



2020 SPRING 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

Friday, March 27, Section #99853, MS Excel 2016 Intermediate, 8:30 AM – 3:30 PM

Friday, April 3, Section #100539, Integrated Applications in Excel, Word, Access,
Publisher 2016 – **8:00 AM – 12:00 PM** (4 component points)

Friday, April 17, Section #100681, MS PowerPoint 2016 Introduction, 8:30 AM – 3:30 PM

Thursday, April 30, Section #100682, MS Publisher 2016 Introduction, 8:30 AM – 3:30 PM

Thursday, May 14, Section #100683, MS Access 2016 Introduction, 8:30 AM – 3:30 PM

** Register now to enhance technology skills; full day class/6 component points.

CLERICAL PROMOTION TRAINING:

Secretary/Bookkeeper, Section #101274, (40 hours) June 1 through 15, 8 AM – 12 PM

Secretary III/IV, Section #101275, (35 hours) June 1 through 15, 8 AM – 11:30 AM

NOTE: typing component required

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

MARCH 2020