

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

Required Items:	Estimated Cost
MS Office Specialist Excel Certification Exam	No Charge
ODCTE: Administrative Medical Office Assistant Exam (8624)	No Charge

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

MS Office Specialist Word Exam (1st attempt is at no charge - retests are \$75 each)	No Charge
OR	
MS Office Specialist Expert Exam- Parts I & II Exams (no charge for first attempt - retakes are \$150 each)	No Charge

Optional Item(s) Description:

Certified Medical Administrative Assistant (CMAA) Exam	\$105.00
MS Office Specialist Powerpoint Exam (tests are taken as student completes the appropriate curriculum - fees are due at time of testing)	\$75.00
MS Office Specialist Outlook Exam (tests are taken as student completes the appropriate curriculum - fees are due at time of testing)	\$75.00
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: _____

Please note: All exam fees are for a single exam, any exam retakes are at the cost of the student.

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