



APRIL – JUNE 2021 Trainings
PINELLAS TECHNICAL COLLEGE
Clearwater Campus

MICROSOFT OFFICE 2016 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

Thursday, April 1, Section #106061, MS PowerPoint 2016 Introduction, 8:30 AM – 3:30 PM

Thursday, April 15, Section #106431, MS Excel 2016 Intermediate, 8:30 AM – 3:30 PM

Thursday, April 29, Section #106432, MS Excel 2016 Advanced, 8:30 AM – 3:30 PM

Thursday, May 6, Section #106808, MS Outlook 2016 Introduction, 8:30 AM – 3:30 PM

Thursday, May 20, Section #106809, MS Excel 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/Bookkeeper, Section #107178, 40 class hours, 8:00 AM – 12:00 PM

Monday – Thursday, June 14 through June 29

Typing component is required prior to class start.

Secretary III/IV, Section #107181, 35 class hours, 8:00 AM – 11:30 AM

Monday – Thursday, June 14 through June 29

Typing component is required prior to class start.

NOTE: registration is allowed for only 1 of the above classes.

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

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