

NEWS RELEASE

May be published when received.



September 7, 2016

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

Computer File Management Skills Course offered at Northwest Iowa Community College

The more you use and save files onto your computer, the more you need to understand how to setup your file management system, so that it makes sense to you. Topics that will be covered in this class include: creating folders, the naming of files and folders, options for viewing your files, sorting folders and files, 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. Students are welcome to bring their own laptop to class, but computers will be provided for those who are unable to bring their computers.

Northwest Iowa Community College will be offering this course on Monday, September 26 in Room 514H at Northwest Iowa Community College from 5:30-9:30 pm, Course #52189. The cost of the class will be \$49 and will be taught by Twyla Vogel.

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