

*TCAT Hohenwald Student Book List  
Administrative Office Technology*

**General Office Assistant Certificate**

**432 Total Class Hours**

**Pre-requisite: None**

**1<sup>st</sup> Trimester**

Course Outline Sequences	Hours	Textbooks/Materials	ISBN	Cost
Keyboarding/Data Entry	90	Business Math Brief 10 <sup>th</sup> Edition	9780133140422	\$173.00
		Keyboarding & Word Processing 20 <sup>th</sup> Edition	9781337103275	\$192.00
Success Strategies	60	Practicing College Learning Strategies 7 <sup>th</sup> Edition	9781305109599	\$62.00
Computer Essentials	120	Computer Concepts 2018	9781305951495	\$246.00
Office Procedures I	120	Office Procedures 8 <sup>th</sup> Edition	9780135063897	\$150.00
Office Technology Foundations	30	Flash drive		\$6.00
<b>Total</b>				<b>\$829.00</b>

**Administrative Support Specialist Certificate**

**432 Total Class Hours**

**Pre-requisite: General Office Assistant Certificate**

**2<sup>nd</sup> Trimester**

Course Outline Sequences	Hours	Textbooks/Materials	ISBN	Cost
Spreadsheet Applications	114	Microsoft Office 2019 Benchmark Series & Word Level 2 Bundle with Cirrus	9781792460340	\$197
Word Processing Applications	114			
Office Procedures II	120	Records Management	9781305119161	\$142.00
Employability Skills	78	The Job Hunting Handbook	9780940712652	\$8.00
<b>Total</b>				<b>\$347.00</b>

**Administrative Assistant Diploma****432 Total Class Hours****Pre-requisite: Administrative Support Specialist Certificate****3<sup>rd</sup> Trimester**

Course Outline Sequences	Hours	Textbooks/Materials	ISBN	Cost
Business Communications	108	Essentials of Business Communications	9781285858913	\$96.00
Customer Service	80	Customer Service	9780133056259	\$70.00
Financial Functions	100	College Accounting 13 <sup>th</sup> Edition	9780077430627	\$54.00
<b>Total</b>				<b>\$220.00</b>

**Accounting Assistant Diploma****432 Total Class Hours****Pre-requisite: Administrative Support Specialist Certificate****3<sup>rd</sup> Trimester**

Course Outline Sequences	Hours	Textbook/Materials	ISBN	Cost
Accounting	214	College Accounting 13 <sup>th</sup> Edition	9780077430627	\$54.00
		College Accounting Study Guide/Working Papers	9780077430573	\$33.00
Payroll Accounting	106	Payroll Accounting	9781591368045	\$114.00
Automated Accounting	106	QuickBooks 2018	9781640610040	\$114.00
<b>Total</b>				<b>\$315.00</b>

**Medical Administrative Assistant Diploma****432 Total Class Hours****Pre-requisite: Administrative Support Specialist Certificate****3<sup>rd</sup> Trimester**

<b>Course Outline Sequence</b>	<b>Hours</b>	<b>Textbook/Materials</b>	<b>ISBN</b>	<b>Cost</b>
<b>Medical Terminology</b>	<b>70</b>	<b>Medical Terminology 8<sup>th</sup> Edition</b>	<b>9781305634350</b>	<b>\$119.00</b>
<b>Medical Ethics &amp; Office Mgmt.</b>	<b>88</b>	<b>Kinns Ad. Medical Assist. 13<sup>th</sup> Edition</b>	<b>9780323396721</b>	<b>\$71.00</b>
<b>Intro to Medical Ins.</b>	<b>100</b>	<b>Fordney's Medical Insurance</b>	<b>9780323594400</b>	<b>\$131.00</b>
		<b>Fordney's Medical Insurance Workbook</b>	<b>9780323594417</b>	<b>\$56.00</b>
<b>Medical Coding/ Practicum</b>	<b>90</b>	<b>Intro to Medical Coding Step by Step Medical Coding Workbook</b>	<b>9780323430814</b> <b>9780323430791</b>	<b>\$34.00</b> <b>\$26.00</b>
<b>Electronic Health Records</b>	<b>78</b>	<b>The Electronic Health Record for the Physician's Office for SimChart for the Medical Office 3e with SimChart Bundle</b>	<b>9780323822572</b>	<b>\$156.00</b>
<b>Total</b>				<b>\$593.00</b>