

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

<input type="checkbox"/>	**Learning Support Courses (refer to Admissions evaluation). <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>			
Complete	Occupational Course Number (credits)	Course Name	Pre-requisite	Notes
<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 (3)	Any BUSN courses that total 3 credit hours	See catalog	

This program is eligible for State Aid only. Contact the Financial Aid office for eligibility requirements and application materials.

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