

Microsoft Office Applications Professional (MF81)

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 2026-2027 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	☐
2 nd set of suggested courses			
Course		Hours	Completed
BUSN 1450	Computer Applications for the Business Professional (prerequisite COMP 1000, serves as a prerequisite for Microsoft courses)	4	☐
XXXX xxxx	Guided Elective	3	☐
3 rd set of suggested courses			
Course		Hours	Completed
BUSN 2130	Expert Spreadsheet Analysis (prerequisite BUSN 1450)	3	☐
BUSN 2140	Expert Word Processing (prerequisite BUSN 1450)	3	☐

Total Credit Hours: 16 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.
- 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.
- For part-time and full-time students, BUSN 1450 needs to be completed in the 2nd set/ semester. BUSN 1450 serves as a prerequisite for 3rd semester BUSN courses.
- Specific occupation-guided electives can be taken any semester.
- Program advisors for MF41 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 Microsoft Office Application Professional Certificate and program requirements can be found at [2026-2027 Catalog](#).