

Administrative Support Assistant (AS81)

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	☐
XXXX xxxx	Specific Occupational Guided Elective (Recommended course: BUSN 1300 Introduction to Business)	3	☐
XXXX xxxx	Specific Occupational Guided Elective (Recommended course: BUSN 1340 Customer Service Effectiveness)	3	☐

2nd set of suggested courses

Course		Hours	Completed
BUSN 1240	Office Procedures	3	☐
BUSN 1450	Computer Applications for the Business Professional	4	☐
BUSN 1460	Keyboarding and Document Formatting	4	☐

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 needs to be completed in the 1st set/ semester. COMP 1000 serves as a prerequisite for BUSN courses.
- Specific occupation-guided electives can be taken any semester.
- Program advisors for AS21 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](#).