



February Computer Classes

The Gulf Coast Workforce Board will be holding free computer classes every Wednesday during the month of February at the A. D. Harris Learning Village in Panama City, FL. The cost is free. To register, please sign up in the Resource Room at the Workforce Center. For more information, please call Ben Snow at (850) 769-1551 ext. 4915

Basic Computing Course

Three hour course designed to help the individual who has little to no computer knowledge or experience learn to utilize the computer to perform basic computer tasks such as navigating windows, manipulating files and folders, typing a basic document, searching the internet, and e-mail as well as offer an introductory look at what a computer is, what it is capable of, and what it means for the future in an increasingly connected world.

Dates: February 8th, 15th, 22nd, or 29th
Time: 9:00 AM – 12:00 PM
Location: A. D. Harris Learning Village, Bldg. 1 Rm. 3
819 East 11th St., Panama City

Microsoft Excel Course

Three hour course designed to help an individual learn how to use the Microsoft Excel program with an emphasis on learning tasks that would be used in a business environment, particularly creating tables, charts, graphs, entering data in cells, creating formulas based on entered data, using simple formulas to solve complex problems, and data organization.

Date: February 8th
Time: 1:00 PM – 4:00 PM
Location: A. D. Harris Learning Village, Bldg. 1 Rm. 3
819 East 11th St., Panama City

Microsoft PowerPoint Course

Three hour course to help an individual learn how to use the Microsoft PowerPoint program with an emphasis on using it in a business setting, particularly the creation of a presentation, understanding the tools used in the creation of a presentation, using a PowerPoint to enhance a presentation, best practices for creation of a presentation, and tips on presentation skills.

Date: February 15th
Time: 1:00 PM – 4:00 PM
Location: A. D. Harris Learning Village, Bldg. 1 Rm. 3
819 East 11th St., Panama City

Microsoft Word Course

Three hour course designed to help an individual learn how to use the Microsoft Word program with an emphasis on learning tasks that would be useful for obtaining a job and working in a business environment particularly, creating resumes, editing and proofreading documents, editing format and layout, printing, and using templates to save time in the creation of important documents such as resumes, newsletters, and flyers.

Date: February 22nd
Time: 1:00 PM – 4:00 PM
Location: A. D. Harris Learning Village, Bldg. 1 Rm. 3
819 East 11th St., Panama City

Effective Internet Use Course

Three hour course class that is a continuation of the Basic Computing class but places an emphasis on learning safe, effective internet searching in terms of job searches, searching interests, and finding important information. The class covers using effective keywords to track down information, the understanding of one's own cyber security and the importance of being cautious and the signs to watch out for in terms of scams and computer risks, locations where to obtain information on these topics, and the use of e-mail to connect to the world both on a personal level and a business level.

Date: February 22nd
Time: 1:00 PM – 4:00 PM
Location: A. D. Harris Learning Village, Bldg. 1 Rm. 3
819 East 11th St., Panama City

**An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
TTY 1-800-955-8771 or 711*