



Dear Parents:

Oak Park High School is a Microsoft Certified Exam Provider for Microsoft Office . This is the software program taught in our Computer Applications course. In order for our students to show proficiency in Microsoft Office 2010, they will have the opportunity to pass the Microsoft Office Exams in Word, Excel, PowerPoint or Access. Students will prepare for the exam through course work, and the CertiPrep Testing System. Students focus on the Microsoft Office 2010 Suite with the goal of qualification for taking the Microsoft Office Specialist Certification Exams. MOS Exams distinguishes users of Microsoft Office products as truly knowledgeable—a designation that attracts attention in the competitive job market. The American Council on Education (ACE) has recommended college credit for select Microsoft Certifications. Approved certifications are applicable to one to six semester hours of college credit in bachelor's-degree or associate-degree classes on computer applications, information technology, or computer information systems. ACE maintains a network of more than 1,500 cooperating, accredited colleges and universities that agree to consider ACE college-credit recommendations. However, each institution has the discretion to accept credit for ACE recommendations as they see fit. Contact the institution you attend (or plan to attend) to inquire about its policy.

To pay for the Microsoft Certified Exams and Testing System, **we are requesting a lab fee of \$30.00 per student.** This fee will allow students unlimited access to the Testing System and unlimited Microsoft Exams. Please support this program for our students by submitting your lab fee to the student store. Please use this form when remitting your lab fee. Thank you for your support.

## Lab Fee for Computer Applications

Student Name \_\_\_\_\_ ID \_\_\_\_\_

Date Paid \_\_\_\_\_