

Highline College
SHORT-TERM PROGRAMS

Expectations

- International students must enroll in at least 12 credits and no more than 18 credits per quarter
 - At least 7 credits must be in the classroom
 - Online classes are not recommended

Registration Timeline:

- Registration begins in the previous quarter and international students can register one day before all students
- It is possible to change classes, but students must finalize their schedule by the end of the first week

SUMMER	Late June-Mid August (8 weeks)
FALL	Late September-Mid December (12 weeks)
WINTER	Early January-Late March (11 weeks)
SPRING	Early April-Mid June (11 weeks)

Class Schedule: <https://classes.highline.edu/>

- Opportunity to select from English, Humanities, Physical Education and computer courses, or focus on a subject
- Variety of programs and courses at Highline: Business & Hospitality, Design & Computer Science, Education, Social Sciences, and more

Internship Option – Minimum 2 Quarters

Step 1: Take BUSN 139 or HOST 139

Learn about resume/cover letter writing, interviewing & networking

Step 2: Finalize resume and attend the required ISP Internship Workshop

Step 3: Work hard and send applications to find your own internship

Step 4: After being hired, complete the ISP Internship Registration Form

Step 5: When you are done, have your internship supervisor sign the ISP Internship Completion Form

Step 6: Submit your ISP Internship Completion Form to ISP to earn your ISP Internship Certificate

**Students are required to take BUSN/HOST 139 in order to participate in an internship.*

Short-Term Certificate Options:

- Short Certificate programs generally require 12-30 credits
- Computer Science certificates
- Hospitality & Tourism Management
- Interior Design & Visual Communications certificates
- Business Certificates
- Integrated Basic Education Skills Training (**I-BEST**)
I-BEST classes integrate college credit courses with English language and adult basic skills. I-BEST classes include five hours a week of non-credit Adult Basic Education (ABE) and English as a Second Language (ESL) instruction.
 - Hospitality and Tourism
 - Early Childhood Education

Short-Term Certificate Options

Animation Certificate (23 CR)

- VICOM 132 *Drawing for Illustration I* (5 CR)
- VICOM 230 *Photoshop I* (3 CR)
- CSCI 112 *Animation* (5 CR)
- CSCI 113 *Introduction to 3D Graphics* (5 CR)
- CSCI 213 *Adv. 3D Graphics w/Animation* (5 CR)

Introduction to Business Technology Certificate (15 CR)

- BSTEC 105 *Intro to Computer/Windows* (3 CR)
- BSTEC 110 *Keyboarding/Formatting* (5 CR)
- BSTEC 120 *Intro to Microsoft Office* (5 CR)
- BSTEC 282 *SPECIAL TOPICS* (2 CR)

Computer Science Certificates (Variable, 25-30 CR)

- Front End Website Development
- Windows/Unix/Linux and Network Virtualization
- Mobile Development
- LAN Operation and Cisco CCENT Track
- CompTIA A+ Cisco CCENT

Intro to Customer Service Certificate (28 CR)

- See <https://bstec.highline.edu/> for requirements

Early Childhood Education Initial Certificate (12 CR)

- ECED 105 *Introduction to Early Childhood Education* (5 CR)
- ECED 107 *Health, Safety, Nutrition* (5 CR)
- ECED 120 *Practicum: Relationships & Communication* (2 CR)

+ Optional: Short Certificate of Specialization (Initial Cert. +8 CR)

Administration *Early Childhood Education (General)*
Family Child Care *Infant/Toddler Care* *School-Age Care*

Hospitality/Tourism Specialist Short-Term Certificate (18 CR)

(*IMPORTANT NOTE: Hospitality students who test into ENGL 101 Plus may begin taking these courses in their first quarter)

Please Note: These classes can be spread out over several quarters

- HOST 100 *Intro to Hospitality/Tourism* (5 CR) – Required
- HOST 165 *Managing Customer Service* (5 CR) – Required
- HOST 139 *Pre-Internship Seminar* (2 CR) – Required for Internships
- HOST Courses or approved related instruction (18 CR)* Examples:

<i>Managing Customer Service</i>	<i>Airline Customer Service</i>
<i>Travel Counselor</i>	<i>Travel Geography</i>
<i>Front Office Operations</i>	<i>Hospitality Mgmt & Operations</i>
<i>Cruise Operations</i>	<i>Food & Beverage Operations</i>
<i>Pre-Internship Seminar</i>	<i>Airline & Airport Operations</i>

Hospitality/Tourism I-BEST Certificate with ESL Component (12 CR)*

(*IMPORTANT NOTE: Hospitality students who do not test into ENGL 101 Plus should try to take this certificate before taking other Hospitality courses)

Please Note: All 3 classes are taken together in the same quarter

- HOST 100 *Introduction to Hospitality and Tourism*
- HOST 139 *Pre-Internship Seminar*
- HOST 165 *Managing Customer Service*

~Communications Certificate (Variable CR)

- CMST 200 *Intercultural Communication* (5 CR)
- CMST 220 *Public Speaking* (5 CR)
- BUSN 207 *Cultural Awareness & Business Etiquette* (5 CR)
- (OPTIONAL) CMST 095 *Interactional Communication* (5 CR)
 - Note: CMST 095 not available until Winter 2018

~General Studies Certificate (17 CR)

- CARER 110 *Career Plan/Self Evaluation* (2 CR)
- COORE 100 *Coordinated Studies* (10 CR)
Or two 5-CR classes from Social Sciences or Humanities
- CMST 200 *Intercultural Communication* (5 CR)

Intro to Office Assistant Certificate (29 CR)

- See <https://bstec.highline.edu/> for requirements

Intro to Web Support Certificate (28 CR)

- See <https://bstec.highline.edu/> for requirements

~International Business and Entrepreneurship Certificate (18 CR)

Must take 5 CR in:

- ENGL 091 or ENGL 101 *Or*:
 - CMST 101 *Intro to Communication* (5 CR)
 - CMST 200 *Intercultural Communication* (5 CR)
 - CMST 210 *Interpersonal Communication* (5 CR)
 - CMST 220 *Public Speaking* (5 CR)

And any of the following courses:

- BUSN 102 *Entrepreneurial Thinking for Success* (5 CR)
- BUSN 133 *Basic Money Management* (3 CR)
- BUSN 155 *Entrepreneurship* (3 CR)
- BUSN 156 *Small Business Seminar* (1-4 CR)
- BUSN 160 *Human/Labor Relations* (5 CR)
- BUSN 165 *Managing Customer Service* (5 CR)
- BUSN 190 *Business Ethics & Sustainability* (5 CR)
- BUSN 205/DGS 260 *International Business* (5 CR)
- BUSN/DGS 207 *Cultural Awareness & Business Etiquette* (5 CR)

~International Commerce and Trade Certificate (18 CR)

(Credits can be combined with International Business and Entrepreneurship certificate to earn both certificates.)

Must take 5 CR in:

- ENGL 091 or ENGL 101 *Or*:
 - CMST 101 *Intro to Communication* (5 CR)
 - CMST 200 *Intercultural Communication* (5 CR)
 - CMST 210 *Interpersonal Communication* (5 CR)
 - CMST 220 *Public Speaking* (5 CR)

And any of the following courses:

- BUSN 105 *Introduction to Logistics* (1-5 CR)
- BUSN 106 *Freight Forwarding* (4 CR)
- BUSN 125 *Exploring E-Commerce* (5 CR)
- BUSN 138 *Principles of Marketing* (5 CR)
- BUSN 188 *Importing and Exporting* (5 CR)
- BUSN 205/DGS 260 *International Business* (5 CR)
- BUSN/DGS 207 *Cultural Awareness & Business Etiquette* (5 CR)
- GEOG 200 *Introduction to Human Geography* (5 CR)

International Trade & Logistics Certificate (19 CR)

- BUSN 105 *Intro to Logistics* (5 CR)
- BUSN 106 *Freight Forwarding* (4 CR)
- BUSN 205 *International Business* (5 CR)
- BUSN 188 *Importing and Exporting* (5 CR)

Nonprofit Management Certificate (19 CR)

- LEGAL 120 *Forming and Maintaining a Nonprofit Organization* (5CR)
- ACCTG 128 *Not-for-Profit Accounting* (5 CR)
- BUSN 238 *E-Marketing* (5 CR)
- Choose 4 credits from the following courses:
 - BUSN 157 *Grant Writing/Cultivating Donors* (4 CR)
 - HOST 109 – *Nonprofit Event Planning* (2 CR)

Sustainable Design Certificate (15 CR)

- INT D 270 *Sustainable Design* (5 CR)
- BUSN 190 *Sustainable Business* (5 CR)
- ENV&S 101 *Introduction to Environmental Science* (5 CR)