



## 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	9780538721776	\$ 143.00
		Keyboarding	9780538496476	\$ 180.00
Computer Essentials	120	Computer Concepts	9781133626169	\$ 117.00
Office Procedures I	120	Office Procedures	9780135063897	\$ 132.00
		Records Management	9780538731416	\$ 132.00
Office Technology Foundations	96			
		Flash Drive		\$ 13.00
<b>Total Book/Equipment Cost</b>				<b>\$ 717.00</b>

### Software Application Specialist Certificate

**432 Total Class Hours**

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

**2nd Trimester**

Course Outline Sequences	Hours	Textbooks/Materials	ISBN	Cost
Office Procedures II	120	Office Procedures	9780135063897	
		Records Management	9780538731416	
Spreadsheet Applications	120	Office 2010 Benchmark Se	9780763838119	\$ 123.00
		Excel Level 2	9780763843151	\$ 53.00
Word Processing Applications	120	Office 2010 Benchmark Se	9780763838119	
		Advanced Word 2010	9780763838904	\$ 142.00
PowerPoint		Office 2010 Benchmark Se	9780763838119	
Employability Skills	72			
<b>Total Book/Equipment Cost</b>				<b>\$ 318.00</b>

### 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	Business Communications	9780558811396	\$ 83.00
Customer Service	80	Customer Service Tech Tre	9780558753269	\$ 90.00
Financial Functions	100	College Accounting 13th E	9780077430627	\$ 146.00
Practicum/Software Simulation	144			
<b>Total Book/Equipment Cost</b>				<b>\$ 319.00</b>

### Accounting Assistant Diploma

**432 Total Class Hours**

**Pre-requisite: Software Application Specialist Certificate**

**3rd Trimester**

<b>Course Outline Sequences</b>	<b>Hours</b>	<b>Textbooks/Materials</b>	<b>Cost</b>
Accounting	216	College Accounting 13th E Study Guide/ Working Pap	9780077430627 \$ 146.00 9780077430573 \$ 86.00
Payroll Accounting	108	Payroll Accounting	9781591368045 \$ 124.00
Automated Accounting	108	QuickBooks 2013 Pro Com	9781591364801 \$ 110.00
<b>Total Book/Equipment Cost</b>			<b>\$ 466.00</b>

**Medical Administrative Assistant Diploma**

**432 Total Class Hours**

**Pre-requisite: Software Application Specialist Certificate**

**3rd Trimester**

<b>Course Outline Sequences</b>	<b>Hours</b>	<b>Textbooks/Materials</b>	<b>Cost</b>
Medical Terminology	72	Meical Terminology 7th Ec	9781111543273 \$ 99.00
Medical Ethics & Office Mgmt.	90	Kinns Ad. Med. Assist. 7th	9781455726776 \$ 105.00
Electronic Health Records	80	Electronic Health Records	9781437700282 \$ 80.00
Introduction to Medical Ins.	100	Intro to Medical Insurance	9781437728705 \$ 86.00
		Medical Ins. Workbook	9781437701326 \$ 41.00
Medical Coding/Practicum	90	Intro to Medical Coding	9781437728729 \$ 71.00
		Medical Coding Workbook	9781437702187 \$ 38.00
<b>Total Book/Equipment Cost</b>			<b>\$ 520.00</b>



