

NEWS RELEASE

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

January 7, 2016

COMPUTER KEYBOARDING COURSE OFFERED AT NORTHWEST IOWA COMMUNITY COLLEGE

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.