

Program map for General Business Certificate of Proficiency (COP)



2025-26

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.

[View this program in the LCC Catalog \(lowercolumbia.edu/publications/catalog/programs/Business-COP-General-Business\)](https://lowercolumbia.edu/publications/catalog/programs/Business-COP-General-Business)

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

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