



**APRIL - MAY 2025 Training**  
**PINELLAS TECHNICAL COLLEGE**  
**Clearwater Campus**

**MICROSOFT OFFICE** courses are posted on PLN – Professional Learning Network  
Daytime classes are held **8:30 AM – 3:30 PM.** (In-Person)

Location: Pinellas Technical College Clearwater, Room 7-052  
6100 154<sup>th</sup> Avenue North, Clearwater, FL 33760; Phone: 727.538.7167

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

**MS Excel Advanced – Friday April 11, Section #133055**  
**MS PowerPoint Introduction – Friday, April 25, Section #133056**  
**MS Word Intermediate – Friday, May 2, Section #133203**

**CLERICAL PROMOTION TRAINING**  
Training offered by invitation only.

**SECRETARY/BOOKKEEPER training (40 clock hours)**  
**SECRETARY III/IV training (35 clock hours)**  
**SCHOOL BOOKKEEPER training (24 clock hours)**

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

April 2025