



Administrative Management

Associate of Applied Science

Program description

The Business Technology (BSTECH) Department prepares students with the technical skills and knowledge to be successful in a variety of business positions. This is a very flexible program that prepares students to work in a variety of industries, in a multitude of positions ranging from entry-level to managerial. Students will master office technology skills including MS Office, web design, and managing social media for businesses. In addition to technology skills, students will learn to be effective business communicators, team players, and leaders. [Learn More](#)

Key advisors

Oussama Alkhalili, oalkhalili@highline.edu
Sherri Chun, schun@highline.edu
Marcia Welch, mwelch@highline.edu

[Request a faculty advisor.](#)

Program map

This program map contains recommended courses to complete your [AAS degree in Administrative Management](#). It does not replace meeting with an advisor. Please meet with an advisor to discuss your goals and plans.

Note: Not every class is offered every quarter. Talk to a faculty advisor to check when specific courses are being offered.

1st Quarter: Fall

Courses: 15 credits	Credits	Complete?
BSTECH 100 - Fundamentals of Office Management	5	
BSTECH 120 - Introduction to MS Office Software	5	
BSTECH 125 – Introduction to Google Office Suite	5	

Action items/milestones

- Meet with Pathway advisor and attend Pathway Advising Days to confirm your Program of Study and Academic Plan.

2nd Quarter: Winter

Courses: 12 credits	Credits	Complete?
BSTECH 195 – Social Media for Business	5	
ENGL& 101 - English Composition I	5	
BSTECH 110 - Beginning Keyboarding OR BSTECH 118 - 10-Key Mastery	2	

3rd Quarter: Spring

Courses: 12 credits	Credits	Complete?
BSTECH 150 - Microsoft Word	5	
HOST 164 - Customer Service Operations	5	
BSTECH 101 - Essential Topics	2	

Action items/milestones

- Meet with assigned faculty advisor prior to registering beyond 45 credits

4th Quarter: Summer

Courses: 15 credits	Credits	Complete?
BSTECH 139 - Career Readiness Skills	2	
BSTECH 112 - Professional Document Formatting	3	
BSTECH 155 - Microsoft PowerPoint	3	

5th Quarter: Fall

Courses: 15 credits	Credits	Complete?
BSTECH 165 - Microsoft Excel	5	
BSTECH 185 - Business Correspondence	5	
BSTECH 190 - Introduction to Web Design	5	

6th Quarter: Winter

Courses: 15 credits	Credits	Complete?
BUSN 270 - Principles of Management and Supervision	5	
ACCTG 121 - Practical Financial Accounting	5	
BUSN 160 - Human/Labor Relations	5	

Action items/milestones

- Meet with Faculty Advisor at or prior to completion of 75 credits.

7th Quarter: Spring

Courses: 13 credits	Credits	Complete?
BSTECH 175 Virtual Communications	5	
BSTECH 260 - Integrated Microsoft Office Management	5	
BSTECH 240 - Internship	3	

Action items/milestones

- Apply for graduation