

# General Business – COP



2024-25

## Program map for General Business Certificate of Proficiency (COP)

The General Business Certificate Program prepares students for entry-level employment in a variety of business support positions. The program generally can be completed within one academic year. Students may enter the program in the fall, winter or spring quarter.

### See also

- [Degree Requirements for Accounting, Business and Leadership programs \( lowercolumbia.edu/programs/business \)](https://lowercolumbia.edu/programs/business/)
- [Course descriptions in LCC Catalog \( lowercolumbia.edu/publications/catalog/courses \)](https://lowercolumbia.edu/publications/catalog/courses/)
- [Distribution lists in LCC Catalog \( lowercolumbia.edu/publications/catalog/distribution-lists \)](https://lowercolumbia.edu/publications/catalog/distribution-lists/)

( [lowercolumbia.edu/program-maps/business/](https://lowercolumbia.edu/program-maps/business/) ) **Important:** Many course sequences only begin in fall quarter. Check with your program advisor.

## By Quarter Overview

### First Quarter

- COLL 101: College Success 101 (2 credits)
- BUS 100: Foundations of Business Success (3 credits)
- BTEC 104: Introduction to Technology (5 credits)
  - *Concurrently w/ BUS 100\**
- 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\**
- BTEC 146: Powerpoint Fundamentals (2 credit)

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

[Meet with Advisor \( lowercolumbia.edu/advising/meet-with-advisor \)](https://lowercolumbia.edu/advising/meet-with-advisor/)

### Second Quarter

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

- BUS 165: Salesmanship (5 credits)
- CS 110: Introduction to Microcomputer Applications (3 credits)
  - *Ability to use a keyboard\**

**Meet with Advisor ( [lowercolumbia.edu/advising/meet-with-advisor](http://lowercolumbia.edu/advising/meet-with-advisor) )**

**Apply for Certificate ( [lowercolumbia.edu/graduation](http://lowercolumbia.edu/graduation) )**

### Third Quarter

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- ACCT 101: Introduction to Accounting Concepts (5 credits)
  - *BUS 100, MATH 079 or TECH 079 or higher with a grade of C or better or instructor permission\**
- BUS 150: Customer Service/Management (5 credits)
- 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\**

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

**Graduate ( [lowercolumbia.edu/commencement](http://lowercolumbia.edu/commencement) )**

## Detailed Class Sequence

### 1. College Success 101

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COLL 101 (2 credits)

### 2. Foundations of Business Success

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BUS 100 (3 credits)

*Pre- and/or co-requisite(s): MATH or TECH 78/79*

### 3. Introduction to Technology

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BTEC 104 (5 credits)

- *Concurrently w/ BUS 100\**

*Pre- and/or co-requisite(s): MATH or TECH 78/79*

### 4. English Composition I OR Business Communications

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ENGL& 101 OR BUS 119 (5 credits)

*Pre- and/or co-requisite(s): ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better or placement test into ENGL& 101*

### 5. Powerpoint Fundamentals

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BTEC 146 (2 credit)

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**6. Introduction to Business**

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BUS& 101 (5 credits)

**7. Management of Human Relations: DIV**

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BUS 144 (5 credits)

**8. Salesmanship**

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BUS 165 (5 credits)

**9. Introduction to Microcomputer Applications**

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CS 110 (3 credits)

**10. Introduction to Accounting Concepts**

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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 or instructor permission*

**11. Customer Service/Management**

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BUS 150 (5 credits)

**12. Introduction to Spreadsheets**

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BTEC 131 (5 credits)

*Pre- and/or co-requisite(s): BTEC 104 or CS 110, and BUS 104 or MATH 88 or MATH 97, with a C or higher, or instructor permission*



## **Program Maps for Accounting, Business and Leadership ( [lowercolumbia.edu/program-maps/business](http://lowercolumbia.edu/program-maps/business) )**

- **Accounting Technician - AAS ( [lowercolumbia.edu/program-maps/business/AAS-Accounting-Technician](http://lowercolumbia.edu/program-maps/business/AAS-Accounting-Technician) )**
- **Accounting Technician - AAS-T (BAS-OLTM Option) ( [lowercolumbia.edu/program-maps/business/AAS-Accounting-Technician-to-BAS-OLTM](http://lowercolumbia.edu/program-maps/business/AAS-Accounting-Technician-to-BAS-OLTM) )**
- **Administrative Services Manager - AAS ( [lowercolumbia.edu/program-maps/business/AAS-Administrative-Services-Manager](http://lowercolumbia.edu/program-maps/business/AAS-Administrative-Services-Manager) )**
- **Administrative Services Manager - AAS-T (BAS-OLTM Option) ( [lowercolumbia.edu/program-maps/business/AAS-Administrative-Services-Manager-to-BAS-OLTM](http://lowercolumbia.edu/program-maps/business/AAS-Administrative-Services-Manager-to-BAS-OLTM) )**
- **Administrative Support - COP ( [lowercolumbia.edu/program-maps/business/COP-Administrative-Support](http://lowercolumbia.edu/program-maps/business/COP-Administrative-Support) )**
- **Business - AA-DTA/MRP ( [lowercolumbia.edu/program-maps/business/DTA-MRP-Business](http://lowercolumbia.edu/program-maps/business/DTA-MRP-Business) )**
- **Business - AA-DTA/MRP (online) ( [lowercolumbia.edu/program-maps/business/DTA-MRP-Business-Online](http://lowercolumbia.edu/program-maps/business/DTA-MRP-Business-Online) )**
- **Business Management - AAS ( [lowercolumbia.edu/program-maps/business/AAS-Business-Management](http://lowercolumbia.edu/program-maps/business/AAS-Business-Management) )**
- **Business Management - AAS-T (BAS-OLTM Option) ( [lowercolumbia.edu/program-maps/business/AAS-Business-Management-to-BAS-OLTM](http://lowercolumbia.edu/program-maps/business/AAS-Business-Management-to-BAS-OLTM) )**
- **Community, Health and Wellness Advocate – COC ( [lowercolumbia.edu/program-maps/business/COC-Community-Health-and-Wellness-Advocate](http://lowercolumbia.edu/program-maps/business/COC-Community-Health-and-Wellness-Advocate) )**
- **Community, Health and Wellness Advocate – COP ( [lowercolumbia.edu/program-maps/business/COP-Community-Health-and-Wellness-Advocate](http://lowercolumbia.edu/program-maps/business/COP-Community-Health-and-Wellness-Advocate) )**
- **General Business – COP ( [lowercolumbia.edu/program-maps/business/COP-General-Business](http://lowercolumbia.edu/program-maps/business/COP-General-Business) )**
- **Medical Billing and Coding Specialist - COP ( [lowercolumbia.edu/program-maps/business/COP-Medical-Billing-and-Coding-Specialist](http://lowercolumbia.edu/program-maps/business/COP-Medical-Billing-and-Coding-Specialist) )**
- **Medical Office Administration - AAS ( [lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration](http://lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration) )**
- **Medical Office Administration - AAS-T (BAS-OLTM Option) ( [lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration-to-BAS-OLTM](http://lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration-to-BAS-OLTM) )**
- **Medical Reception - COP ( [lowercolumbia.edu/program-maps/business/COP-Medical-Reception](http://lowercolumbia.edu/program-maps/business/COP-Medical-Reception) )**
- **Organizational Leadership and Technical Management, Full-Time Cohort - BAS ( [lowercolumbia.edu/program-maps/business/BAS-OLTM-FT](http://lowercolumbia.edu/program-maps/business/BAS-OLTM-FT) )**
- **Organizational Leadership and Technical Management, Part-Time Cohort - BAS ( [lowercolumbia.edu/program-maps/business/BAS-OLTM-PT](http://lowercolumbia.edu/program-maps/business/BAS-OLTM-PT) )**
- **Retail Management – COC ( [lowercolumbia.edu/program-maps/business/COC-Retail-Management](http://lowercolumbia.edu/program-maps/business/COC-Retail-Management) )**