



NOVEMBER - JANUARY 2026 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 154th Avenue North, Clearwater, FL 33760; Phone: 727.538.7167

** Register to enhance technology skills; full day class/6 component point

MS Excel Introduction – Friday, November 7, Section #136917
MS Word Introduction – Friday, December 12, Section #136918
MS Excel Intermediate – Friday, January 16, Section #137734
MS Excel Advanced – Friday, January 30, Section #137735

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.

NOVEMBER 2025