

*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 17 th Edition	9780538448734	\$100.00
		Keyboarding & Word Processing 20 th Edition	9781337103275	\$213.00
Computer Essentials	120	Computer Concepts 2018	9781305951495	\$246.00
Office Procedures I	120	Office Procedures 8 th Edition	9780135063897	\$150.00
Office Technology Foundations	96	Flash drive		\$13.00
Total				\$722.00

Software Application Specialist Certificate

432 Total Class Hours

Pre-requisite: General Office Assistant Certificate

2nd Trimester

Course Outline Sequences	Hours	Textbooks/Materials	ISBN	Cost
Spreadsheet Applications	120	Microsoft Office 2016 Benchmark Series	9780763869809	\$205.00
Word Processing Applications	120	Microsoft Office 2016 Marquee Series	9780763868093	\$200.00
Office Procedures II	120	Records Management	9780538731416	\$132.00
Total				\$537.00

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

Course Outline Sequences	Hours	Textbooks/Materials	ISBN	Cost
Business Communications	108	Essentials of Business Communications	9781285858913	\$229.95
Customer Service	80	Customer Service	9780133056259	\$113.00
Financial Functions	100	College Accounting 13 th Edition	9780077430627	\$146.00
Total				\$488.95

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

Course Outline Sequences	Hours	Textbook/Materials	ISBN	Cost
Accounting	216	College Accounting 13 th Edition	9780077430627	\$146.00
		College Accounting Study Guide/Working Papers	9780077430573	\$86.00
Payroll Accounting	108	Payroll Accounting	9781591368045	\$124.00
Automated Accounting	108	QuickBooks 2013	9781591364801	\$110.00
Total				\$466.00

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

Course Outline Sequence	Hours	Textbook/Materials	ISBN	Cost
Medical Terminology	72	Medical Terminology 7th Edition	9781111543273	\$99.00
Medical Ethics & Office Mgmt.	90	Kinns Ad. Medical Assist. 13th Edition	9780323396721	\$64.00
Intro to Medical Ins.	100	Intro to Medical Insurance	9781437728705	\$86.00
Medical Coding/ Practicum	90	Intro to Medical Coding	9781437728729	\$71.00
		Step by Step Medical Coding Workbook	9781455744893	\$36.00
Total				\$356.00