

Human Resources Administrative Assistant (HR11)

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.



1 st set of suggested courses			
Course		Hours	Completed
COMP 1000	Introduction to Computer Literacy (serves as a prerequisite course for 2 nd semester BUSN courses)	3	☐
MGMT 2115	Human Resource Management	3	☐
MGMT 2130	Employee Training and Development	3	☐
2 nd set of suggested courses			
Course		Hours	Completed
BUSN 1240	Office Procedures (Prerequisite: COMP 1000)	3	☐
BUSN 1450	Computer Applications for the Business Professional	4	☐
BUSN 1470	Professional Communication Skills	3	☐

Total Credit Hours: 19 Minimum Credit Hours Required for Graduation

Human Resources Administrative 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.
- Program Advisors for HR11 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 [2026-2027 Catalog](#).