

Microsoft Word Application Professional MWA1

This certificate program provides students with the knowledge and skills to perform word processing applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers.

Program: [Business Technology](#)

Type: Technical Certificate of Credit

Location: Baxley, Camden, Golden Isles, Jesup, Waycross

Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required:
No
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

Required Courses

Item #	Title	Credits
COMP 1000	Introduction to Computer Literacy	3
BUSN 1400	Word Processing Applications	4
BUSN 1440	Document Production	4
	Specific Occupational-Guided Electives (3 credits)	3
	Minimum Credit Hours for Graduation:	14
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