

Program map for Administrative Support 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 \(lowercolumbia.edu/publications/catalog/programs/Business-COP-Administrative-Support\)](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

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- 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)

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