

Microsoft Office Application Specialist (MF51) 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	3	<input type="checkbox"/>
2 nd set of suggested courses			
Course		Hours	Completed
CIST 2126	Comprehensive Presentations and eMail Techniques	3	<input type="checkbox"/>
CIST 2127	Comprehensive Word Processing Techniques	3	<input type="checkbox"/>
CIST 2128	Comprehensive Spreadsheet Techniques	3	<input type="checkbox"/>
CIST 2129	Comprehensive Database Techniques	4	<input type="checkbox"/>

Total Credit Hours: 16 Minimum Credit Hours Required to Complete Certificate

Microsoft Office Application Specialist Certificate Program Planning Notes:

- Courses for this program are offered at all campuses, however, availability of courses may vary by campus/semester. This program is also available 100% online.
- ALL CIST programs require windows-based PC.
- Chromebooks and Mac and Linux based computers are not compatible with programs.
- All CIST courses are valid for a period of 5 years after completion.
- COMP 1000 is valid for a period of 5 years after completion.
- CIST 1510 and CIST 2531 require an Adobe Creative Cloud subscription.

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