



2019/20 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, 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

Thursday, Jan. 16, Section #99064, MS Word 2016 Intermediate

Thursday, Jan. 23, Section #99065, MS Outlook 2016 Introduction

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

CLERICAL PROMOTION TRAINING:

Secretary/Bookkeeper, Dec. 3 through Dec. 16, 8 AM – 12:00 PM (40 clock hours)
Section # 98430; typing component required

Secretary III/IV, Dec. 3 through Dec. 16, 8 AM – 11:30 AM (35 clock hours)
Section # 98436; typing component required

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

NOVEMBER 2019