



Winter 2020

DEVELOP YOUR TECHNICAL SKILLS

BSTEC 110: Keyboarding, Item #2715

9:00 a.m. – 9:50 a.m., Bldg. 30-202; M – TH

Develop correct keyboarding skills using the keyboard by touch to become more efficient in the workplace and school.

BSTEC 108: Canvas, Item #2695

9:00 a.m. – 9:50 a.m., Bldg. 30-202; M – TH

Learn the functions of Canvas as it relates to online learning.

PREPARE FOR YOUR CAREER

Life Skills Career Readiness 058, Item 1338

10 a.m. – 10:50 a.m., Bldg. 30-202; M – TH

The objective of this course is to introduce and/or reinforce the development of soft skills. This introduction will include self-awareness through mindset and mindfulness discussions and activities.

Participants will become acquainted with business etiquette and workplace ethics. In addition, participants will practice the necessary and expected skill of creating business communications through e-mails and letters.

Work First classes: These courses are designed for those in need of skills necessary to be successful in education and employment.

To Enroll, contact: Women's Programs & WorkFirst Services at: 206.592.3340
Instructor Vickie Price: vprice@highline.edu