



Learn about these areas of study...

# OPEN HOUSE

## Tribal Business Technology Certificate

SUMMER 2015 courses offered at the Tulalip College Center

- Keyboarding • Business English • Business Communications
- Records Management • Introduction to MS Word
- Service Essentials • Job Search/Prof. Development
- Using computers/Managing Files • Word Processing
- Spreadsheets • Databases • PowerPoint

**JUNE 15**  
**5-7 PM**

Dining Area, 2nd Fl, Admin. Bldg.

\* RSVP: **360-716-4888**, Higher ED  
or [highered@tulaliptribes-nsn.gov](mailto:highered@tulaliptribes-nsn.gov)



**Classes begin Monday, June 29**

*"Tribal Technology Certificate" (EverettCC)*

**Keyboarding** Tue & Thu, 1—3 pm  
Introduces keying-by-touch emphasizing correct ergonomics, speed & accuracy. Includes techniques for editing, saving, opening & closing documents and application of skills to personal letters, reports.

**Business English** Mon & Wed, 1—3 pm  
Review of abbreviations, capitalization, grammar, possessives, punctuation & spelling. Includes proof reading & editing.

**Business Communications** Mon & Wed, 1—3 pm  
Study of business communication principles within the global work place. Includes effective news presentations, persuasive requests, short reports to diverse audiences.

**Records Management** Tue & Thu, 9—11 am  
Creation, maintenance and disposition of records. Retrieving and storing records utilizing manual and computer based programs.

**Introduction to Microsoft Word** Tue & Thu, 9—11 am  
Introduces word processing functions and applications using MS Word. Covers creating revising, formatting, saving and retrieving documents, file management, merge, typeface selection, creating tables, using pagination and much more. MS Office 2013 version.

**Service Essentials for Business** Mon & Wed, 9—11 am  
Theory and skills relating to internal and external customer service. Elements of service culture, behavioral styles, verbal and nonverbal communication, telephone techniques, difficult customers, diversity, customer loyalty, and service recovery.

**Job Search/Prof. Development** Mon & Wed, 9—11 am  
Opportunity to develop skills, attitudes and practices need for effective job search. Focus on self-assessment, employer research resume creation, cover & follow-up letters, interview techniques.

**Computer Literacy** Tue & Thu, 9—11 am  
CL 101—Introduction to Windows environment and MS Office.  
CL 102—Using computers/Managing Files  
CL 103—Word Processing  
CL 104—Spreadsheets  
CL 105—Databases  
CL 106—PowerPoint

*Supervised Computer Labs  
for CL 101– CL 106 classes*

**NOTE:** Non-traditional class format. Several classes taught by one instructor.

*For more information:*

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Jayne Joyner, 360-716-4892 or [jjoyner@everettcc.edu](mailto:jjoyner@everettcc.edu)

**Tulalip College Center • 7707 36th Ave NW Building C-1&2**  
(next to Boys & Girls Club)

**Space is limited.** Enrollment is open to, and books/tuition are FREE, for (in order) Tulalip Tribal members; spouses & parents of Tulalip Tribal members; other Native Americans; and employees of Tulalip Tribes

**EVCC Students May Enroll at the First Class Session.**