



2020 OCTOBER - DECEMBER 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, October 8, Section #104300, MS Access 2016 Introduction, 8:30 AM – 3:30 PM

Friday, October 16, Section #104302, MS Excel 2016 Intermediate, 8:30 AM – 3:30 PM

Thursday, October 29, Section #104304, MS Excel 2016 Advanced, 8:30 AM – 3:30 PM

Friday, November 6, Section #104850, MS PowerPoint 2016 Introduction, 8:30 AM – 3:30 PM

Friday, November 13, Section #104846, MS Word 2016 Intermediate, 8:30 – 3:30 PM

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

CLERICAL PROMOTION TRAINING:

Secretary/Bookkeeper, Section #104925, (40 hours) December 1 through 14, 8 AM – 12:00 PM

Secretary III/IV, Section #104927, (35 hours) December 1 through 14, 8 AM – 11:30 AM

School Board Employee Training Lab 7-049F

NOTE: typing component required prior to class start

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

OCTOBER 2020