

Administrative Support - COP

2021-22

Program map for Administrative Support Certificate of Proficiency (COP)

Administrative support professionals are responsible for performing and coordinating a wide range of activities, managing information flow, providing excellent customer service, and operating and maintaining a wide variety of office equipment. Organizations in a wide variety of industries, including the health care field and medical offices, rely on skilled administrative support staff to keep operations running efficiently and effectively.

See also:

- [Degree Requirements for Accounting, Business and Leadership programs](#)
- [Course descriptions in LCC Catalog](#)
- [Distribution lists in LCC Catalog](#)

Please note that many course sequences only begin in fall quarter. Please check with your program advisor for more information.

Please review both the "By Quarter Overview" and "Detailed Class Sequence" tabs below.

By Quarter Overview

First Quarter

- BUS 100: Foundations of Business Success (3 credits)
- BTEC 104: Introduction to Business Technology (5 credits)
 - *Concurrently w/ BUS 100**
- BUS 104: Business Math Applications (5 credits)
 - *Math 78/79**
- COLL 101: College Success 101 (2 credits)

**Pre- and/or co-requisite(s)*

Meet with Advisor

Second Quarter

- BTEC 111: Word Processing I (5 credits)
 - *BTEC 104 with a grade of C or better or instructor permission, and a minimum keyboarding speed of 35 wpm or concurrent enrollment in BTEC 105**
- BTEC 131: Introduction to Spreadsheets (5 credits)
 - *BTEC 104 or CS 110, and BUS 104 or MATH 88 or MATH 97, with a C or higher, or instructor permission**
- ENGL& 101: English Composition I (5 credits)
 - *ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better or placement test into ENGL& 101**

- IT 111: Intro to Windows (4 credits)

**Pre- and/or co-requisite(s)*

Meet with Advisor

Third Quarter

- BTEC 112: Word Processing II (5 credits)
 - *BTEC 111 with a grade of C or better or instructor permission, and a minimum keyboarding speed of 45 wpm**
- ACCT 101: Introduction to Accounting Concepts (5 credits)
 - *BUS 100, MATH 079 or TECH 079 or higher with a grade of C or better **
- BTEC 135: Advanced Data Analysis (5 credits)
 - *BTEC 131 with a grade of C or better**

**Pre- and/or co-requisite(s)*

Meet with Advisor

Fourth Quarter

- BUS 144: Management of Human Relations: DIV (5 credits)
- BTEC 148: Introduction to Outlook (2 credits)
- BUS& 101: Introduction to Business (5 credits)

Meet with Advisor

Apply for Cert Completion

Detailed Class Sequence

1. Foundations of Business Success

BUS 100 (3 credits)

2. Introduction to Business Technology

BTEC 104 (5 credits)

*Pre- and/or co-requisite(s): BUS 100**

3. Business Math Applications

BUS 104 (5 credits)

Pre- and co-requisite(s): Math 78/79

4. College Success 101

COLL 101 (2 credits)

5. Word Processing I

BTEC 111 (5 credits)

*Pre- and/or co-requisite(s): BTEC 104 with a grade of C or better and minimum keyboarding of 35WPM or concurrent enrollment in BTEC 105**

6. Introduction to Spreadsheets

BTEC 131 (5 credits)

*Pre- and/or co-requisite(s): BTEC 104 or CS110, BUS 104 or MATH 88 or MATH 97, with a grade of C or better**

7. English Composition I

ENGL& 101 (5 credits)

Pre- and/or co-requisite(s): Placement into ENGL& 101

8. Introduction to Windows

IT 111 (4 credits)

9. Word Processing II

BTEC 112 (5 credits)

*Pre- and/or co-requisite(s): BTEC 111 with a grade of C or better and minimum keyboarding of 45WPM or concurrent enrollment in BTEC 105**

10. Introduction to Accounting Concepts

ACCT 101 (5 credits)

*Pre- and/or co-requisite(s): BUS 100, MATH 079 or TECH 079 or higher with a grade of C or better **

11. Advanced Data Analysis

BTEC 135 (5 credits)

*Pre- and/or co-requisite(s): BTEC 131 with a grade of C or better**

12. Management of Human Relations

BUS 144 (5 credits)

13. Introduction to Outlook

BTEC 148 (2 credits)

14. Introduction to Business

BUS& 101 (5 credits)

Program Maps for Accounting, Business and Leadership

- Accounting Technician - AAS
- Administrative Services Manager - AAS
- Administrative Support - COP
- Business - AA-DTA/MRP
- Business - AA-DTA/MRP (online)
- Business Management - AAS
- Community Health and Wellness Advocate - COC
- General Business - COP
- Medical Billing and Coding Specialist - COP
- Medical Office Administration - AAS
- Medical Reception - COP
- Retail Management - COC