

# WITHLACOOCHEE TECHNICAL COLLEGE

## Post-Secondary Fees 2019-2020 School Year

### MEDICAL ADMINISTRATIVE SPECIALIST

1050 HOURS

SOC 15-1151,43-4171,43-6013

**TUITION & FEES - 2 Sessions per year. Maximum hours per year 1050.**

Some students may require additional hours to complete a program. Additional blocks of time are available. Tuition will be charged accordingly.

	Session 1	Session 2
Application Fee (Non-Refundable)	\$ 30.00	\$ -
Registration fee (Non-Refundable each Session)	\$ 30.00	\$ 30.00
Activity Fee (Non-Refundable - 1st Session cost only)	\$ 30.00	\$ -
*Tuition	\$ 1,533.00	\$ 1,533.00
Lab Fee	\$ 150.00	\$ 150.00
CPR Card (includes tax)	\$ -	\$ 34.50
CMAA Exam	\$ -	\$ 132.00
<b>Total for Tuition and Fees</b>	<b>\$ 1,773.00</b>	<b>\$ 1,879.50</b>

\*Out of state tuition is \$6147.75 per session.

**BOOKS - Books are available from the WTC Online Bookstore. ISBN #**

Prices for books are approximate and subject to change without notice.

Discovering Computers & MS Office 365 & Office 2011	\$ 189.95	9781305871809
Machine Transcription & Dictation - 6th Ed.	\$ 133.95	9781111425449
The Office: Procedures & Technology - 6th Ed.	\$ 98.95	9781111574352
Administrative Medical Assisting - 8th Ed.	\$ 124.95	9781305859173
Electronic Health Records - 3rd Ed.	\$ 87.06	9780073402147
Essentials of Medical Terminology	\$ 149.25	9781401890193
Law, Liability and Ethics - 6th Ed.	\$ 191.37	9781305972728

**NOTE: Some of the books contain supplements which are required for the course. Only "new" copies of books are guaranteed to include all the necessary supplements.**

**SUPPLIES - Supplies may be needed - see Instructor for details.**

**Uniforms - REQUIRED FOR THIS CLASS**

Scrubs (top & bottom)	Notebook Paper	Pens	Box of 25 Sheet Protectors
Tissues	Highlighter	Pencils	Jump Drive
1" Black Binder or Black Portfolio with 3 rings			Disinfectant Wipes
2 packs of 3 x 5 index cards			

**OPTIONAL COSTS DURING CLASS**

Prices are approximate and subject to change without notice.

\*MOS (Microsoft Office Specialist) Exam \$ 87.00 (per exam - 3 required)

\*Word, Excel, Outlook, Power Point, Access, SharePoint, OneNote, Office 365 - 3 out of 8 required for certification.

[www.wtcollege.org](http://www.wtcollege.org)

Annual Completion, Placement and Licensure Report for School Year 2016-2017		
Completion Rate	Placement Rate	Licensure Rate
96%	100%	N/A



**NOTE: ALL prices subject to change pending legislative actions and/or District approval.**

Be aware that participating in any lab/shop or clinical setting can be dangerous in nature and involves many risks of injury. Because of the dangers of participating in lab/shop and clinical settings, WTC strongly encourages students to purchase some type of accident insurance.

No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political beliefs, national or ethnic origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education or program or activity or in any employment conditions or practices conducted by this school district, except as provided by law.

The School Board shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law. The School Board shall admit students to district schools, programs, and classes without regard to race, color, religion, age, nationality or ethnic origin, marital status, disability or handicap.