

Associate of Applied Science

Program description

Learn the skills required to make an organization successful. Do you want to operate your own business, or want a career that helps manage a company or non-profit organization? Do you like working with numbers and budgets? Want to work in an office environment and assist with administrative tasks? Business is the place for you! Learn more

Key advisor

Raegan Copeland, rcopeland@highline.edu

Program map

The following program map contains recommended courses to complete your degree or certificate. This document does not replace meeting with an advisor. In order to discuss your educational goals and plans a meeting with an advisor is very important.

First block: Fall		
Courses: 15 credits	Credits	Complete?
BUSN 155 - Entrepreneurship	3	
BUSN 216 - Business Computer Applications	5	
BUSN 102 – Entrepreneurial Thinking of Success	5	
BUSN 199 – Orientation to Business	2	

Action items/milestones

- Declare your program of study/major
- Meet with your advisor to discuss this program map

Second block: Winter

Courses: 12 credits	Credits	Complete?
BUSN 135 – Business Mathematics	2	
BUSN 190 - Business Ethics & Sustainability	5	
Elective or BUSN 132 - Advertising	5	

Third block: Spring

Courses: 15 credits	Credits	Complete?
BUSN 134 – Principles of Sales	5	
BUSN 268 – Leadership	5	
Elective or HOST 104 – The Art of Negotiation	5	

Action items/milestones

• Meet with your advisor prior to completion of 45 credits

Fourth block: Summer

Courses: 15 credits	Credits	Complete?
BUSN 165 – Managing Customer Service	5	
ACCTG 121 – Practical Financial Accounting	5	
BUSN 160 - Human/Labor Relations	5	

Fifth block: Fall

Courses: 16 credits	Credits	Complete?
BUSN 125 - Exploring E-Commerce	5	
BUSN 140 – Cooperative Education/Internship	5	
ACCTG 124 – Accounting with Quickbooks	5	
ENGL& 101 – English Composition		

Action items/milestones

Apply for graduation

Sixth block: Winter

Courses: 15 credits	Credits	Complete?
BUSN 299 – Business Capstone	5	
CMST& 101 – Introduction to Communication, OR	5	
CMST& 220 – Public Speaking		
Elective or BSTEC 195 – Social Media for Business	5	
Elective or VICOM 110 – Graphic Design I		

Action items/milestones

• Register for commencement