



**APRIL - JUNE 2022 Trainings**  
**PINELLAS TECHNICAL COLLEGE**  
**Clearwater Campus**

**MICROSOFT OFFICE** courses are posted on PLN – Professional Learning Network  
Daytime classes held: 8:30 AM – 3:30 PM. All classes are held in-person.

Location: Pinellas Technical College Clearwater, Room 7-049F  
6100 154<sup>th</sup> Avenue North, Clearwater, FL 33760; Phone: 727.538.7167

**Friday, April 8**, Section #112742, MS Excel 2016 Advanced, 8:30 AM – 3:30 PM  
**Friday, April 22**, Section #113222, MS Publisher 2016 Introduction, 8:30 AM – 3:30 PM  
**Friday, May 13**, Section #113223, MS Word 2016 Introduction, 8:30 AM – 3:30 PM

\*\* Register now to enhance technology skills; full day class/6 component points.

**CLERICAL PROMOTION TRAINING IN-PERSON: room 7-049F**

Secretary III/IV, Section #113778, **Wednesday, June 1 through Wednesday, June 15**,  
8:00 AM – 12:00 PM daily

Secretary/Bookkeeper, Section #113772, **Wednesday, June 1 through Wednesday, June 15**,  
8:00 AM – 12:00 PM daily

NOTES: Students may register for only 1 section. (no class Friday, June 10)  
Typing component required prior to class start date.

**Contact Betty Hardy, School Board Employee Training Coordinator for questions or inquiries. Email: [hardyb@pcsb.org](mailto:hardyb@pcsb.org).**

APRIL 2022