



Program: Admin Office Specialist

2026-2027

1,050 Hours

Basic skill level requirements: Math: 10 Communication (Reading Language Arts): 10

Estimated Program cost if completed in 1,050 hours				\$4,963.00
Pre- Admission Costs				Total
Application Fee*	Due at time of registration			\$50.00
Admission Costs				Total
ID Fee	Due at time of registration			\$10.00
Parking Fee	Due at time of registration			\$10.00
Tools/Supplies**	Purchased by student from outside vendor			\$174.00
Textbooks***	Purchased by student from outside vendor			\$230.00
Uniform	Purchased by student from outside vendor			\$185.00
Program Payment Schedule	Enrollment Period 1 (450 hours)	Enrollment Period 2 (300 hours)	Enrollment Period 3 (300 hours)	Total
Tuition (\$2.44 per hour)	\$1098.00	\$732.00	\$732.00	\$2,562.00
Equipment/Facility Usage Fee	\$55.00	\$35.00	\$35.00	\$125.00
Accident Insurance Fee	\$9.00			\$9.00
Lab Fee	\$175.00	\$118.00	\$117.00	\$410.00
Commencement Fee			\$50.00	\$50.00
Financial Aid Fee (\$0.24 per hour)	\$108.00	\$72.00	\$72.00	\$252.00
Capital Improvement Fee (\$0.12 per hour)	\$54.00	\$36.00	\$36.00	\$126.00
Technology Fee (\$0.12 per hour)	\$54.00	\$36.00	\$36.00	\$126.00
Certification/Exam Fee			\$644.00	\$644.00
Estimated Total Per Enrollment	\$1,553.00	\$1,029.00	\$1,722.00	\$4,963.00
*Students make a non-refundable application fee of \$50.				
**A tool/supply list will be given by instructor, purchased by students from outside vendor.				
***List of required texts will be given by instructor, purchased by student from outside vendor.				
Required Uniform purchased by student from outside vendor: Industry standard business casual				
Industry Certification: Microsoft Office Specialist (MOS)				
Tuition is based on Florida Residency. Tuition fees are subject to change to comply with state guidelines.				
HCTI is required to calculate the Cost of Attendance (COA) each year. The COA is a student expense budget used to determine the maximum amount of financial aid that students may receive from all sources. The COA includes an estimate of tuition and fees, housing and food expenses, books, supplies, transportation, industry certification/license fees, and personal expenses.				
Important: All prices are approximate and subject to change. This statement is to be used for informational purposes only.				