



MARCH – JUNE 2023 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 154th Avenue North, Clearwater, FL 33760; Phone: 727.538.7167

Friday, March 31, Section #120271, MS Excel 2016 Intermediate, 8:30 AM – 3:30 PM

Friday, April 14, Section #120275, MS Excel 2016 Advanced, 8:30 AM – 3:30 PM

Friday, April 28, Section #120733, MS Publisher 2016 Introduction, 8:30 AM – 3:30 PM

Tuesday, June 6, Section #120746, 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: (offered summer/fall)

Secretary/Bookkeeper training (40 clock hours) Typing component is required.

Secretary III/IV training (35 clock hours) Typing component is required.

School Bookkeeper (24 clock hours) Typing component is not required.

Contact Betty Hardy, School Board Employee Training Coordinator for questions or inquiries. Email: hardyb@pcsb.org.

MARCH 2023