

Learn about these areas of study...

Information Sessions **for SUMMER 2019**

Registration for NACTEP/**GED** Classes is quick & easy.

Please complete the attached registration forms.

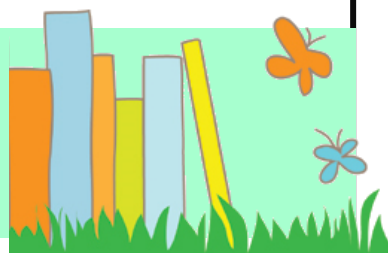
Return by email to: Jayne Joyner (jjoyner@everettcc.edu)

or if more convenient bring registration forms to either

Drop-in Sessions listed below.

5/8 9 – 11 am
5/17 11 am – 1 pm
6/18 9 – 11 am

Dining Area, 2nd Fl, Admin. Bldg.



* RSVP: **360-716-4888**, Higher ED
or highered@tulaliptribes-nsn.gov

Tulalip College Center • 7707 36th Ave NW Building C-2
(next to the Boys & Girls Club)

Space is limited. Enrollment is open to Tulalip Tribal members;
Tulalip employees and members of the Tulalip Community.
Tuition/books are free for everyone.

EVCC Students May Enroll at the First Class Session.



Classes begin Tuesday, July 2
"Tribal Technology Certificate" (Everett CC)

EXCEL

Tue & Thu, 4 – 6 pm

Presents intermediate/advanced techniques in Microsoft Excel. Emphasis on creating professional-looking workbooks, using templates, creating multiple worksheets and using functions.

Computer Literacy

Tue & Thu, 9 – 11 am

Introduces students to the Windows environment and to the Microsoft Office software program. Emphasis on file management. Uses practical problems to illustrate computer applications including database, spreadsheets, presentation graphics, word processing, email and internet.

Using computers/Managing Files

Tue & Thu, 11 am – 1 pm

Overview of the basic functions of a personal computer and its operating system. Includes understanding of the computer environment, working with icons and basic windows tasks, managing files, identifying and understanding viruses, and dealing with printer setup and output.

Information Technology Foundations

Tue & Thu, 12 – 2 pm

Orientation to academic and career opportunities in the Information Technology field. Topics include computer terminology, hardware, operating systems, data management, security concepts and ethics. Students explore Information Technology career options and prepare for internships in the field. Each student creates a personal academic path way.

GED/Adult Basic Education

Tue & Thu, 6:10 – 8:20 pm

Classes prepare students to pass the GED test.

For more information (EvCC):

Jayne Joyner, 425-923-4190 or jjoyner@everettcc.edu