



2020 WINTER 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, Jan. 16, Section #99064, MS Word 2016 Intermediate
Thursday, Jan. 23, Section #99065, MS Outlook 2016 Introduction

Friday, Feb. 7, Section #99305, MS Excel 2016 Intermediate
Friday, Feb. 21, Section #99306, MS Excel 2016 Advanced

Thursday, March 5, Section # 99852, MS Excel 2016 Introduction
Friday, March 27, Section #99853, MS Excel 2016 Intermediate

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

CLERICAL PROMOTION TRAINING:

SCHOOL BOOKKEEPER (24 clock hours) – Section #99763
Monday, February 24 through Monday, March 2, 2020 – 8 AM – 12 PM
(no typing component required)

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

JANUARY 2020