* Team building activities
	+ Indoor activities
		- Computer games
		- Pool table
		- Three truths and a lie
	+ Outdoor activities
		- Hiking
		- Bike Riding
		- Scavenger hunt
1. Windows Explorer
	1. File Management
		1. System of folders makes it easy to locate files and folders
		2. Copy, Cut, Paste, Move, Delete and Backup Files
2. Word
	1. Levels of Formatting
		1. Character
		2. Paragraph
		3. Section
3. PowerPoint
4. Excel
5. Access

Types of different Certificates offered at Highline

1. Certificates
	1. Certificates completed within 45-55 Credits
		1. International Business Trade
		2. Human Resources
		3. Small Business/Entrepreneurship
		4. Retail Management
2. Short Certificates
	1. Certificates completed within 15-20 Credits
		1. Purchasing and Supply Chain Management
		2. Nonprofit Management
		3. Marketing Communications