



Northwest Iowa
Community College

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NEWS RELEASE

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File Management Skills Course offered at Northwest Iowa Community College

Northwest Iowa Community College will be offering the course, "File Management Skills" on Tuesday, May 6 in the Sioux Center Library Computer Lab from 1:00 to 4:00pm, Section #39962 **OR** on Thursday, May 8 in Room 514H at Northwest Iowa Community College from 6:00 to 9:00 pm on May 8, Section #39963. 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, how to protect your computer and the files stored on it, and how to customize your Internet Explorer home page.

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 \$35 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.