

TCAT Hohenwald Student Book List
Administrative Office Technology

General Office Assistant Certificate

432 Total Class Hours

Pre-requisite: None

1st Trimester

Course Outline Sequences	Hours	Textbooks/Materials	ISBN	Cost
Keyboarding/Data Entry	90	Business Math Brief a la Carte 10 th Edition	9780321931450	\$120.00
		Keyboarding & Word Processing 20 th Edition	9781337103275	\$111.00
Success Strategies	60	Practicing College Learning Strategies 7 th Edition	9781305109599	\$77.00
Computer Essentials	120	Computer Concepts 2018	9781305951495	\$117.00
Office Procedures I	120	Office Procedures 8 th Edition	9780135063897	\$208.00
Email Essentials	30	Microsoft Outlook 365 2019 Edition	9780763895136	99.00
Office Technology Foundations	30	Flash drive		\$6.00
Total				\$738.00

Administrative Support Specialist Certificate

432 Total Class Hours

Pre-requisite: General Office Assistant Certificate

2nd Trimester

Course Outline Sequences	Hours	Textbooks/Materials	ISBN	Cost
Spreadsheet Applications	114	Microsoft Office 2019 Benchmark Series & Word Level 2 Bundle with Cirrus	9798765751930	\$220
Word Processing Applications	114			
Office Procedures II	120	Records Management	9781305119161	\$121.00
Employability Skills	78	The Job Hunting Handbook	9780940712652	\$8.00
Total				\$349.00

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

Course Outline Sequences	Hours	Textbooks/Materials	ISBN	Cost
Business Communications	108	Essentials of Business Communications 11e	9781337386494	\$200.00
Customer Service	80	Customer Service	9780133056259	\$70.00
Financial Functions	100	College Accounting 16 th Edition	9781260780239	\$54.00
Total				\$324.00

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

Course Outline Sequences	Hours	Textbook/Materials	ISBN	Cost
Accounting	214	College Accounting 16 th Edition	9781260780239	\$190.00
Payroll Accounting	106	Payroll Accounting 9 th Edition	9781640613607	\$132.00
Automated Accounting	106	QuickBooks Online Comprehensive 2023-2024	9781640615250	\$150.00
Total				\$472.00

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

Course Outline Sequence	Hours	Textbook/Materials	ISBN	Cost
Medical Terminology	70	Medical Terminology 9 th Edition	9780357513699	\$124.00
Medical Ethics & Office Mgmt.	88	Kinns Ad. Medical Assist. 13 th Edition	9780323396721	\$60.00
Intro to Medical Ins.	100	Fordney's Medical Insurance	9780323594400	\$136.00
		Fordney's Medical Insurance Workbook	9780323594417	\$40.00
Medical Coding/ Practicum	90	Intro to Medical Coding Step by Step	9780323790383	\$105.00
		Medical Coding Workbook	9780323790390	\$45.00
Electronic Health Records	78	The Electronic Health Record for the Physician's Office for SimChart for the Medical Office 3e with SimChart Bundle	9780323822572	\$117.00
Total				\$627.00

Financial Services Diploma**432 Total Class Hours****Pre-requisite: Administrative Support Specialist Certificate****3rd Trimester**

Course Outline Sequences	Hours	Textbooks/Materials	ISBN	Cost
Business Communications	108	Essentials of Business Communications 11e	9781337386494	\$200.00
Customer Service	80	Customer Service	9780133056259	\$70.00
Financial Functions	100	College Accounting 16 th Edition	9781260780239	\$54.00
Teller Basics and Understanding Bank Products	90	Teller Solutions Online	TRC Interactive	\$215.00
Earbuds	58			\$2.20
Total				\$541.20