Administrative Support - COP

2022-23

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: (lowercolumbia.edu/programs/business)

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

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 (lowercolumbia.edu/advising/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)
  - *College level reading and writing skills or completion of ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better**

Pre- and/or co-requisite(s)

Meet with Advisor (lowercolumbia.edu/advising/meet-with-advisor)

Third Quarter

- IT 111: Intro to Windows (4 credits)
- 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**
- BTEC 230: Electronic Calculators II (2 credits)
- BTEC 148: Introduction to Outlook (2 credits)

Pre- and/or co-requisite(s)

Meet with Advisor (lowercolumbia.edu/advising/meet-with-advisor)

Fourth Quarter

- BUS 144: Management of Human Relations: DIV (5 credits)
- BUS 294: Career Success (2 credits)
- Electives (5 credits)

Meet with Advisor (lowercolumbia.edu/advising/meet-with-advisor)

Apply for Cert Completion (lowercolumbia.edu/graduation)

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): College level reading and writing skills or completion of ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better

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. Electronic Calculators II

BTEC 230 (2 credits)

11. Introduction to Outlook

BTEC 148 (2 credits)

12. Management of Human Relations

BUS 144 (5 credits)

13. Career Success

BUS 294 (2 credits)

14. Electives

(5 credits)

(lowercolumbia.edu/program-maps/business)

Program Maps for Accounting, Business and Leadership (lowercolumbia.edu/program-maps/business)

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