



**Haney Technical Center**  
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2018-2019

### Textbook Listing for Administrative Office Specialist

Program: B070330  
 TABE Requirements: R = 10.0, L = 10.0, M = 10.0 TABE Level A  
**\*\*Check with your instructor before purchasing any item on this list\*\***

<b>OCP A</b>	Information Technology Assistant	OTA0040	150 Hours
<b>OCP B</b>	Front Desk Specialist	OTA0041	300 Hours
<b>OCP C</b>	Assistant Digital Production Designer	OTA0631	300 Hours
<b>OCP D</b>	Administrative Office Specialist	OTA0651	300 Hours
<b>Total</b>			<b>1050 Hours</b>

#### OCP A Information Technology Assistant - 150 Hours

Course OTA0040 Information Technology Assistant - 150 Hours

Go! Microsoft Office 2016 - ISBN# 9780134526591	<b>B003</b>	192.87	
		<b>OCP A Total</b>	<b>\$192.87</b>

#### OCP B Front Desk Specialist - 300 Hours

Course OTA0041 Front Desk Specialist - 300 Hours

Soft Skills Written Communication 3rd Edition - ISBN #9781337119290	<b>B220</b>	\$62.92	
Soft Skills Verbal Communication 3rd Edition - ISBN #9781337119283	<b>B221</b>	62.92	
		<b>OCP B Total</b>	<b>\$125.84</b>

#### OCP C Assistant Digital Production Designer - 150 Hours

Course C Assistant Digital Production Designer - 150 Hours

Microsoft Publisher Comprehensive - ISBN #9780538475983	<b>B198</b>	\$169.48	
Computing Essentials - eBook with Connect		107.87	
		<b>OCP C Total</b>	<b>\$277.35</b>

#### OCP D Administrative Office Specialist - 450 Hours

Course OTA0043 Administrative Office Specialist

The Administrative Professional 15e - ISBN#9781305581166	<b>B222</b>	\$130.63	
QuickBooks Desktop 2018 Comprehensive - ISBN#9781640610040	<b>B250</b>	123.75	
Go! Microsoft Office 2016 Integrated Projects - ISBN#9780134526591	<b>B233</b>	139.18	
		<b>OCP D Total</b>	<b>\$393.56</b>

#### CERTIFICATION TESTING

QuickBooks Certification Test		\$99.00	
Word Certiport Test	Included		
Excel Certiport Test	Included		
Powerpoint Certiport Test	Included		
		<b>Testing Total</b>	<b>\$99.00</b>

		<b>Subtotal</b>	<b>\$1,088.62</b>
Tax		7.00%	76.20
		<b>TOTAL</b>	<b>\$1,164.82</b>