



APRIL 2024 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 7-052
6100 154th Avenue North, Clearwater, FL 33760; Phone: 727.538.7167

FRIDAY, APRIL 5, Section #127282, MS Excel 2016 Introduction, 8:30 AM – 3:30 PM

FRIDAY, APRIL 19, Section #127283, MS Excel 2016 Intermediate, 8:30 AM – 3:30 PM

FRIDAY, APRIL 26, Section #127284, 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; tentatively offered in mid-July

SECRETARY/BOOKKEEPER training (40 clock hours)

Monday – Friday, 8:00 AM – 12:00 PM

SECRETARY III/IV training (35 clock hours)

Monday – Friday, 8:00 AM – 12:00 PM

SCHOOL BOOKKEEPER training (24 clock hours)

Monday – Friday, 8:00 AM – 12:00 PM

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

MARCH 2024