

## Certificate of Proficiency (COP)

# General Business

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.

For a roadmap that identifies the preferred sequencing of courses and other specific recommendations from faculty, please see the corresponding program map(s):

- [General Business Certificate of Proficiency \(COP\) \(lowercolumbia.edu/program-maps/business/COP-General-Business\)](http://lowercolumbia.edu/program-maps/business/COP-General-Business)

## Certificate Requirements

**Total credits required to earn this certificate: 45**

LCC students must meet distribution requirements for associate degrees and specific certificates. See [Diversity and Distribution Lists \(lowercolumbia.edu/publications/catalog/distribution-lists/\)](http://lowercolumbia.edu/publications/catalog/distribution-lists/) for more information.

## General Education Requirements

- **Communications:**

5 credits - ENGL& 101 English Composition I **OR**  
BUS 119 Business Communications.

- **Quantitative Skills:**

5 credits – BUS 104 Business Math Applications.

- **Human Relations / Social Science:**

5 credits – BUS 144 Management of Human Relations.

## Program Requirements

Course Code	Course Title	Number of Credits
ACCT 101	Intro to Accounting Concepts	5
BTEC 146	PowerPoint Fundamentals	1
BTEC 149	Internet Fundamentals	1

Course Code	Course Title	Number of Credits
BUS& 101	Introduction to Business	5
BUS 150	Customer Service/ Management	5
BUS 165	Salesmanship	5
CS 110	Intro to Microcomputer Apps	3
BTEC 131 (was CS 121)	Intro to Spreadsheets	5

## Program Outcomes

Students completing this program should acquire the following skills and abilities:

- Articulate the relationship between human behavior, customer service, and business outcomes.
- Perform basic bookkeeping and accounting tasks using spreadsheets and industry standard accounting software.
- Compose written business documents, including email and reports, using industry standard software.
- Identify the relationships between business functions, such as accounting, marketing, purchasing, human resources, and operations management.
- Communicate professionally in writing and speaking as appropriate to a business work environment (GS Communication).
- Apply objective, valid methods of inquiry and problem solving to draw rational, ethical, and coherent conclusions (GS Critical Thinking).
- Apply mathematical information to make decisions and solve problems in business (GS Numeracy/Quantitative Literacy).
- Interact effectively with individuals and groups (GS Interpersonal Relations).

## Notes

**Revised February 2021 (effective Summer 2021)**

Consult an advisor if you have any questions.