



Business — Major Steps

** Every effort has been made to provide current and accurate information.
Students should seek additional information from HCC and university advisors.

Thinking about a career in Business?

America and business go hand in hand. The business world is so vast, from large corporations to small neighborhood stores, that it is impossible to imagine what this country would look like without. Although many people are attracted to business because of the consistently strong employment outlooks and higher waged position, even more appreciate the field for the challenges that it offers. It is an opportunity to supervise other people, initiate new services and products, direct projects and serve customers. One of the great things about business is that there are so many niches that draw upon different skill sets and personality types. For example, Marketing and Advertising tend to attract the creative types whereas those with outgoing personalities and strong communication skills will often gravitate to Sales and Public Relations. If you enjoy working with numerical data, perhaps Accounting and Finance are right for you. Other specialties include Human Resources, Information Technology, Project Management, Entrepreneurship and more. A degree in Business Administration will develop within you a broad set of transferable skills that would benefit you in any type of administrative work.

Source: Washington Occupational Information System - WOIS

How can you prepare for transfer into a Business Major?

Students who are interested in majoring in Business should plan to complete the **Associate in Business degree** at Highline.

Generally, admission into the School of Business at most four-year colleges is competitive. A cumulative GPA of a 3.00 or better will give you the best chance for admission. In addition, you will need to earn at least a 2.00 (much higher grades are often required: check with school) in your business pre-requisite classes. Each business program is different so check the pre-requisites and admission standards early while you are starting your classes at Highline.

It is also important to attend the information sessions offered by the universities that you are considering so you are familiar with the school's admission expectations, deadlines and areas of specialization.

Work with your faculty advisor

Working with a Business or Accounting faculty advisor can be an invaluable resource for you. Your faculty advisor can provide you with information about class selection and sequencing, internships and differences between various baccalaureate business Schools. Having a letter of recommendation written by a faculty who really knows you can enhance your application to a Business School as well as a future job.

To request a faculty advisor, go to: <http://www.highline.edu/stuserv/edplanning/request.advisor.htm> or stop by the Educational Planning and Advising Center in Building 6.

For our hours of operation, go to www.highline.edu/stuserv/edplanning

Interested in exploring more about a career in business? Call for an appointment with a Highline Community College counselor at (206) 878-3710, ext. 3353.

While in High School, enroll in

- Advanced Algebra.
Take statistics if possible
- Two or more years of foreign language
- Basic Accounting
- Four years of English.
Develop strong writing skills
- Economics classes
- Computer classes particularly Word and Excel will be helpful

Business Program Pre-Requisites

Please refer to the **Associate in Business degree** planning sheet for a list of pre-requisite courses (Note: You can obtain a copy of the planning sheet in the Educational Planning and Advising Center or from the Educational Planning Web site).

Be sure to check with your school for the areas of Business concentrations such as Accounting, Human Resources, Finance, International Business, Marketing and other options.

Be sure to ask your transfer school about the timeline for the completion of prerequisite courses. It is important to find out what GPA is considered to be competitive for admission to the business program. Business programs vary in their GPA expectations for cumulative and business .

Some programs may require a 2.0 or a 2.5 while others may require 2.75 or a 3.0 or higher. It is your responsibility to check with the individual business school.

It is also important that you are prepared to enter a business program by developing strong written and oral communications skills. Your application essay (personal statement) should demonstrate your ability to express your ideas in a clear, concise and thorough manner. Some Business programs like the University of Washington may also require a proctored essay (Writing Skills Assessment Test) for admission.

Volunteer and work experience in business can also be an asset when you apply. Be sure to include this in your personal statement.

Partial Listing of Business Programs in Washington State

Central Washington U

Des Moines campus
<http://www.cwu.edu/desmoines/>
Ellensburg campus
<http://www.cwu.edu/>

City University

<http://www.cityu.edu/>

Eastern Washington U

<http://www.ewu.edu/Home.xml>

Gonzaga University

www.gonzaga.edu/

Pacific Lutheran University

<http://www.plu.edu/>

Seattle Pacific University

<http://www.spu.edu/>

Seattle University

<http://www.seattleu.edu/>

Washington State University

<http://www.cb.wsu.edu/>

Western Washington University

<http://www.cbe.wvu.edu/>

University of Washington-Seattle

<http://bschool.washington.edu/undergrad/>

U of Washington — Bothell

<http://www.uwb.edu/business/>

U of Washington -Tacoma

www.tacoma.washington.edu/business

HIGHLINE COMMUNITY COLLEGE

Educational Planning
 and Advising
 MS 6-10
 P.O. 98000
 Des Moines WA
 98198-9800

Fax: (206) 870-3772