School of Business and Public Services

Microsoft Word Application Professional MWA1—14 Credit Hours

Program Chair: tanya.johnson@westgatech.edu
Courses may rotate among the following locations: Carroll, Coweta, Douglas, LaGrange, Murphy and Online

☐	**Learning Support Courses** (refer to Admissions evaluation). *These courses are not calculated into students' institutional GPA. Learning support courses are individually assigned based on admissions testing results and program requirements. 0096 courses must be completed with the Adult Education department before starting college program—contact Admissions for questions regarding evaluations.*			
Complete	**Occupational Course Number (credits)**	**Course Name**	**Pre-requisite**	**Notes**
☐	BUSN 1400 (4)	Word Processing Applications	CISM 2201	
☐	BUSN 1440 (4)	Document Production	The ability to key 30 gross words a minute on 3-minute timings with no more than 3 errors (see Admissions Office for testing); CISM 2201	CISM 2201 may be taken as a corequisite
☐	**CISM 2201 (3)	Foundations of Computer Applications	None	
Complete	**Occupational Elective Course Number (credits)**	**Course Name**	**Pre-requisite**	**Notes**
☐	BUSN XXXX (3)	Any BUSN courses that total 3 credit hours	Course Descriptions[i]	

Credit for BUSN 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2210, BUSN 2340, BUSN 2350, and BUSN 2375 or courses requiring those courses as pre-requisites are awarded only if the courses have been completed within the last seven years.

This program is eligible for State Aid only. Contact the Financial Aid office for eligibility requirements and application materials. As set forth in its student catalog, West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

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[i] https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/course-descriptions/