



360 Santa Barbara Blvd. North • Cape Coral, FL 33993 • Phone: 239-574-4440
 capecoraltech.edu

Medical Administrative Specialist 2017-2018

Program Hours: 1,050

Instructor: Ana Lemos	Phone Number : 574-4440 Ext.
Office Hours: 7:40 – 8:00 a.m. or 2:30 – 3:10 p.m.	Class Hours: 8:00 a.m. to 2:30

ESTIMATED PROGRAM COST IF COMPLETED IN 1,050 HOURS: \$4,122.00

Payment Schedule	Due at Time of Registration	Enrollment Period	Enrollment Period	Enrollment Period	TOTALS
		1 (450 hours)	2 (450 hours)	3 (150 hours)	
Application Fee*	\$30.00				\$30.00
AAAE Fee**	\$30.00				\$30.00
Tuition***(hours @ \$2.90)		\$1,305.00	\$1,305.00	\$435.00	\$3,045.00
Graduation				\$50.00	\$50.00
Estimated Total Per Enrollment Period	\$60.00	\$1,305.00	\$1,305.00	\$485.00	\$3,155.00

Additional Expenses to be purchased by student		Enrollment Period	Enrollment Period	Enrollment Period	TOTALS
		1 (450 hours)	1 (450 hours)	1 (150 hours)	
Books		\$587.00			\$587.00
Industry Certification				\$180.00	\$180.00
Lab Fee*	\$20.00				\$20.00
Tools					\$0.00
Uniforms		\$150.00			\$150.00
Supplies		\$30.00			\$30.00
Estimated Total Per Enrollment Period	\$20.00	\$767.00		\$180.00	\$967.00

CPR Fee* CPR/First Aid \$20.00 (Must be paid by ALL students at time of CPR class.)

Supplies: Notebooks, 1” 3 ring binder (2), paper, pens, index cards, etc.

Certifications: Microsoft Office Specialist Certification Test (Word 2013)

Required Textbooks:

Enrollment Period 1	Enrollment Period 2
ISBN#9780840065353, Calculators Printing & Display Book	ISBN#9781437727395, Medical Office Administration, 3rd Edition
ISBN#9780538669269, Alphabetic Indexing	ISBN#9780078138621, Computers in the Medical Office, 9th Edition
ISBN#9781480086890, Telephone Skills for Professionals in Health Care	ISBN#9781133788799, Medical Office Simulation
ISBN#9780323370813 The Language of Medicine Textbook & Online Access Package, 11th Ed.	ISBN#9781455723010, Electronic Health Record "Booster" Kit
ISBN#9781337251037 Microsoft Office 365 & 2016 Intro	

Textbooks for sponsored students (those receiving agency benefits) must be purchased with a voucher for CCTC's online bookstore - not out of pocket. Do not purchase anything without speaking with the student accounts clerk first. Note that self-paying students (those not on financial aid) may purchase from any source. Students are required to have the textbooks, uniforms and tools by the first day of class.

Dress Code / Uniforms Required: Program designated uniform: Scrubs – Dark Purple – White Sneakers (Expected on the 1st day)

Scrub Jacket - Purple, white, black, or multi/print

Professional Interview Attire (Women: Pant suit/Business skirt suit – Men: Business suit with tie)

No lip, eyebrow, or nose piercings.

***Students pay a \$30 non-refundable application fee per program enrollment.**

**Some students may be required to pay a \$30 Applied Academics for Adult Education fee.

*** Tuition based on Florida Residency. Tuition fees are subject to change to comply with state guidelines.

[Please visit www.fafsa.ed.gov](http://www.fafsa.ed.gov) for information on the Pell Grant.

Important: This is a disclosure statement of costs. All prices are approximate and subject to change. This statement is to be used for informational purposes only. Actual costs, fees and expenses are to be verified by the Bookkeeping Office.

REVISED: 6/22/2017