



Management

Associate of Applied Science

Program description

The Business Technology (BSTEC) 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 degree. It does not replace meeting with an advisor. Please meet with an advisor to discuss your goals and plans.

Advising Notes

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

BSTEC 139 must be taken before BSTEC 140/240 or see your advisor

1st Quarter: Fall

Courses: 15 credits	Credits	Complete?
BSTEC 100 – Fundamentals of Office Management	5	
BSTEC 125 – Introduction to Google Office Suite	5	
ENGL& 101 – English Composition I	5	

Action items/milestones

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

2nd Quarter: Winter

Courses: 15 credits	Credits	Complete?
ACCTG 121 - Practical Financial Accounting	5	
BSTEC 150 - Microsoft Word	5	
BSTEC 195 - Social Media for Business	5	

3rd Quarter: Spring

Courses: 15 credits	Credits	Complete?
ACCT& 201 - Principles of Accounting I	5	
BSTEC 175 - Virtual Communications	5	
HOST 165 - Managing Customer Service	5	

Action items/milestones

- Meet with your advisor prior to completion of 45 credits

4th Quarter: Summer

Courses: 2 credits	Credits	Complete?
BSTEC 139 - Career Readiness Skills	2	

5th Quarter: Fall

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

6th Quarter: Winter

Courses: 15 credits	Credits	Complete?
BUSN 270 - Principles of Management and Supervision	5	
BUSN 160 - Human/Labor Relations	5	
CSCI 100 - Survey of Computing	5	

Action items/milestones

- Apply for graduation

7th Quarter: Spring

Courses: 13 credits	Credits	Complete?
BSTEC 260 - Integrated Microsoft Office Management	5	
BSTEC 240 - Internship	3	
ACCTG 124 - Accounting with Quickbooks	5	

Action items/milestones

- Register for commencement