



Medical Administrative Specialist

B070300

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): **\$4,022.00**

PRE-ADMISSION COST

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

ADMISSION COST

Books (Payment to book vendor)	\$366.00
Uniforms (Payment to uniform store)	\$30.00
Estimated Admission Total:	\$396.00

PAYMENT SCHEDULE	FALL	SPRING	SUMMER	Totals
Hours	481.25	542	26.75	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	\$1,582.64	\$78.11	\$3,066.00
Lab Fee	\$245.00	\$245.00		\$490.00
Estimated Semester Total:	\$1,650.25	\$1,827.64	\$78.11	\$3,556.00

POST-GRADUATE COST TOTAL

Program Uniform	 www.sewshoreonline.com/Grouplogin	CODE: LWTCACC
*Email Instructor for more information.		

ISBN#	Required Textbooks	SEMESTER
978-0323595995	Quick and Easy Medical Terminology Paperback & Resources (9th Edition)	1
978-0323756631	SimChart for the Medical Office: Learning the Medical Office Workflow -(2020 Edition)	1
978-1259630767	Medical Office Procedures (9th Edition)	2
978-1259639760	Computers in Medical Office, Looseleaf w/Connect (9th Edition)	2
978-1640610040	QuickBooks Desktop 2018 Comprehensive	1

Please visit 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

