

# Program map for Medical Billing & Coding Specialist Certificate of Proficiency (COP)



2025-26

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.

[View this program in the LCC Catalog \(lowercolumbia.edu/publications/catalog/programs/Business-COP-Medical-Billing-and-Coding-Specialist\)](https://lowercolumbia.edu/publications/catalog/programs/Business-COP-Medical-Billing-and-Coding-Specialist)

## See also

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

**Important:** Many course sequences only begin in fall quarter. Check with your program advisor.

## By Quarter Overview

### First Quarter

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- BUS 100: Foundations of Business Success (3 credits)
  - BTEC 104: Introduction to Business Technology (5 credits)
    - *Concurrently w/ BUS 100\**
  - BTEC 181: Medical Terminology I (3 credits)
  - COLL 101: College Success 101 (2 credits)

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

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

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## Second Quarter

- ENGL& 101: English Composition I (5 credits)
  - *College level reading and writing skills or completion of ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better\**
- 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\**

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

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## Third Quarter

- BTEC 165: Cultural Awareness for Care Professionals (5 credits)
- BTEC 164: Healthcare Law and Ethics (2 credits)
- MEDA 120: Survey of Human Anatomy and Physiology (5 credits)
  - *ENGL 099 or placement into ENGL 101\**

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## Fourth Quarter

- BUS 144: Management of Human Relations OR BUS 150: Customer Service/Management (5 credits)
- BTEC 161: Introduction to ICD-10 Coding in the medical Office Part I (5 credits)
  - *BTEC 181 and MEDA 120, both with a grade of C or higher or Instructor Permission\**
- 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)*

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## Fifth Quarter

- BTEC 135: Advanced Data Analysis (5 credits)
  - *BTEC 131 (was CS 121) with a grade of C or better, or instructor permission\**
- BTEC 162: Intro to ICD-10 Coding in the Medical Office Part II (5 credits)
  - *BTEC 161 with a grade of C or better or instructor permission\**

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

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## Sixth Quarter

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- BTEC 163: CPT Coding (5 credits)
  - *BTEC 162 with grade C or better or instructor permission\**
- BTEC 294: Career Success (2 credits)
  - *Program advisor permission required*
- BTEC 168: Billing & Coding Certification Prep (2 credits)
- BTEC 288: Cooperative Education Experience (3 credits) recommended

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

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[Apply for Certificate \(lowercolumbia.edu/graduation\)](https://lowercolumbia.edu/graduation)

## 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)

### 6. Introduction to Business

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BUS& 101 (5 credits)

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

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BUS 144 (5 credits)

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## **8. Salesmanship**

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BUS 165 (5 credits)

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## **9. Introduction to Microcomputer Applications**

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CS 110 (3 credits)

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## **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*

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## **11. Customer Service/Management**

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BUS 150 (5 credits)

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## **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*