



**SEPTEMBER – OCTOBER 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, Sept. 16**, Section #115854, MS Excel 2016 Introduction, 8:30 AM – 3:30 PM

**Friday, Sept. 23**, Section #115855, MS Excel 2016 Intermediate, 8:30 AM – 3:30 PM

**Friday, Sept. 30**, Section #115857, MS Excel 2016 Advanced, 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/Bookkeeper training, Section #116983 (40 clock hours)**

**DATES: Mon. – Thur., September 26 through 29 & Mon. – Mon., October 3 through 10**

**TIMES: 8:00 AM – 12:00 PM**

**Note: Typing component required prior to class start.**

**School Bookkeeper training, Section #116081 (24 clock hours)**

**DATES: Monday, October 3 through Monday, October 10**

**TIMES: 8:00 AM – 12:00 PM**

**Note: Typing component is not required.**

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

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