



**SEPTEMBER - DECEMBER 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 Introduction – Friday, September 19, Section #135159**  
**MS Excel Intermediate – Friday, September 26, Section #135160**  
**MS Excel Advanced – Friday, October 3, Section #135161**  
**MS Word Intermediate – Friday, October 17, Section #135456**  
**MS PowerPoint Introduction – Friday, October 24, Section #135461**  
**MS Excel Introduction – Friday, November 7, Section #136917**  
**MS Word Introduction – Friday, December 12, Section #136918**

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

**SECRETARY/BOOKKEEPER training**  
**SCHOOL BOOKKEEPER training**

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

SEPTEMBER 2025