

Computer Classes

These convenient, low-cost classes will help you update your skills or get you started using computers to handle many of your daily activities. These courses are taught at the Stephen H. Clarke Center, 2801 Turnpike Road. Select the classes you want, and come in to the center to register. Registration begins on January 30, 2012 at 8:00 a.m. and continues as long as space is available in the class. All classes meet on Monday and Wednesday evenings from 6:00 until 9:00 p.m. Call 393-8822 for more information.

Getting Comfortable with Computers	A course for beginners who need a basic introductory class, this class covers computer basics, Windows, and Internet basics.	March 5, 7, 12, 14, 19, & 21	18 hours of instruction \$70.00
		April 16, 18, 23, 25, 30, & May 2	
Introduction to Microsoft Word 2007	This class is a must for computer users. Word is the most popular word processing program in use today. Learn all of its basic functions.	March 26 & 28	6 hours of instruction \$30.00
Introduction to Microsoft Excel 2007	This spreadsheet class covers creating, formatting, and editing a worksheet and entering data and formulas.	April 2 & 4	6 hours of instruction \$30.00
		May 14 & 16	
Advanced Microsoft Word 2007	Build on what you learned in the Introduction to Word class. Learn to enhance documents including columns, tables, bullets, numbers, lists, graphics, and Word Art; form letters; templates and styles.	May 7 & 9	6 hours of instruction \$30.00
Advanced Microsoft Excel 2007	Build on what you learned in the Introduction to Excel class. Topics include performing calculations with functions and enhancing charts.	May 21 & 23	6 hours of instruction \$30.00
Microsoft Photo Story 3	Do you have some digital pictures that you would love to put in a slideshow and share with family and friends? Would you like to burn the slideshow to a DVD and play it on a TV? If you have a computer that runs Microsoft, come to this class to learn how to use the free software, Photo Story 3.	February 13, 15, 27, & 29	12 hours of instruction \$50.00

Special Interest Classes

These classes are offered at the EXCEL Campus, located at Woodrow Wilson High School, 1401 Elmhurst Lane. Registration will be held on February 1, 2, 6, 7, 8, and 9 from 4:00 until 8:00 p.m. Additionally, registration will continue on Tuesday and Thursday evenings from 4:00 until 8:00 until the class begins.

Introduction to Watercolors	Thursdays, 6:30-8:30 p.m.	February 16 – March 22	\$25.00
Basic Drawing	Tuesdays, 6:30-8:30 p.m.	February 14 – March 20	\$25.00
Introduction to Acrylics	Thursdays, 6:30-8:30 p.m.	February 16 – March 22	\$25.00
SAT Preparation	Tuesdays, 6:30-8:30 p.m.	February 14 – March 20	\$25.00
Floral Design and Crafts	Tuesdays, 6:30-8:30 p.m.	February 14 – April 3	\$30.00
Card Making/Rubber Stamping	Tuesdays, 6:30-8:30 p.m.	February 14 – March 20	\$25.00
Sign Language	Thursdays, 6:30-8:30 p.m.	February 16 – April 5	\$30.00
Introduction to Beading	Tuesdays, 6:30-8:30 p.m.	February 14 – March 20	\$25.00
Medical Terminology I	Tues. & Thurs., 6:30-8:30 p.m.	February 14 – March 15	\$35.00
Medical Terminology II	Tues. & Thurs., 6:30-8:30 p.m.	March 20 – April 26	\$35.00
Introduction to Computers	Tues. & Thurs., 6:30-7:45 p.m.	February 14 – March 22	\$30.00
Introduction to Computers	Tues. & Thurs., 8:00-9:15 p.m.	February 14 – March 22	\$30.00

English for Speakers of Other Languages

This class helps speakers of other languages learn conversational English.

Stephen H. Clarke	2801 Turnpike Rd.	January 30 – May 30, 2012	Mon. & Wed.	6:30 p.m. – 9:00 p.m.	\$30.00
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The Portsmouth Public School System does not unlawfully discriminate on the basis of sex, race, color, religion, disabilities, or national origin in employment or in its educational programs and activities.

High School Credit Classes

Adult high school credit classes are offered at the EXCEL Campus, located at Woodrow Wilson High School, 1401 Elmhurst Lane. The tuition for adult high school credit courses for Portsmouth residents is \$97.00 each, plus a textbook rental fee of \$5.00. Tuition for non-residents is \$400.00 per course.

Tuesday and Thursday Classes February 7 – May 31, 2012

Afternoon Classes 3:00 – 6:30 p.m.	Evening Classes 6:30 – 10:00 p.m.
African-American History	English 12
Art I and II	Family Relations
Biology II	Personal Living and Finance
Computer Math	Sociology
English 12	U. S. Government
Keyboarding	
Life Planning	
U. S. Government	

Registration: February 1, 2, 6, and 7, 4:00 – 8:00 p.m., Woodrow Wilson High School

Refund policy: Prior to the start of a class, a refund will be granted for any reason. After a class has begun, a refund will be granted only if the class must be canceled by the Office of Adult Education. The original receipt must accompany any refund requests. GED Testing fees are not refundable.

GED® Testing Schedule

Tuesday and Thursday mornings, 8:30 a.m. – 1:30 p.m.

The GED® examination is administered on Tuesday and Thursday mornings on the dates listed below. The Reading, Science, and Social Studies tests are administered on Tuesdays, and the Writing and Mathematics tests are administered on Thursdays.

January 17 and 19	March 13 and 15	May 15 and 17
January 24 and 26	March 20 and 22	May 22 and 24
January 31 and February 2	March 27 and 29	May 29 and 31
February 7 and 9	April 3 and 5	June 5 and 7
February 14 and 16	April 17 and 19	June 12 and 14
February 28 and March 1	April 24 and 26	June 19 and 21
March 6 and 8	May 1 and 3	June 26 and 28
	May 8 and 10	

Monday and Wednesday evenings, 5:30 – 9:00 p.m.

The GED® examination is administered on Monday and Wednesday evenings on the dates listed below. The Social Studies and Science tests are administered on the first evening of each test session. The Reading and Mathematics tests are administered on the second evening, and the Writing test is administered on the third evening.

January 18, 23, and 25	March 19, 21, and 26	May 14, 16, and 21
February 13, 15, and 22	April 16, 18, and 23	

The GED® Examination is administered at the Stephen H. Clarke Adult Learning Center located at 2801 Turnpike Road in Portsmouth. Pre-registration is required, and examinees should register for the test at least one week in advance of the test date. A valid, current, government-issued picture identification with your current address is required for registration. There is a fee of \$8.00 for anyone testing in the state of Virginia for the first time. The fee for each individual part of the test is \$10.00. An individual registering to take the entire test for the first time will pay a fee of \$58.00. For additional information, please call (757) 393-8822.

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GED® Program Information

The GED® Testing Service is completely redesigning the GED® examination. The GED® testing program is going to transition to a computer-based test, rather than the traditional paper and pencil test that is administered now. Also, a new GED® test is being developed that will be more rigorous than the current test, and will be based on the Common Core State Standards. When the new test is implemented in January, 2014, scores earned on the current GED® test will no longer be valid. An individual who has not passed all five parts of the current GED® test will be required to start over on the new GED® test.

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Fast Track GED® Classes

This class is designed to dramatically reduce the time it takes to earn a GED® credential. Individuals who qualify in reading and applied mathematics are targeted for this class that will prepare these students to pass the GED® test within 90 days or less. This class is offered free of charge.

Stephen H. Clarke	2801 Turnpike Rd.	Jan. 30 – May 30, 2012	Mon. & Wed.	9:00 a.m. – 12:30 p.m.
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GED® Math and Writing Seminars

These classes will assist students who have passed all parts of the GED® examination except Writing Skills and Math. Instruction will focus on targeting specific skills needed for success in these two most difficult areas of the GED® test. These classes are offered free of charge.

Stephen H. Clarke	2801 Turnpike Rd.	Jan. 30 – May 30, 2012	Mon. & Wed.	6:00 p.m. – 9:00 p.m.
EXCEL Campus	1401 Elmhurst Lane	Feb. 7 – May 31, 2012	Tues. & Thurs.	6:30 p.m. – 9:30 p.m.

GED® Preparation Classes

These classes feature instruction that is tailored to meet the individual needs of each student. Students in GED® Preparation can prepare to earn their GED® certificate in six months or less. These classes are offered free of charge.

Stephen H. Clarke	2801 Turnpike Rd.	Jan. 30 – May 31, 2012	Mon. – Thurs.	9:00 a.m. – 12:30 p.m.
EXCEL Campus	1401 Elmhurst Lane	Feb. 7 – May 31, 2012	Tues. & Thurs.	6:30 p.m. – 9:30 p.m.

Adult Basic Education Classes

These classes provide more in-depth study for students before moving into GED® classes. ABE classes are offered free of charge.

Cavalier Manor Recreation Center	404 Viking Street	Jan. 30 – May 31, 2012	Mon. – Thurs.	10:00 a.m. – 1:30 p.m.
Stephen H. Clarke	2801 Turnpike Rd.	Jan. 30 – May 31, 2012	Mon. – Thurs.	9:00 a.m. – 12:30 p.m.
Grove Baptist Church	5910 W. Norfolk Rd.	Jan. 31 – May 31, 2012	Tues. & Thurs.	9:00 a.m. – 12:30 p.m.
Monumental United Methodist Church	450 Dinwiddie St.	Jan. 30 – May 30, 2012	Mon. & Wed.	9:00 a.m. – 12:30 p.m.
Port Norfolk Recreation Center	432 Broad St.	Jan. 30 – May 31, 2012	Mon. – Thurs.	9:00 a.m. – 12:30 p.m.
Stephen H. Clarke	2801 Turnpike Rd.	Jan. 30 – May 30, 2012	Mon. & Wed.	6:30 p.m. – 9:00 p.m.
EXCEL Campus	1401 Elmhurst Lane	Feb. 7 – May 31, 2012	Tues. & Thurs.	6:30 p.m. – 9:00 p.m.
Foundation Stone	611 Sixth Street	Jan. 31 – May 31, 2012	Tues. & Thurs	6:00 p.m. – 8:00 p.m.

The Official GED® Practice Test

If you would like to take the Official GED® Practice Test to see how you might score on the actual GED® test, you may purchase a practice test for \$10.00. You can complete the test at home and return it to the Adult Education office for scoring and confidential counseling. A counselor is available on Mondays and Wednesdays from 4:00 – 7:00 p.m. at the Stephen H. Clarke Adult Learning Center. For information, call 393-8822.

Free GED® Test Opportunity

Students who successfully complete the Fast Track GED class or the GED Writing and Math seminars will be given vouchers to take the GED examination free of charge at the Portsmouth GED testing center. For information, call 393-8822.

Portsmouth Public Schools
Office of Adult Education
2801 Turnpike Road
Portsmouth, VA 23707-4630

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Portsmouth Public Schools
Adult Education
Winter/Spring Semester Schedule



January – June, 2012

Adult Education Office

Stephen H. Clarke Center
2801 Turnpike Rd., Portsmouth, VA 23707
(757) 393-8822

Office Hours

Mon. & Wed. – 8:00 a.m. – 8:30 p.m.
Tues., Thurs., & Fri. – 8:00 a.m. – 4:00 p.m.

EXCEL Campus

Woodrow Wilson High School
1401 Elmhurst Lane
Portsmouth, VA 23701
(757) 465-2958

Office Hours

Tues. & Thurs. – 3:00 – 9:00 p.m.

Portsmouth School Board

Mr. James E. Bridgeford, *Chair*

Dr. Elizabeth Daniels, *Vice-Chair*

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Dr. Mark M. Whitaker

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Mr. Ernest L. Reid, Jr.

Mrs. Costella Williams

Portsmouth Schools Administration

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Dr. Patricia Fisher, *Assistant Superintendent for Curriculum and Instruction*

Dan Pendarvis, *Assistant Superintendent for Budget and Planning*

Timothy Johnson, *Excel Campus Principal*

Horace Lambert, *Excel Campus Assistant Principal*

Judith M. Eure, *Coordinator of Adult Education*