Career Success Skills (HOST 139)
Tuesdays, 2:30 pm - 3:30 pm  
September 29 - December 15
Are you looking for a job? Do you want to take your career to the next level? This class is for you! You will learn job search techniques, create a resume, write a cover letter, practice job interviews, and learn how to use networking and social media to meet job contacts. Leave with your own job search portfolio. This class applies to Business Technology certificates and Hospitality/Tourism certificates at Highline College.  
(Earn 2 credits, Highline College)

Introduction to Computers (BSTEC 105)
Wednesdays, 1:00 - 2:00 pm  
September 30 - December 16
Computer skills are critical today as more parts of our lives – like school, work, appointments – are done virtually or online. 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 different software programs. Practice how to store documents, manage files, organize and protect information, and customize your computer. Explore different forms of online communication, including email. Learn the basics of using Canvas and Zoom for school and work.  
(Earn 3 credits, Highline College)

Note: These are live online classes through Zoom with online homework. If you need assistance with technology or using Zoom, we are here to help!

Register online: www.portjobs.org
Priority registration is for current and laid-off Sea-Tac Airport employees

Questions
Contact E.J. Bravo: bravo.e@portseattle.org or call 206-787-5997.