

*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
Orientation	6			
Keyboarding/Data Entry	90	Business Math Keyboarding & Word Processing 20 th Edition	9780538721776 9781337103275	\$143.00 \$200.00
Computer Essentials	120	Computer Concepts 2018	9781305951495	\$246.00
Office Procedures I	120	Office Procedures 8 th Edition	9780135063897	\$132.00
		Records Management	9780538731416	\$132.00
Office Technology Foundations	96	Flash drive		\$13.00
Total				\$866.00

Office Software Specialist Certificate

864 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
PowerPoint and Employability Skills	72			
Office Procedures II	120			
Total				\$405.00

Administrative Assistant Diploma**1296 Total Class Hours**

Course Outline Sequences	Hours	Textbooks/Materials	ISBN	Cost
Business Communications	108	Business Communications	9780558811396	\$83.00
Customer Service	80	Customer Service Tech	9780558753269	\$90.00
Financial Functions	100	College Accounting 13 th Edition	9780077430627	\$146.00
Practicum/Software Simulation	144			
Total				\$319.00

Pre-requisite: Office Software Specialist Certificate**3rd Trimester****Accounting Assistant Diploma****1296 Total Class Hours****Pre-requisite: Office Software 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**1296 Total Class Hours****Pre-requisite: Office Software 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. 7th Edition	9781455726776	\$105.00
Electronic Health Records	80	Electronic Health Records	9781437700282	\$80.00
Intro to Medical Ins.	100	Intro to Medical Insurance	9781437728705	\$86.00
		Medical Insurance Workbook	9781437701326	\$41.00
Medical Coding/ Practicum	90	Intro to Medical Coding	9781437728729	\$71.00
		Medical Coding Workbook	9781437702187	\$38.00
Total				\$520.00