

Legal Office Services

Adult Program Costs

1050 hours

1st Payment Period Invoice Item(s):	In-District	Out-District
R Tuition	\$1,312.50	\$1,575.00
R Resource Fee (one time fee)	\$225.00	\$225.00
1st payment period invoice total	\$1,537.50	\$1,800.00
2nd Payment Period Invoice Item(s):		
Tuition	\$1,312.50	\$1,575.00
2nd payment period invoice total	\$1,312.50	\$1,575.00
Invoice items total	\$2,850.00	\$3,375.00
Required Student Purchase Item(s):		
R * 1 GB Flash Drive	\$10.00	\$10.00
# MS Office Specialist Excel Certification Exam	\$90.00	\$90.00
Students are <i>required</i> to take <i>one</i> of the following exams:		
MS Office Specialist Word Certification Exam	\$90.00	\$90.00
OR		
MS Office Specialist Word Expert Certification Exam (part 1 &2)	\$180.00	\$180.00
Students are <i>required</i> to take <i>one</i> of the following exams:		
ODCTE: Legal Office Assistant Exam	No Charge	No Charge
OR		
# * Accredited Legal Professional (ALP) Certification Exam (ranges from \$90-\$150 depending on whether or not examinee is a NALS member - MNTC Proctor only)	\$90.00	\$90.00
Required student purchase total	\$370.00	\$370.00
Optional Item(s):		
* NALS Membership Fee (one time fee)	\$29.00	\$29.00
# MS Office Specialist Certification Exams: Powerpoint & Outlook (\$90 each)	\$180.00	\$180.00
Optional items total	\$209.00	\$209.00
Grand Total		\$3,429.00
		\$3,954.00

R - Required first day of class.

* - Not available for purchase at MNTC - prices may vary by retailer and student preference.

- Exam fees are due upon testing.

Prices are subject to change. Please visit www.mntc.edu for program updates and current cost information.
For program cost questions, please contact the Bursar Office @ 405.801.5091 or 405.801.5090