



Learn about the areas of study...

Drop-In Sessions for Winter 2017

Registration for NACTEP/GED Classes is quick & easy.

Please complete the attached registration forms.

Return by email to: Michael Chaplin (mchaplin@everettcc.edu)

or if more convenient bring registration forms to any
Drop-in Sessions listed below.

November 17 1 – 3 PM
December 8 4 – 6 PM
January 4 4 – 6 PM

Dining Area, 2nd Fl, Admin. Bldg.



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

For more information (EvCC):

Michael Chaplin, 661-312-1860 or mchaplin@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 9*

"Tribal Technology Certificate" (EverettCC)

Computer Comfort

Designed for students who need basic computer confidence and skill building.

Mon & Wed., 11 am – 1 pm

Business Communications

Study of business communication principles within the global workplace. Includes effectively presenting good, neutral, and bad news, direct and persuasive requests, short reports, and spoken presentations to diverse audiences. Also includes listening skills and interpreting nonverbal communication within varying cultures.

Mon & Wed., 2–4 pm

Business English

Review of abbreviations, capitalization, grammar, possessives, punctuation and spelling. Includes proofreading & editing.

Mon & Wed., 2–4 pm

EXCEL

Presents intermediate/advanced techniques in Microsoft Excel. Emphasis on creating professional looking workbooks, using templates, creating multiple worksheets and using functions.

Tue & Thu, 2–4 pm

Internship

Provides students with a supervised work environment to apply business skills in either a for-profit or nonprofit organization, to foster professional growth and to gain self-confidence.

To Be Arranged

Introduction to Microsoft Word

Introduces word processing functions using MS Word. Covers creating revising, formatting, saving and retrieving documents, file management, merge, typeface selection, creating tables, using pagination and much more.

Tue & Thu, 8:30–10:30 am

Job Search/Prof. Development

Provides an opportunity to develop skills, attitudes and practices needed for effective job search.

Mon & Wed, 8:30 – 10:30 am

Keyboarding—Beginning

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.

Tue & Thu, 4–6 pm

Keyboarding—Speed & Accuracy

Improve keyboarding speed and accuracy through the use of programmed software.

Tue & Thu, 4–6 pm

Records Management

Creation, maintenance and disposition of records. Retrieving and storing records utilizing manual and computer based programs.

Mon & Wed, 11 am – 1 pm

Service Essentials for Business

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.

Tue & Thu, 9–11 am

Computer Literacy

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

Tue & Thu, 11 am – 1 pm

[Supervised Computer Labs](#)
for CL 101– CL 106 classes

NOTE: Several classes taught by one instructor

GED/Adult Basic Education

Classes prepare students to pass the GED test.

Tue & Thu, 6:10 – 8:20 pm