Get Your . . . GED

OPEN HOUSE

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

DATE: Thursday, **11/20 & 12/11**
TIME: **5—7 pm**
LOCATION: Rm 263, Admin. Bldg.

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

EVCC Students May Enroll at the First Class Session.

EVERETT COMMUNITY COLLEGE

Classes begin Monday, January 5

"Tribal Technology Certificate" (EverettCC)

Keyboarding Speed & Accuracy Mon & Wed, 3-5 pm
Introduces keying-by-touch, speed and accuracy, and includes techniques for creating, editing, saving, opening and closing documents.
NOTE: Non-traditional class format. Several classes taught by one instructor.

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

Business English Tue & Thu 3-5 pm
Review of abbreviations, capitalization, grammar, possessives, punctuation & spelling. Includes proof reading & editing.

Business Computations Tue & Thu , 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. Use MS Office 2010 version.

Service Essentials for Business Mon & Wed, 5-7 pm
Theory and skills relating to internal and external customer service. Elements of service culture, behavioral styles, verbal and non-verbal communication, telephone techniques, difficult customers, diversity, customer loyalty and service recovery

Computer Literacy Mon & Wed, 1-3 pm
CL 101—Introduction to Windows environment and MS Office.
CL 102—Using the computer/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.

GED/Adult Basic Education Tue & Thu, 8:30-11:20 am

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.

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

For more information:
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