PINELLAS TECHNICAL COLLEGE

Opportunity starts here

www.myptc.edu

Clearwater Campus
6100 - 154th Avenue North
Clearwater, FL 33760
(727) 538-7167
Fax (727) 538-7203

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	1.36	$1,428.00
	(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 *every fee period*	5	12.50	62.50
Fee	Student Parking Tag	1	5.00	5.00
Fee	Student ID	1	5.00	5.00
Fee	Graduation fee	1	50.00	50.00
	Course OTA0040			
Book	Microsoft 365 Office 2021: Introductory (ISBN 9780357674925)	1	$235.00	$235.00
	Course OTA0041			
Book	The Administrative Professional (ISBN 9781305581166)	1	$253.50	$253.50
	Course OTA00631			
Book	Microsoft Office 365 2021: Intermediate (ISBN 9780357674963)	1	$235.00	$235.00
Book	Medical Terminology for Health Professions 8th ed (ISBN 9780357513699)	1	163.25	163.25
Book	Hillcrest Medical Center: Beginning Medical Transcription 7th ed (ISBN9781435441156)	1	284.01	284.01
Book	The Simulated Administrative Medical Office (ISBN 9780323829519)	1	58.00	58.00
	Course OTA0651			
Book	The Administrative Medical Assistant (ISBN: 9780323874236)	1	$128.00	$128.00
	Tuition			$3,066.00
	Application Fee			$15.00
	Lab Fees			$1,428.00
	Additional Fees			$122.50
	Supplies, Uniforms, and Tools Total			$0.00
	Books Total			$1,332.76
	Updated July 1, 2026		**Grand Total**	**$5,964.26**