This Keyboarding short course is designed to quickly help students lacking proper keyboarding skills become productive. The course will begin with a 3 hour face-to-face class to introduce students to the course that can be completed outside of the classroom. In approximately 20-30 more hours, beginners can reach speeds of 30-35+ words per minute and also attain accepted accuracy standards of one error per minute of timed writing. Experienced typists can improve their speeds by 10-25+ words per minute. The tuition for this course includes the licensing fee for the keyboarding software. This course will be offered in Room 514H at Northwest Iowa Community College from 6:00 to 9:00 pm on Tuesday, January 19, Section #49271. The cost of the course will be $35 and will be taught by Twyla Vogel.

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.