

Assistant Office Manager (AFM1)

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 2026-2027 academic year.



1st set of suggested courses

Course		Hours	Completed
COMP 1000	Introduction to Computer Literacy (serves as a prerequisite for Microsoft courses)	3	☐
MGMT 1100	Principles of Management	3	☐

2nd set of suggested courses

Course		Hours	Completed
BUSN 1240	Office Procedures	3	☐
BUSN 1450	Computer Applications for the Business Professional (serves as a prerequisite for 3 rd set of suggested courses)	4	☐
BUSN 1470	Professional Communication Skills	3	☐

3rd set of suggested courses

Course		Hours	Completed
BUSN 2130	Expert Spreadsheet Analysis	3	☐
BUSN 2140	Expert Word Processing	3	☐

Total Credit Hours: 22 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 need to be completed in the 1st set/ semester.
- For part-time and full-time students, BUSN 1450 need to be completed in the 2nd set/ semester.
- Program advisors for AFM1 are Karen Whitfield, kwithfield@gntc.edu (Catoosa, Walker, and Whitfield Murray campuses) and Barbara Capes, bcapes@gntc.edu (Floyd, Gordon, and Polk campuses).

Additional information for the Administrative Support Assistant Certificate and program requirements can be found in the [GNTC 2026-2027 Catalog](#).