



AIRPORT UNIVERSITY

Winter Quarter January - March 2026



WRITTEN AND VERBAL COMMUNICATION (BSTEC 101)

Build your writing skills and communication skills at work.
Learn how to:

- Write professional emails, memos, and letters
- Practice clear writing through solid sentences, strong paragraphs, proper punctuation, and formatting
- Build a strong resume and cover letter
- Communicate effectively with customers
- Engage in active listening, give and receive feedback, and manage conflict
- Plan and develop a formal presentation
- Make a presentation in front of a group



Wednesdays

January 7 - March 18

12:30 - 1:30 pm

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



**EARN: 2 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](#)

Registration closes:

January 2
or class is full

- 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/>



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 971-319-3356 - call 206-258-8980 www.portjobs.org

