

WITHLACOOCHEE TECHNICAL COLLEGE
Post-Secondary Fees 2022-2023 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.

Description	Session 1	Session 2
Application Fee (non-refundable)	\$40.00	NA
Registration Fee (non-refundable)	\$30.00	\$30.00
Activity Fee (non-refundable)	\$30.00	NA
*Tuition	\$1533.00	\$1,533.00
Lab Fee	\$150.00	\$150.00
CMAA Exam	NA	\$140.00
TOTAL FOR TUITION AND FEES	\$1783.00	\$1853.00

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

BOOKS:

Title – e-books are acceptable although not recommended	Approx. Cost	ISBN
Discovering Computers & MS Office 365 & Office 2016	\$117.40	9781305871809
*Medical Terminology: A Body Systems Approach 8 th Ed	\$105.11	9780803658677
Simulations Resource Book: The Office Procedures & Technology, 7 th edition	\$53.95	9781337689663
*Administrative Medical Assisting 8 th edition	\$128.40	9781305859173
SimChart for the Medical Office: Learning the Medical Office Workflow – 2022 Ed.	\$144.99	9780323883498
*Law, Liability and Ethics 6 th edition	\$184.93	9781305972728
The Office: Procedures & Technology 7 th edition	\$102.70	9781337281362

*May be purchased later in the program. See instructor for details.

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 – Additional supplies may be needed; see instructor for details.

UNIFORM REQUIRED FOR THIS CLASS:	Notebook paper	Pens	*Box of 25 Sheet Protectors
Scrubs (top & bottom) Closed toe shoes			
Tissues	Highlighter	Pencils	*1” Black Binder or Black Portfolio with 3 rings
Disinfectant Wipes	Earphones/ear buds	Jump Drive	*2 packs of 3 x 5 index cards

*May be purchased later in the program. See instructor for details.

ADDITIONAL COSTS DURING CLASS:

Description	Cost	Explanation
Microsoft Office Specialist (MOS) Exam 6 out of 8 exams required for certification	\$90.00	per exam

Eight choices of MOS Exams: Word, Excel, Outlook, Power Point, Access, SharePoint, OneNote, Office 365

Annual Completion, Placement, and Licensure Report for School Year 2019-2020

Completion Rate	Placement Rate	Licensure Rate
100%	62%	NA

NOTE: ALL prices subject to change pending vendor changes, 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, pregnancy, national or ethnic origin, gender/sex, age, disability, marital status, political beliefs, sexual orientation, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by the Citrus County School Board (CCSB), except as provided by law. CCSB 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.