



Learn about these areas of study...

OPEN HOUSE

GED — GED/Adult Basic Education

Classes prepare students to pass the GED tests

Tribal Business Technology Certificate

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

MARCH 22

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, 425-388-9964 or mchaplin@everettcc.edu
Jean Van Hollebeke 360-716-4892 or jvanhollebeke@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, **March 28** "Tribal Technology Certificate" (EverettCC)

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

Business English Tue & Thu, 5:30 - 7:30 pm
Review of abbreviations, capitalization, grammar, possessives, punctuation & spelling. Includes proof reading & editing.

Business Communications Mon & Wed, 5:30 - 7:30 pm
Study of business communication principles within the global work-place. Includes effectively presenting good neutral and bad news, direct and persuasive requests, short reports, and spoken presentations to diverse audiences.

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.

Introduction to Microsoft Word Tue & Thu, 2- 4 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.

Introduction to Tribal Governance Wednesdays: 11 am - 12 pm
Examination of the legal system, its rules and regulations regarding Native Americans, including application of Federal, State and Tribal statutory and case law, rules relating to treaty interpretation and legal status of Native Americans and Tribal Governments including constitutional rights.

Job Search/Prof. Development Tue & Thu, 8:30-10:30 am
Opportunity to develop skills, attitudes and practices need for effective job search. Focus on self-assessment, employer research resume creation, cover & follow-up letters, interview techniques.

Keyboarding—Beginning Mon & Wed, 3- 5 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, 3- 5 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 Mon & Wed, 8:30-10:30 am
Creation, maintenance and disposition of records. Retrieving and storing records utilizing manual and computer based programs.

Computer Literacy Mon & Wed, 11am-12 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

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