of Business Administration degree from the University of Sioux Falls. Twyla has many years of experience working with financial businesses and in teaching both basic and customized computer training.

**To get more information and to preregister: call the Continuing Education direct local line at 712-631-5500 or Northwest Iowa Community College at 800-352-4907 and ask for Continuing Education.**