

# Administrative Support Assistant (AS21)

## Certificate eMap

*This eMap, along with regular meetings with your program advisor and using DegreeWorks, will help you remain on track to finish your program as quickly as possible and graduate from Georgia Northwestern Technical College. This eMap is intended to be used when beginning the program in Fall semester. Starting the program in Spring or Summer semesters may alter the suggested courses or course availability. This eMap is based on the 2024-2025 academic year.*



1 <sup>st</sup> set of suggested courses			
Course		Hours	Completed
COMP 1000	Introduction to Computer Literacy (serves as a prerequisite for Microsoft courses)	3	<input type="checkbox"/>
BUSN 1440	Document Production	4	<input type="checkbox"/>
XXXX xxxx	Specific Occupational Guided Elective (Recommended course: BUSN 1300 Introduction to Business)	3	<input type="checkbox"/>
XXXX xxxx	Specific Occupational Guided Elective (Recommended course: BUSN 1340 Customer Service Effectiveness)	3	<input type="checkbox"/>

2 <sup>nd</sup> set of suggested courses			
Course		Hours	Completed
BUSN 1240	Office Procedures	3	<input type="checkbox"/>
BUSN 1400	Word Processing Applications	4	<input type="checkbox"/>

**Total Credit Hours: 20 Minimum Credit Hours Required for Graduation**

### Administrative Support Assistant Certificate Planning Notes:

- Courses for this program are offered at all six GNTC campuses and also available 100% online.
- For part-time and full-time students, COMP 1000 and BUSN 1440 need to be completed in the 1<sup>st</sup> set/ semester.
- Specific occupation-guided electives can be taken any semester.

Additional information for the Administrative Support Assistant Certificate and program requirements can be found at [GNTC 2024-2025 Catalog](#).