Medical Reception - COP

2021-22

Program map for Medical Reception 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. Many organizations across 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 Technology (5 credits)
  - *Concurrently w/ BUS 100**
- BTEC 171: Medical Reception Procedures (3 credits)
  - *ENGL 099 (was ENGL 100) or higher**
- 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**
- ENGL& 101: English Composition I or BUS 119: Business Communications (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)
- BTEC 181: Medical Terminology I (3 credits)

Pre- and/or co-requisite(s)

Meet with Advisor

Third Quarter

- BUS 104: Business Math (5 credits)
  - *Math 78/79**
- BTEC 182: Medical Terminology II (3 credits)
  - *BTEC 181 or MEDA 101 each with a grade of C or better**
- BTEC 165: Cultural Awareness for Care Professionals: DIV (5 credits)
- BTEC 294: Career Success (2 credits)
  - *Program advisor permission required*

Pre- and/or co-requisite(s)

Meet with Advisor

Fourth Quarter

- BTEC 130: Electronic Calculators I (1 credits)
- HLTH 105: First Aid, CPR and Bloodborne Pathogens (1 credit)
- BUS 150: Customer Service/Management or BUS 144: Management of Human Relations:DIV (5 credits)

Meet with Advisor

Apply for Graduation

Detailed Class Sequence
1. Foundations of Business Success

BUS 100 (3 credits)

2. Introduction to Technology

BTEC 104 (5 credits)
Pre- and/or co-requisite(s): Concurrently w/ BUS 100

3. Medical Reception Procedures

BTEC 171 (3 credits)

Pre- and/or co-requisite(s): ENGL 099 (was ENGL 100) or higher

4. College Success 101

COLL 101 (2 credits)

5. Word Processing I

BTEC 111 (5 credits)
Pre- and co-requisite(s): BTEC 104 with a grade of C or better or instructor permission, and a minimum keyboarding speed of 35 wpm

6. English Composition I OR Business Communications

ENGL& 101 OR BUS 119 (5 credits)
Pre- and/or co-requisite(s): Placement into ENGL& 101

7. Intro to Windows

IT 111 (4 credits)

8. Medical Terminology I

BTEC 181 (3 credits)

9. Business Math

BUS 104 (5 credits)
Pre- and/or co-requisite(s): Math 78/79

10. Medical Terminology II

BTEC 182 (3 credits)

Pre- and co-requisite(s): BTEC 181 or MEDA 101 each with a grade of C or better

11. Cultural Awareness for Care Professionals: DIV

BTEC 165 (5 credits)

12. Career Success

BTEC 294 (2 credits)

Program advisor permission required

13. Electronic Calculators I

BTEC 130 (2 credits)

14. First Aid, CPR and Bloodborne Pathogens

HLTH 105 (1 credit)

15. Customer Service/Management OR Management of Human Relations:DIV

BUS 150 OR BUS 144 (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