



**DECEMBER – FEBRUARY 2024/25 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 PowerPoint Introduction – Thursday, December 12, Section #131692**  
**MS Word Introduction – Friday, January 17, Section #132504**  
**MS Word Intermediate – Friday, January 24, Section 132506**  
**MS Excel Advanced – Friday, February 7, Section 132508**

**CLERICAL PROMOTION TRAINING IN-PERSON**  
Training offered WINTER 2025

**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).

December 2024