



FALL 2019 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.

Location: Pinellas Technical College Clearwater, Room 7-049 F
6100 154th Avenue North, Clearwater, FL 33760; Phone: 727.538.7167

Thursday, Sept. 12, Section #96481, MS Outlook 2016 Introduction

Thursday, Sept. 19, Section #96482, MS Excel 2016 Introduction

Thursday, Sept. 26, Section #96483, MS Excel 2016 Intermediate

Friday, Oct. 11, Section # 97317, MS Word 2016 Introduction

Thursday, Oct. 24, Section #97318, MS Excel 2016 Advanced

Friday, Nov. 1, Section #97319, MS Publisher 2016 Introduction

Friday, Nov. 15, Section #97322, MS PowerPoint 2016 Introduction

Thursday, Nov. 21, Section #97323, MS Access 2016 Introduction

Evenings: Nov. 5 and 7, Section #97743, MS Excel 2016 Introduction
6:00 PM – 9:00 PM; must attend both sessions for credit

**Register now to enhance technology skills; 6 component points.

CLERICAL PROMOTION TRAINING:

School Bookkeeper, Tuesday, October 1 through Tuesday, October 8

8:00 AM – 12:00 PM (24 clock hours)

Section # 96502

NOTE: no typing component required

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

SEPTEMBER 2019