Program: Administrative Office Specialist
B600200
2026-2027
Start date: September 22, 2026
1,050 Hours

15295 Pine Ridge Road
Fort Myers, FL 33908
(239) 789-1642
www.HeightsCareerTech.org

CASAS Exit Scores Required by Florida Department of Education: Math GOALS 2: **241** Reading GOALS 2: **244**

Estimated Program cost if completed in 1,050 hours				**$4,909.00**
Pre-Admission Costs				
Application Fee*	Due at time of registration			$50.00
Admission Costs				**Total**
ID Fee	Due at time of enrollment			$10.00
Parking Fee	Due at time of enrollment			$10.00
Tools/Supplies	Purchased by student from outside vendor			$120.00
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)	$1,098.00	$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**	**$4,304.00**
*Students make a non-refundable application fee of $50 to reserve their seat in their selected program.				
Required Uniform Purchased by students from outside vendors: 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.				

Tools / Supplies

Tools / Supplies	**Recommended Vendor(s)**	**Estimated Cost**
USB flash drive, 64GB	Amazon	$23.00
4 pack of Three-ring binders, 1 inch	Amazon	$23.00
Avery 3 ring binder dividers	Amazon	$6.00
5 subject notebook	Amazon	$7.00
Fine point pens	Amazon	$6.00
Highlighters	Amazon	$3.00
Sticky notes	Amazon	$4.00
Business calculator (Casio DM-1200BM or approved equivalent)	Amazon	$23.00
Leather like portfolio	Amazon	$25.00
Estimated Total		**$120.00**

Textbook

Textbook	**Author**	**ISBN**	**Recommended Vendor(s)**	**Estimated Cost**
GO! Microsoft 365: Introductory 2025 (digital)	Gaskin, Vargas, Geoghan, Graviett	9780135395219	Amazon	$90.00
MyLab - GO! Microsoft 365: Introductory 2025, 1st edition	Gaskin, Vargas, Geoghan, Graviett	9780135395127	Pearson	$140.00
Estimated Total				**$230.00**

Revised 9/3/2026