

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

Required Items:	Estimated Cost
MS Office Specialist Excel Certification Exam (No charge for first two attempts - retakes are \$78 each)	No Charge
ODCTE: Legal Office Assistant Exam	No Charge

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

MS Office Specialist Word Exam (No charge for first two attempts - retakes are \$78 each)	No Charge
OR	
MS Office Specialist Word Expert Exam (No charge for first two attempts - retakes are \$78 each)	No Charge

Optional Item(s) Description:

NALS Membership Fee (one time fee)	\$29.00
Accredited Legal Office Professional (ALP) Certification Exam (MNTC Proctor Only)	\$90.00
MS Office Specialist Powerpoint Exam (Test is taken as student completes the appropriate curriculum - fees are due at time of testing.)	\$78.00
MS Office Specialist Outlook Exam (Test is taken as student completes the appropriate curriculum - fees are due at time of testing.)	\$78.00
1 GB Flash Drive	\$10.00

* Please Note: MNTC pays for a high school student's first two attempts on **required** exams. Students are responsible for paying for any additional exam retakes. Optional certification exam fees are due at the time of testing.

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

For more information on the Legal Office Services Program:

