

# 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

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## **Microsoft Office Skills Certificate Offered at Northwest Iowa Community College**

Do you need to develop the basic computer skills and confidence to enter the job market? Maybe you want to get a better job or just learn more about what the computer can do for you in your personal life. This non-credit certificate hands-on program is for those who need or want to learn the basics of the Microsoft office programs of Word, Excel and Outlook. The File Management class will also be included in this certificate. A final project due from each student will assess and review the concepts covered in the program. Tuition includes handouts for each course, a flash drive and an office skills manual. Register for the certificate and save on tuition versus registering for each class individually, while earning a certificate that demonstrates your computer skills! Tuition assistance is available through the GAP program (call NCC for details). Cost of the four courses in the certificate program will be \$239. The first class, Microsoft Word, starts the week of September 4. This course takes the student who has a basic knowledge of the computer to the next level by learning the different tools and features in Microsoft Word 2013. Students will use formatting, inserting, styles, backgrounds, graphics and other features to create business and personal letters and to design a simple flyer and newsletter. Also included will be how to print letters, envelopes and labels and how to include headers, footers, and page numbering.

This class will meet for 2 sessions on Wednesdays, September 7 and 14 at the Sioux Center Library Computer Lab from 12:30 – 4:30 pm, Section #52187 **OR** on September 8 and 15 at Northwest Iowa Community College in Room 514H from 5:30 – 9:30 pm, Section #52188. If this class is taken as a stand-alone, the cost will be \$69. If this class is taken as part of the certificate course, there is no additional charge. Twyla Vogel will be the instructor. Twyla serves as the Northwest Iowa Community College Continuing Education Business Coordinator. She has a Master of Business Administration degree from the University of Sioux Falls and is certified as a Microsoft Office Specialist. Twyla has many years of experience working with financial businesses and in teaching both basic and customized computer training for area businesses and individuals.

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

