

Microsoft Excel Application Professional (ME51)

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 pathway is based on the 2024-2025 academic year.



| 1 st set of suggested courses | | | |
|--|--|-------|--------------------------|
| Course | | Hours | Completed |
| COMP 1000 | Introduction to Computer Literacy (serves as a prerequisite for Microsoft courses) | 3 | <input type="checkbox"/> |
| MATH 1011 OR MATH 1012 | Business Math OR Foundations of Math | 3 | <input type="checkbox"/> |

| 2 nd set of suggested courses | | | |
|--|---|-------|--------------------------|
| Course | | Hours | Completed |
| BUSN 1410 | Spreadsheet Concepts and Applications | 4 | <input type="checkbox"/> |
| XXXX xxxx | Specific Occupational Guided Elective (Recommended course: BUSN 1340 Customer Service Effectiveness) | 3 | <input type="checkbox"/> |

Total Credit Hours: 13 Minimum Credit Hours Required for Graduation

Microsoft Excel Application Professional Certificate Planning Notes:

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

Additional information for the Microsoft Excel Application Professional Certificate and program requirements can be found at [GNTC 2024-2025 Catalog](#).