

Program map for Medical Reception 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. 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.

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

See also

- Degree Requirements for Accounting, Business and Leadership programs (lowercolumbia.edu/programs/business)
- Course descriptions in the LCC Catalog (lowercolumbia.edu/publications/catalog/courses)
- Distribution lists in the LCC Catalog (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 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

- 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)

Third Quarter

- 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)

Fourth Quarter

- 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)

Apply for Graduation (lowercolumbia.edu/graduation)

Detailed Class Sequence

1. Foundations of Business Success

BUS 100 (3 credits)

2. Introduction to Technology

BTEC 104 (5 credits)

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

3. Medical Reception Procedures

BTEC 171 (3 credits)

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

4. College Success 101

COLL 101 (2 credits)

5. Word Processing I

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

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

IT 111 (4 credits)

8. Medical Terminology I

BTEC 181 (3 credits)

9. Business Math

BUS 104 (5 credits)

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

10. Medical Terminology II

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

BTEC 165 (5 credits)

12. Electronic Calculators II

BTEC 230 (2 credits)

13. Human Relations

BUS 144 (5 credits)

14. First Aid, CPR and Bloodborne Pathogens

HLTH 105 (1 credit)

15. Career Success

BUS 294 (2 credits)

16. Electives

(5 credits)