

**Legal Office Services
High School Program Costs
1050 hours**

| Required Items: | Estimated Cost |
|---|-----------------------|
| MS Office Specialist Excel Certification Exam | No Charge |

Students are also required to take ONE of the following exams:

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| MS Office Specially Word Exam | No Charge |
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OR

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| MS Office Specialist Word Expert Exam (part 1 & 2) | No Charge |
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Students are also required to take ONE of the following exams:

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|------------------------------------|-----------|
| ODCTE: Legal Office Assistant Exam | No Charge |
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OR

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|---|-----------|
| Accredited Legal Office Professional (ALP) Certification Exam (MNTC Proctor only) | No Charge |
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Optional Item(s) Description:

| | |
|--|----------|
| NALS Membership Fee (one-time fee) | \$29.00 |
| MS office Specialist Exams: Powerpoint & Outlook (\$90 each - tests are taken as student completes the appropriate curriculum - fees are due at time of testing) | \$180.00 |
| 1 GB Flash Drive | \$10.00 |

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: _____

Prices are estimated and subject to change without notice. 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