



# Legal Administrative Specialist

B072000

1050 Hours

3702 Estey Avenue  
 Naples, FL 34104  
 (239) 377-0900  
 www.LWTC.edu

**Instructor:** Donna Erb  
**Phone Number:** (239) 377-0946  
**Email:** Erbdo@collierschools.com  
**Office Hours:** 7:05 a.m. - 7:15 a.m. or 1:50 p.m. - 2:35 p.m.  
**Class Hours:** 7:15 a.m. - 1:50 p.m.  
**Instructional Delivery Method:** Traditional

BASIC SKILLS EXIT REQUIREMENT	(unless exempt)
CASAS Reading test	244
CASAS Math test	241
TABE Reading test	10
TABE Math test	10
TABE Language test	10

**Total Estimated Program Cost (if completed within program hours):** **\$4,012.82**

### PRE-ADMISSION COST

Application Fee*	\$40.00
AAAE Fee** (Due if remediation is needed)	\$30.00
<b>Estimated Pre-admission Total:</b>	<b>\$70.00</b>

### ADMISSION COST

Books (Payment to book vendor)	\$362.99
Uniforms (Payment to uniform store)	\$30.00
<b>Estimated Admission Total:</b>	<b>\$392.99</b>

PAYMENT SCHEDULE	FALL	SPRING	SUMMER	Totals
Hours	481.25	536.25	32.75	1050
Semester Start Date	8/10/21	1/4/22	6/6/22	
Semester End Date	12/17/21	6/2/22	6/10/22	
Days of the week	M-F	M-F	M-Th	
Tuition***(\$2.92/hour)	\$1,405.25	\$1,565.85	\$95.63	\$3,066.73
Lab Fee	\$221.37	\$246.67	\$15.06	\$483.10
<b>Estimated Semester Total:</b>	<b>\$1,626.62</b>	<b>\$1,812.52</b>	<b>\$110.69</b>	<b>\$3,549.83</b>

### POST-GRADUATE COST TOTAL

<b>Program Uniform</b>	 <a href="http://www.sewshoreonline.com/Grouplogin">www.sewshoreonline.com/Grouplogin</a>	<b>CODE: LWTCACC</b>
*Email Instructor for more information.		

ISBN#	Required Textbooks	SEMESTER
978-0357038086	MindTap for Miller/Cross's The Legal Environment Today, 9th Edition, [Instant Access]	1
978-1305948402	MindTap Paralegal for Putman/Albright's Legal Research, Analysis, and Writing, 4th Edition [Instant Access]	2
978-1640610040	QuickBooks Desktop 2018 Comprehensive	2

**Please visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for information on the Pell Grant. School Code is 013234**

\*Students pay a \$40 non-refundable application fee per program enrollment.

\*\*Students not meeting all the basic skills requirements 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.

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 reflected on the student invoice.

5/28/2021