



FREE!
Earn college credits toward certificates at Highline College

AIRPORT UNIVERSITY

Winter Class Schedule January - March 2024



INTRODUCTION TO COMPUTERS (BSTEC 105)

This hands-on class is perfect for students who are new to computers or who want to build computer skills. Learn about computer hardware and software programs. Practice how to store documents, manage files, organize your information, and customize your computer. Learn how to find documents on your computer after saving them and attach to emails.

Wednesdays
January 10 - March 20
11:30am - 12:30 pm

Earn 3 college credits toward an Introduction to Business Technology Certificate



GLOBAL EXCELLENCE CUSTOMER SERVICE (HOST 166)

This fun and interactive class teaches practical skills for providing excellent customer service at SEA Airport. Learn how to listen to customers, solve problems, and handle conflict. Understand how verbal and nonverbal communication affects the customer's experience. You will also complete **SEA Airport Five-Star Customer Service Training!**

Mondays
Feb 26, March 4, March 11, March 18
2:30 - 5:00 pm

Earn 1 college credit and a Global Excellence Certificate (You must attend all classes).

Students new to Airport University can take 1 class maximum.

LOCATION: Classes meet in-person at SEA Airport

ELIGIBILITY: *SEA Airport employees
*Community members looking for jobs at SEA Airport, as space is available

TO REGISTER: Come to the Airport Jobs office
SEA Airport, Mezzanine level, Room 6626 above the Alaska Airlines ticket counters

Registration Deadlines
Jan 8 - Intro to Computers
Feb 19 - Global Excellence

Monday 9:00 am - 1:30 pm and 3:00 - 4:00 pm
Tuesday to Friday 9:00 am - 4:00 pm

We can validate your parking during registration and classes. In "General Parking" only. Bring ticket with you.

QUESTIONS: Email airportuniversity@portjobs.org or call Airport Jobs 206-258-8980 www.portjobs.org

