



Northwest Iowa
Community College

603 West Park Street
Sheldon, Iowa 51201

Phone 712-324-5061 or
toll free 1-800-352-4907, Ext. 105

September 17, 2014

NEWS RELEASE

*May be published
when received.*

Computer File Management Skills Course offered at Northwest Iowa Community College

Do you need some direction in how to manage all of the files stored on your computer? Topics that will be covered in this class include: file management techniques, transferring files from your computer to a CD or to a flash drive and vice versa and how to protect your computer and the files stored on it. Northwest Iowa Community College will be offering this course on Tuesday, October 7 in the Sioux Center Library Computer Lab from 12:30 to 4:30pm, Section #42354 **OR** on Thursday, October 9 in Room 514H at Northwest Iowa Community College from 5:30 to 9:30 pm, Section #42355.

Students are welcome to bring their own laptop to class, but computers will be provided for those who are unable to bring their computers. The cost of the class will be \$40 and will be taught by Twyla Vogel.

To get more information and/or to register: Call Northwest Iowa Community College at 712-324-5061 or 800-352-4907 and ask for Continuing Education.