



SEPTEMBER – OCTOBER 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, September 23, Section #110048, MS Excel 2016 Introduction, 8:30 AM – 3:30 PM

Friday, October 8, Section #110050, MS Excel 2016 Intermediate, 8:30 AM – 3:30 PM

Thursday, October 14, Section #110053, 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

School Bookkeeper, Section #110032, **Monday, September 27 through Monday, October 4**,
6 days/24 class hours, 8:00 AM – 12:00 PM. Typing component is not required.

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

SEPTEMBER 2021