

# Program map for Administrative Support Certificate of Proficiency (COP)

2024-25



[Return to Accounting, Business and Leadership Program Maps \(lowercolumbia.edu/program-maps/business\)](https://lowercolumbia.edu/program-maps/business)

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 \(lowercolumbia.edu/publications/catalog/programs/Business-COP-Administrative-Support\)](https://lowercolumbia.edu/publications/catalog/programs/Business-COP-Administrative-Support)

## 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

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

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## 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)*

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## Fourth Quarter

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

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

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