



**FREE!**  
Earn college  
credits at  
Highline  
College

# AIRPORT UNIVERSITY

Spring Quarter April - June 2025



## INTRODUCTION TO COMPUTERS (BSTEC 105)

This hands-on class is for students who are new to computers.

- Learn about the parts of a computer and types computers (desktop, laptops, tablets)
- Know what an operating system is and different software applications
- Save documents on your computer
- Organize and find documents using folders and Windows Explorer
- Customize a computer desktop and other parts of your computer
- Learn to attach documents to emails or upload documents online



Wednesdays  
**April 2 - June 18**

12:00 - 1:00pm

**Location: In-person at  
SEA Airport**



**EARN: 3 college credits from Highline College toward an "Introduction to Business Technology" Certificate**

### ELIGIBILITY:

\*SEA Airport workers - priority registration

\*Taxi & Rideshare drivers serving SEA Airport

\*Community members looking for jobs at SEA Airport (will be put on a waitlist and registered if space is available)

### REGISTER:

Complete [Airport University Class Registration form](#)

- Use QR Code or [www.portjobs.org](http://www.portjobs.org)
- Or visit the Airport Jobs office

**Deadline**  
**March 31**

Hours: Monday to Friday 10:00 am - 4:00 pm

Directions to office: <https://portjobs.org/contact/>



**QUESTIONS:** Email [airportuniversity@portjobs.org](mailto:airportuniversity@portjobs.org) - text 971-319-3356 - call 206-258-8980 [www.portjobs.org](http://www.portjobs.org)

