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[www.myptc.edu](http://www.myptc.edu)

**MEDICAL ADMINISTRATIVE SPECIALIST**  
 Required Book-Tool-Supply List

- Please check with your instructor before purchasing any item on the list.
- Item costs are approximate and may change at any time. All items are subject to state tax.
- In accordance with provisions set forth by the Florida Legislature and the Pinellas County School Board, tuition is determined on an annual basis and subject to change each school year.

TYPE	ITEM	QUANTIT	UNIT COST	TOTAL COST
Tuition	Total Program Length	1050	\$2.92	\$3,066.00
Fee	Total Lab Fee	1050	0.69	\$724.50
	(The amount of <b>tuition</b> and <b>lab fee</b> collected each term will be based upon the number of hours assigned to that term.)			
Fee	Application Fee	1	15.00	15.00
Fee	Facility and Equipment Usage fee of \$12.50 to be paid <i>every fee period</i>	5	12.50	62.50
Fee	Student Parking Tag	1	5.35	5.35
Fee	Student ID	1	5.35	5.35
Fee	Graduation fee	1	50.00	50.00

**Course OTA0040**

Book	Illustrated MS Office 365 & Office 2016: Introductory 1st Ed. ISBN: 9781305876026 CLW	1	\$256.90	\$256.90
Book	Illustrated MS Office 365 & Office 2019: Introductory (ISBN 9780357025673) SP	1	\$188.78	\$188.78
Supply	Flash drive, 8 GB	1	8.52	8.52
Supply	Maxell Earbuds	1	5.08	5.08

**Course OTA0041**

Book	The Administrative Professional ISBN 9781305581166	1	\$ 208.18	\$ 208.18
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**Course OTA0030**

Book	Illustrated MS Office 365 & Office 2016: Intermediate 1st Ed. ISBN: 9781305876040 CLW	1	\$256.90	\$256.90
Book	Illustrated MS Office 365 & Office 2019: Intermediate (ISBN 9780357360088) SP	1	\$188.78	\$188.78
Book	Medical Terminology for Health Professions 8th ed ISBN:9781305634350	1	133.53	133.53
Book	Hillcrest Medical Center: Beginning Medical Transcription 7th ed ISBN:9781435441156	1	284.01	284.01
Book	Hillcrest Medical Center: Beginning Medical Transcription 7th ed Student Edition Audio			
Book	Exercises on CD ISBN 9781435441217 SP only	1	79.75	79.75
Book	Administrative Medical Assisting with Premium Web Site Printed Access Card,8th ed ISBN: 9781305859173	1	133.53	133.53

**Course OTA0043**

Book	The Paperless Medical Office ISBN: 978133761491	1	\$140.68	\$140.68
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	Tuition			\$3,066.00
	Application Fee			\$15.00
	Lab Fees			\$724.50
	Additional Fees			\$123.20
	Supplies, Uniforms, and Tools Total			\$13.60
	Books Total			\$1,493.48
	<b>Updated September 15, 2020</b>		<b>GRAND TOTAL</b>	<b>\$5,435.78</b>