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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 tuition and lab fee 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 2019: Introductory (ISBN 9780357025673) | 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 |
|------|--|---|-----------|-----------|

Course OTA0030

| | | | | |
|------|---|---|----------|----------|
| Book | Illustrated MS Office 365 & Office 2019: Intermediate (ISBN 9780357360088) | 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

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|------|---|---|----------|----------|
| Book | The Paperless Medical Office ISBN: 978133761491-1 | 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 | | | \$1,357.24 |
| | Updated October 1, 2020 | | GRAND TOTAL | \$5,299.54 |