

# Medical Reception - COP



**2023-24**

## 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:** ( [lowercolumbia.edu/programs/business](https://lowercolumbia.edu/programs/business) )

- [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)

*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

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

## Second Quarter

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- 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 (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\**
- IT 111: Intro to Windows (4 credits)
- BTEC 181: Medical Terminology I (3 credits)

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

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

## Third Quarter

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- 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 230: Electronic Calculators II (2 credits)

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

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

## Fourth Quarter

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- BUS 144: Human Relations (5 credits)
- HLTH 105: First Aid, CPR and Bloodborne Pathogens (1 credit)
- BUS 294: Career Success (2 credits)
- Electives (5 credits)

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

[Apply for Graduation \( lowercolumbia.edu/graduation \)](http://lowercolumbia.edu/graduation)

## Detailed Class Sequence

### 1. Foundations of Business Success

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BUS 100 (3 credits)

### 2. Introduction to Technology

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BTEC 104 (5 credits)

*Pre- and/or co-requisite(s): Concurrently w/ BUS 100*

### **3. Medical Reception Procedures**

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BTEC 171 (3 credits)

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

### **4. College Success 101**

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COLL 101 (2 credits)

### **5. Word Processing I**

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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**

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ENGL& 101 OR BUS 119 (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*

### **7. Intro to Windows**

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IT 111 (4 credits)

### **8. Medical Terminology I**

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BTEC 181 (3 credits)

### **9. Business Math**

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BUS 104 (5 credits)

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

### **10. Medical Terminology II**

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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**

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BTEC 165 (5 credits)

## 12. Electronic Calculators II

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BTEC 230 (2 credits)

## 13. Human Relations

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BUS 144 (5 credits)

## 14. First Aid, CPR and Bloodborne Pathogens

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HLTH 105 (1 credit)

## 15. Career Success

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BUS 294 (2 credits)

## 16. Electives

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(5 credits)



## 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 for BAS-OLTM - AAS-T ( [lowercolumbia.edu/program-maps/business/AAS-T-Business-Management-for-BAS-OLTM](http://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](http://lowercolumbia.edu/program-maps/business/COC-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-T-Medical-Office-Administration-to-BAS-OLTM](http://lowercolumbia.edu/program-maps/business/AAS-T-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) )