Get Your . . . GED

OPEN HOUSE

- Find out what it takes to get your GED
- Sign up for classes.
- Other options available to you
- Snacks

DATE: Friday, **MARCH 20th**
TIME: **5—7 pm**
LOCATION: Rm 263, Admin. Bldg.

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

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.

EVERETT COMMUNITY COLLEGE

Classes begin Monday, April 6

"Tribal Technology Certificate" (EverettCC)

GED/Adult Basic Education Tue & Thu, 8:30-11:20 am
Classes prepare students to pass the GED tests.

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

Keyboarding Mon & Wed, 12—2 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.

Introduction to Microsoft Word Tue & Thu , 3:30—5:30 pm
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.

Mentorship (Arranged)
Provides students with a supervised work environment to apply their management, marketing operations knowledge, fostering profession al growth, self-confidence. Use MS Office 2013 version.

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

Business Computations Mon & Wed, 1—3 pm
Apply mathematical concepts using numerical data in Excel. Create formulas and use functions of Excel to compute basic math operations, fractions, and percent, etc. MS Office 2013 version.

Business English Mon & Wed, 3—5 pm
Review of abbreviations, capitalization, grammar, possessives, punctuation & spelling. Includes proof reading & editing.

Records Management Mon & Wed, 5—7 pm
Creation, maintenance and disposition of records. Retrieving and storing records utilizing manual and computer based programs.

Introduction to Tribal Government 5 Fridays: 9 am—12:30 pm
April 3 & 10, May 1 & 29, June 5: Seminars used to teach various subjects in the areas of management, marketing & operations.

Computer Literacy Tue & Thu , 12—2 pm
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:
Jayne Joyner, 360-716-4892 or jjoyner@everettcc.edu
Michael Chaplin, 425-388-9964 or mchaplin@everettcc.edu