

School of Business and Public Services

Administrative Support Assistant AS21—20 Credit Hours

Program Chair: tanya.johnson@westgatech.edu

Courses may rotate among the following locations: Carroll, Coweta, Douglas, LaGrange, Murphy and Online

<input type="checkbox"/>	<p>**Learning Support Courses (refer to Admissions evaluation). Examples include: ENGL 0998 and MATH 0090 Not available online; courses must be completed on campus if student is provisional and not regular status.</p> <p><i>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.</i></p>			
Complete	Occupational Course Number (credits)	Course Name	Pre-requisite	Notes
<input type="checkbox"/>	BUSN 1240 (3)	Office Procedures	CISM 2201	
<input type="checkbox"/>	BUSN 1400 (4)	Word Processing Applications	CISM 2201	
<input type="checkbox"/>	BUSN 1440 (4)	Document Production	BUSN 1100 or the ability to key 30 gross words a minute on 3-minute timings with no more than 3 errors (see Admissions Office for testing)	Co-requisite – CISM 2201
<input type="checkbox"/>	CISM 2201 (3)	Foundations of Computer Applications	None	
Complete	Occupational Elective Course Number (credits)	Course Name	Pre-requisite	Notes
<input type="checkbox"/>	BUSN XXXX (6)	Any BUSN credit courses may be used to satisfy this elective requirement	See catalog	

Credits for BUSN 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, 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. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

****First term suggestion:** All assigned learning support or CISM 2201, BUSN XXXX

July 2020-2021 Catalog

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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).