



3800 Michigan Avenue • Fort Myers, FL 33916 • Phone: 239-334-4544  
fortmyerstech.edu

**Medical Administrative Specialist 2018-2019**

**Program Hours: 1,050**

<b>Instructor:</b> Jesslyn Woolsey		<b>Phone Number :</b> 334-4544 Ext. 1004			
<b>Office Hours:</b> 7:40 – 8:00 a.m. or 2:30 – 3:10 p.m.		<b>Class Hours:</b> 8:00 a.m. to 2:30 p.m.			
<b>ESTIMATED PROGRAM COST IF COMPLETED IN 1,050 HOURS:</b>			<b>\$4,785.00</b>		
Payment Schedule	Due at Time of Registration	Enrollment Period 1 (450 hours)	Enrollment Period 2 (450 hours)	Enrollment Period 3 (150 hours)	Totals
Application Fee*	\$40.00				\$40.00
AAAE Fee**	\$30.00				\$30.00
Tuition*** (hours X \$2.90)		\$1,305.00	\$1,305.00	\$435.00	\$3,045.00
Lab Fee		\$60.00			\$60.00
CPR Fee		\$20.00			\$20.00
Industry Certification		\$335.00			\$335.00
Commencement Fee				\$50.00	\$50.00
<b>Estimated Total Per Enrollment Period</b>	<b>\$70.00</b>	<b>\$1,720.00</b>	<b>\$1,305.00</b>	<b>\$485.00</b>	<b>\$3,580.00</b>
Additional Expenses to be purchased by student		Enrollment Period 1 (450 hours)	Enrollment Period 2 (450 hours)	Enrollment Period 3 (150 hours)	Totals
Books		\$835.00	\$70.00		\$905.00
Uniforms		\$300.00			\$300.00
<b>Estimated Total Per Enrollment Period</b>	<b>\$0.00</b>	<b>\$1,135.00</b>	<b>\$70.00</b>		<b>\$1,205.00</b>
<b>Certifications:</b> Microsoft Office Specialist					
<b>Required Textbooks:</b>					
<b>Enrollment Period 1</b>			<b>Enrollment Period 2</b>		
ISBN#9780538669269 Alphabetic Indexing 6th ed. ISBN#9781337251037 Microsoft Office 365 & 2016 Intro. ISBN#9781337251112 Microsoft Office 365 & 2010 Internet ISBN# 9781616694074 BLS for Healthcare Providers Manual ISBN#9780323400756 Medical Office Administration 4th ed. ISBN#9781133951742 Intro.to Medical Terminology 3rd ed. ISBN#9781133951735 Medical Terminology Workbk 3rd ed. ISBN#9780077836382 Computers in Medical Office 9th ed. ISBN#9781337119290 Written Communication ISBN#9781337119283 Verbal Communication			*NOTE: [Do Not purchase 2nd Sem. Books without consulting with instructor]. ISBN# 9781133788799, Virtual Administrative Skills for the Medical Assistant Access Card		
Textbooks for sponsored students must be purchased with a voucher for FMTC's online bookstore - not out of pocket. Note that self-paying students (those not third party sponsored) may purchase from any source. Students are required to have the textbooks, uniforms and tools by the first day of the third week of class: a two week grace period.					
<b>Dress Code / Uniforms Required:</b> Medical scrubs (color - grape purple ONLY). Shoes- athletic style only, no open toes or Crocs allowed.					
<b>*Students pay a \$40 non-refundable application fee per program enrollment.</b>					
**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 <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> for information on the Pell Grant. School code is 007558					
<b>Important information about the educational debt, earnings, and completion rates of students who attended this program is available at:</b> <a href="http://www.fortmyerstech.edu/gainful-employment/MAS-Gedt.html">http://www.fortmyerstech.edu/gainful-employment/MAS-Gedt.html</a>					
<b>Important:</b> 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.					