



Learn about these areas of study...

OPEN HOUSE

Tribal Business Technology Certificate

WINTER 2016 courses offered at the Tulalip College Center

- Business English • Business Computations • Computer Literacy
- Beginning Keyboarding • Keyboarding Speed & Accuracy
- Records Management • Service Essential for Business
- Spreadsheets • Databases • PowerPoint

DECEMBER 17

5-7 PM

Dining Area, 2nd Fl, Admin. Bldg.



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

For more information (EVCC):

Michael Chaplin, 425-388-9964 or mchaplin@everettcc.edu

Jayne Joyner, 360-716-4892 or 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.



Classes begin Monday, January 4
"Tribal Technology Certificate" (EverettCC)

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

Business Computations Tue & Thu, 11 am - 1 pm
Apply mathematical concepts using numerical data in Excel to complete business applications. Create formulas and use functions of Excel to compute basic math operations, etc. Office 2010 Version.

Keyboarding—Beginning Mon & Wed, 4—6 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.

Keyboarding—Speed & Accuracy Mon & Wed, 4 - 6 pm
Improve keyboarding speed and accuracy through the use of programmed software which diagnoses student keyboarding problems and prescribes appropriate practice material.

Mentorship Arranged with instructor
Provides students with a supervised work environment to apply their management, marketing and operations knowledge while fostering professional growth.

Records Management Tue & Thu, 8:30-10:30 am
Creation, maintenance and disposition of records. Retrieving and storing records utilizing manual and computer based programs.

Service Essentials for Business Mon & Wed, 8:30-10:30 am
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, 11am -1 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.

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

Effective Teams (Edmonds CC) 9 Tuesdays, 3-5 pm*
1/5/16-3/1/16 Explore skills, strategies & tools for understanding & creating successful teamwork dynamics as a team player & team leader.

Presentation Skills (Edmonds CC) 9 Wednesdays, 3-5 pm*
1/6/16-3/2/16 Learn & apply techniques for preparing and delivering effective business presentations. (Access to PowerPoint needed.)

Classes fill quickly.* Enrollment information: Email instructor
Karen Lamoreux, at klamor@edcc.edu