

COMPUTER and INTERNET SKILLS CLASSES FOR AIRPORT and HOTEL EMPLOYEES!

WINTER QUARTER 2012

*Introduction to the Internet, MS Outlook, and
Keyboarding*

January 9 – March 23

Tuesdays and Thursdays, 2:00–4 p.m.



Participants will earn 4 college credits and learn:

- *Intro to the Internet and the World Wide Web.*
- *Typing skills (speed and accuracy development)*
- *Introduction to Microsoft Outlook 2010 (e-mail program)*

TO REGISTER: You must complete a registration form (on back) and attend one of the Orientation and Testing Sessions below:

Every Tuesday & Thursday 2:00 p.m. – 4:00 p.m.

Airport Jobs Office

For more information contact:

Mary Turla (206) 787-7504

Turla.m@portseattle.org

**PLEASE COMPLETE THE BACK
OF THIS
FORM TO APPLY**



Classes are offered at no cost to income eligible airport employees through a partnership between Port Jobs and Highline Community College



Step 1. Complete this form. PLEASE PRINT CLEARLY

_____	_____	_____	
First Name	Last Name	Date	
_____	_____	_____	
Street Address	Apt#	City	State
_____	_____	_____	_____
_____	_____	_____	_____
Zip Code	Social Security #		
_____	DOB (mo-day-yr): _____		
_____	_____		
Company Name	Email Address (please print clearly)		
_____	_____		
() _____ - _____	() _____ - _____		
Cell Phone	Home Phone		

Step 2. CLASSES (For each credit, a typical student will spend at *least 10-15 hours in class plus 20 hours of homework.*)

- BTECH 103 Keyboarding — 1 credit _____.
- BTECH 111 Microsoft Office Outlook—1 credit _____.
- BTECH 112 Intro to the Internet — 2 credit _____.

Step 3. Orientation and Testing All students must take a basic reading test before starting class. Come to the **AIRPORT JOBS OFFICE** to schedule an appointment or call Mary Turla at 206-787-7504. Write the date below and bring this form with you to the AJ office. Former students do not need to take the test again.

- Every Tuesday & Thursday (Airport Jobs Office)
- By appointment _____

♦ *Students wishing to enroll in Free Airport University Classes will need to provide SSN and income information during the CASAS testing session.*

