



**Brewster Technical Center  
Medical Administrative Specialist: Estimate of Costs**

OCP  CE

8131		<b>TUITION:</b> 1050 Hours @ \$2.55 per Hour		\$	<b>2,677.50</b>
	<b>OCP A</b>	<b>Information Technology Assistant</b>	<b>150 Hours</b>	382.50	
	<b>OCP B</b>	<b>Front Desk Specialist</b>	<b>300 Hours</b>	765.00	
	<b>OCP C</b>	<b>Medical Office Technologist</b>	<b>300 Hours</b>	765.00	
	<b>OCP D</b>	<b>Medical Administrative Specialist</b>	<b>300 Hours</b>	765.00	
		<b>STUDENT FEES</b>			
5010		Testing Fee		5.00	
6060		Application / Registration Fee		10.00	
6515		Student Accident insurance		12.00	
6505		Student Activity Fee		10.00	
4035		Lab Fee		10.00	
		<b>TOTAL</b>			\$ <b>47.00</b>
6500		<b>TEXTBOOKS &amp; SUPPLIES</b>			
	<b>OCP A</b>	Gregg College Keyboarding Keyboarding Kit 1(ISBN 0073368318)		119.25	
		Working Smart (0-538-43918-1)		42.02	
		MS Windows XP (0-7895-6419-x)		30.00	
		Calculator Machines Simulation (0-538-689489)		27.48	
		3-ring binder with dividers		8.00	
		Flashdrive		14.00	
		<b>TOTAL</b>			\$ <b>240.75</b>
	<b>OCP B</b>	Data Entry: Skillbldg & App. (0-538434775)		53.16	
		Filing Made Easy (0-02-813831-7)		51.42	
		English The Basics (0538728825)		49.72	
		Administrative Medical Assisting (1-4180-6411-4)		108.59	
		Admin.Med. Assist. Workbook (1-4180-6412-2)		73.79	
		Learning Micro. Office 2007 (0133639445)		74.80	
		Machine Trans & Dictation (0-538-43860-6)		73.32	
5010		Word Certification Test		65.00	
		<b>TOTAL</b>			\$ <b>549.80</b>
	<b>OCP C</b>	Quick & Easy Medical Terminology ( 1-4160-2494-0)		44.20	
		<b>TOTAL</b>			\$ <b>44.20</b>
	<b>OCP D</b>	Computers In the Medical Office (0073374601)		117.00	
		Case Studies for the Medical Office (0-07-352209-0)		47.16	
		Your Career (0-538-73099-4)		68.75	
		Outlook 2007 (1-4188-5978-8)		46.56	
5010		Excel Certification Test		65.00	
		<b>TOTAL</b>			\$ <b>344.47</b>
2010		<b>Uniforms</b>		90.00	\$ <b>90.00</b>
		<b>TOTAL</b>			\$ <b>3,993.72</b>

\* Prices of books, fees, and supplies are subject to change

Revised 8/10/2011

\* Prices of books, fees, and supplies are listed before sales tax has been added

\* Sponsors are not charged taxes on books and supplies

\* Pell grants disbursed in two equal payments determined by student enrollment date (Only programs => 600 hrs.)

Acceptable forms of payment include: debit/credit card; money order; cashier's check; personal check with valid ID

Revised 06/30/2011

