

**Moore Norman Technology Center
Legal Office Services
2019-2020 High School Expenses and Supplies**

X=Required on first day of class	Required Item(s) Description	Quantity	Estimated Cost	Semester Recommended
X	Headphones (price may vary depending on brand purchased and student preference) (Supplies)	1	\$15.00	1st
	MS Office Specialist Excel Certification Exam (Test)	1	No Charge	Varies
	ODCTE: Fundamentals of Technology Exam (test)	1	No Charge	Varies
Students are required to take one of the following exams:				
	MS Office Specialist Word Exam (Test)	1	No Charge	Varies
OR				
	MS Office Specialist Word Expert Exam (part 1 & 2) (Test)	1	No Charge	Varies
Students are required to take one of the following exams:				
	ODCTE: Legal Office Assistant Exam (Test)	1	No Charge	Varies
OR				
	Accredited Legal Professional (ALP) Certification Exam (MNTC Proctor only) (Test)	1	No Charge	Varies
Optional Item(s) Description				
	NALS Membership Fee (one time fee)	1	\$29.00	Varies
	MS Office Specialist Exams: Powerpoint, & Outlook (\$87 each - tests are taken as student completes the appropriate curriculum - fees are due upon testing)	Up to 2 max.	\$174.00	Varies
	1 GB Flash Drive (Supplies)	1	\$10.00	1st

PLEASE NOTE: All prices are estimated and subject to change without notice.

As a parent/guardian of the student identified below, I confirm his/her enrollment in the program listed at the top of this page. I accept the responsibility of purchasing the required items. My student will be responsible to bring the items marked by an X on the first day of class at Moore Norman Technology Center.

Student's Printed Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Printed Name: _____

Date: _____

Please visit the MNTC website www.mntc.edu for program updates and the most current cost information. If you have questions regarding program costs, please contact the Bursar Office @ 405.801.5091 or 405.801.5090