

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	\$78.00	\$78.00
	ODCTE: Legal Office Assistant Exam	No Charge	No Charge
Students are <i>required</i> to take <u>one</u> of the following exams:			
	MS Office Specialist Word Certification Exam	\$78.00	\$78.00
	OR		
	MS Office Specialist Word Expert Certification Exam	\$78.00	\$78.00
Required student purchase total		\$166.00	\$166.00
Optional Item(s):			
# *	Accredited Legal Professional- NALS Certification Exam	\$150.00	\$150.00
*	NALS Membership Fee (one time fee)	\$29.00	\$29.00
#	MS Office Specialist Powerpoint Certification Exam	\$78.00	\$78.00
#	MS Office Specialist Outlook Certification Exam	\$78.00	\$78.00
Optional items total		\$335.00	\$335.00
Grand Total		\$3,351.00	\$3,876.00

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.

Please Note: Adult students pay for their initial Microsoft Office Specialist exam which includes one retake. If students need to take the exam a third time, they must pay for the cost of the exam.

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

For more information on the Legal Office Services Program:





MOORE NORMAN
TECHNOLOGY CENTER

Cost of Attendance

Legal Office Services - 1050 hours

Cost of Attendance (COA) is used to give an idea of what the full cost of attending school will cost. There are Direct* and Indirect* costs included on the COA. Your specific indirect costs may be different than what is listed below.

Total Cost of Attendance 2024-2025				
	Dependent		Independent	
	In-District	Out-of-District	In-District	Out-of-District
Tuition and Fees*	\$2,850.00	\$3,375.00	\$2,850.00	\$3,375.00
Books/Course Materials/Supplies/Equipment*	\$166.00	\$166.00	\$166.00	\$166.00
Food and Housing	\$5,463.00	\$5,463.00	\$11,522.00	\$11,522.00
Transportation	\$1,073.00	\$1,073.00	\$2,263.00	\$2,263.00
Miscellaneous	\$3,220.00	\$3,220.00	\$6,790.00	\$6,790.00
Licensure/Certification Cost	\$335.00	\$335.00	\$335.00	\$335.00
Estimated Cost of Attendance	\$13,107.00	\$13,632.00	\$23,926.00	\$24,451.00

***Direct costs** are items that will appear on your Moore Norman Technology Center Invoice, such as tuition and fees.

***Indirect costs** will not appear on your invoice but are estimated costs associated with going to college and should be included in your personal budget. Most of the costs would be incurred whether you attend school or not. These include items like books, transportation, housing, and personal expenses.

Dependent students are students that include their parent's tax information on the FAFSA application.

Independent students are students who do not fall into the dependent student definition.

*all tuition costs provided are for full-time enrollment and will be adjusted for half-time enrollment

*indirect costs are based on the Consumer Price Index as of December 2023; source: US Department of Labor

*books are purchased at Moore Norman Technology Center