

General Business – COP



2023-24

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: (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

- 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 \(lowercolumbia.edu/advising/meet-with-advisor \)](http://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

- 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

COLL 101 (2 credits)

2. Foundations of Business Success

BUS 100 (3 credits)

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

3. Introduction to Technology

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

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

BTEC 146 (2 credit)

6. Introduction to Business

BUS& 101 (5 credits)

7. Management of Human Relations: DIV

BUS 144 (5 credits)

8. Salesmanship

BUS 165 (5 credits)

9. Introduction to Microcomputer Applications

CS 110 (3 credits)

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 or instructor permission

11. Customer Service/Management

BUS 150 (5 credits)

12. Introduction to Spreadsheets

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)

- Accounting Technician - AAS (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)
- 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/AAS-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)
- Business Management for BAS-OLTM - AAS-T (lowercolumbia.edu/program-maps/business/AAS-T-Business-Management-for-BAS-OLTM)
- 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/AAS-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)