

# 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 \(lowercolumbia.edu/publications/catalog/programs/Business-COP-Medical-Reception\)](https://lowercolumbia.edu/publications/catalog/programs/Business-COP-Medical-Reception)

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

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## 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)*

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## 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)*

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## 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)

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## 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*

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### **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*

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

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COLL 101 (2 credits)

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### **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*

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### **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*

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

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IT 111 (4 credits)

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

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BTEC 181 (3 credits)

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### **9. Business Math**

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BUS 104 (5 credits)

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

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### **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*

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### **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)