

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, **December 11th**

TIME: **5–7 pm**

LOCATION: Rm 263, Admin. Bldg.

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

[EVCC Students May Enroll at the First Class Session.](#)



**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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