

Medical Office Assistant High School Program Costs 960 hours

Required Items:
Estimated Cost

MS Office Specialist Excel Certification Exam (No charge for first two attempts - retakes are \$78 each)

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 (No charge for first two attempts - retakes are \$78 each)

No Charge

OR

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

No Charge

Optional Item(s) Description:

MS Office Specialist Powerpoint Exams (Tests are taken as student completes the appropriate curriculum - fees are due at time of testing.)

\$78.00

MS Office Specialist Outlook Exam (Tests are 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.

Graduation Gown Requirement

All graduates must wear a graduation gown. Caps (mortarboards) are not required. Adult students and high school students without a gown from their sending school will need to purchase one from Amazon for approximately \$17 plus shipping. Specific order information will be provided by MNTC prior to graduation.

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