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Earn college
credits toward
certificates at
Highline
College

AIRPORT UNIVERSITY

Winter Quarter January - March 2026



BUSINESS COMPUTER APPLICATIONS / MICROSOFT EXCEL (BUSN 216)

Many businesses - including airport and logistics companies - use Microsoft 365. This is a **fast-paced class for students who have some experience using Microsoft 365** and want to expand their skills. This class focuses most on Microsoft Excel.

- Manage files and documents using Windows Explorer
- Create a resume and cover letter in Microsoft Word
- Create a presentation in PowerPoint
- Perform math calculations and create formulas in Microsoft Excel
- Use Excel to sort and filter numbers; create Pivot Tables to convert data into useful information for decision making
- Create charts in Excel to present information visually



Thursdays

January 8 - March 19

2:00 - 4:00 pm

Location: In-person at
SEA Airport



**EARN: 5 college credits from
Highline College toward an
Air Cargo Logistics certificate**

This is an intermediate level class. Students should:

- *Know how to type and use a computer *Have some experience using Microsoft 365 *Be prepared to do homework

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
 - Or visit the Airport Jobs office
- Hours: Monday to Friday 10:00 am - 4:00 pm
Directions to office: <https://portjobs.org/contact/>

Registration closes:
January 2
or class is full



New Airport U students may enroll in one class. Returning Airport U students may enroll in maximum 2 classes.
We reserve the right to limit the number of courses taken in a quarter based on past class participation.

QUESTIONS: Email airportuniversity@portjobs.org - text 206-238-6977 - call 206-258-8980 www.portjobs.org

