

Microsoft Office Application Professional (MF41) 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"/>
XXXX xxxx	Occupational Guided Elective (Recommended course: BUSN 1340 Customer Service Effectiveness)	3	<input type="checkbox"/>

2 nd set of suggested courses			
Course		Hours	Completed
BUSN 1400	Word Processing Applications	4	<input type="checkbox"/>
BUSN 1410	Spreadsheet Concepts and Applications	4	<input type="checkbox"/>
BUSN 1430	Desktop Publishing and Presentation Applications	4	<input type="checkbox"/>
BUSN 1420	Database Applications	4	<input type="checkbox"/>

Total Credit Hours: 22 Minimum Credit Hours Required for Graduation

Microsoft Office Application Professional Certificate Planning Notes:

- Courses for this Certificate are offered at all six GNTC campuses and also available 100% online.
- Specific occupation-guided electives can be taken any semester.

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