

**Portsmouth High School
Office of the Principal**

**Looking to take another computer class at
Portsmouth High School?**

The course, Microsoft Office, is designed to make sure that all students have the basic technology skills that are necessary to succeed in the courses that are offered at PHS, including senior project.

Topics in Microsoft Office include:

1. Accessing the network at Portsmouth High
2. Saving files on the server
3. Using the Internet for research
4. Writing and editing papers in Word
5. Organizing data in Excel
6. Constructing presentations in Power Point

Possible waiver: Portsmouth High School recognizes that some students may have *advanced technology skills* and might be ready to meet their .5 credit technology requirement in a more advanced course. (i.e. Web Page Development, Visual Basic, Digital Media, Music and Computers, Publishing)

Students who are confident in their technology skills may want to take advantage of the ***Microsoft Office Proficiency Workshop*** offered at PHS this summer. Successful completion of the workshop and a passing grade on the exam would allow a student to move on to a more advanced elective such as Web Page Development, Graphic Communications, PC Repair, Technical Drawing, etc.

Note: Successful completion of the Workshop does not result in .5 credits toward graduation. However, it allows a student to move to another level of technology without having to complete the introductory course.

Workshop Schedule

June 23rd – 27th Monday – Friday 8 –11 AM @ PHS

Students will be shown the basics of using the PHS network and will be given a demonstration of the skills to be covered on the assessment. The remainder of the week will be spent with the student demonstrating proficiency on a number of tasks that would normally be covered on the final exam of the Microsoft Office course.

The workshop will be supervised by a certified high school teacher.

Cost: \$25.00 (Fee may be waived in instances of financial hardship)

Complete the following page and return by Thursday, June 12th to register.

**Portsmouth High School
Office of the Principal**

Microsoft Office Proficiency Workshop
June 23rd, 2008

Name: _____ Phone: _____
Address: _____ Date of Birth: _____

E-mail address: _____

Parent daytime phone/cell phone: _____

Please describe any special needs (IEP, medical, etc):

Parent name: _____

Parent Signature: _____

You may register for the workshop by mailing or dropping
this registration form off at the Main Office of PHS by
Thursday, June 12th.

Space is limited. Register early
Cost: \$25 (Make checks payable to PHS)

Questions? Call Michael Monahan or Diane Creese at
683-2124 or contact by e-mail at
Monahanm@portsmouthschoolsRI.org or
Creesed@portsmouthschoolsRI.org