

# September 2024 Classes

For questions or to register: Call toll free 1-877-AKGOALS (254-6257)  
or register online at [www.ahfc.us/events](http://www.ahfc.us/events).

To schedule homework assistance call: (907) 330-6123 in Anchorage or toll free 1-833-330-6123 statewide

All classes are on-line via Zoom unless otherwise noted: Requires a PC, Mac, or Chromebook computer and an Internet capability of at least 600kbps.

- **Basic Computer Skills Series**
- **Job Search Part 1 - Effective Job Application Principles - IN PERSON**
- **Job Search Part 2 - Resumes and Cover Letters – IN PERSON**
- **Job Search Part 3 - Successful Interviewing Techniques – IN PERSON**
- **Money Sense (Saturday Class)**
- **Creating Success in the Workplace**
- **MOS Word Certification Prep**

Receive a FREE Amazon Fire Tablet for successfully completing:

Job Search Series: Application/Resume/Interview

OR

Basic Computer Skills Series

## **Basic Computer Skills Series (30 contact hours, 15 part class)**

**September 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>**

**9:30am – 11:30am**

**\*Virtual Class via Zoom**

Successful students will receive a free one-year subscription to Professor Teaches Web, a web based interactive tutorial for Microsoft Office 2019 and Windows 10! This course consists of three levels and begins with instruction on the basics of personal computers including operating systems, email, file management and the use of Zoom for online learning. The class quickly progresses and encompasses the use of MS OneDrive, Outlook, Word, Excel, and PowerPoint. By the end of this course, students will be able to utilize Microsoft Word, in order to create and edit business letters, resumes, and other documents, demonstrate basic Microsoft Excel skills in order to manage and track work hours and/or simple finances, utilize Microsoft PowerPoint for basic presentations, and share and review files with OneDrive. Students will be assisted to create a Microsoft (MS) Outlook account that gives access to free online MS applications (Word, Excel, PowerPoint, OneDrive, etc. *The virtual version of this class will require a PC, Mac, or Chromebook computer and an Internet capability of at least 600kbps.*

**Job Search Part 1 - Effective Job Application Principles (6 contact hours, 3 part class)**

**September 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>**

**11:30am – 1:30pm**

This course focuses on creating a Master Job History that can be used to fill in any job application at a moment's notice. Guidance will be given regarding specific protocols and strategies to create a job application that will make a good impression. The student will learn to customize their application by analyzing a job ad to address the specific job requirements, skills, and qualifications needed.

**Job Search Part 2 - Resumes and Cover Letters (6 contact hours, 3 part class)**

**September 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>**

**11:30am – 1:30pm**

This course continues with the Master Job History document created in Job Search Part 1, and comes with a free one-year subscription of ResumeMaker Pro Web, providing quality online resumes, cover letters, and job search and interview tools. Best practices for resume building and cover letters are discussed while integrating the student's employment history into a web-based resume application service. Fundamentals of dissecting a job posting and responding with a targeted resume will be reviewed. The class will also include exploration of additional features of ResumeMaker Pro including Job Search Tools, Interview and Salary, and Expert Advice.

**Job Search Part 3 - Successful Interviewing Techniques (4 Contact Hours, 2 part class)**

**September 17<sup>th</sup> and 18<sup>th</sup>**

**11:30am – 1:30pm**

Students will practice interview scenarios and questions and then be able to participate in a mock interview role play.

**Money Sense (4 Contact Hours, 1 part class)**

**Saturday, September 14<sup>th</sup>**

**10am - 2pm**

**\*Virtual Class via Zoom**

This course will show participants how to prepare and follow a personal spending plan, and help to rebuild their finances and credit. Topics include how to get extra money out of your situation, making tough choices in tight months, and creating a savings action plan. All participants will complete a personal budget and spending plan according to standards set by AHFC Jumpstart program. This meets the Alaska Housing Finance Corporation Step Program's Financial Literacy requirement. *The virtual version of this class will require a PC, Mac, Chromebook, or smartphone computer and an Internet capability of at least 600kbps.*

**Creating Success In the Workplace (10 contact hours, 4 part class)**

**September 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>**

**6pm – 8:30pm**

**\*Virtual Class via Zoom**

This course focuses on workplace skills necessary to maximize your potential on the job and to land that all-important promotion. Topics include professional communication, networking, conflict resolution, problem solving, emotional intelligence, office etiquette, and dress for success. *The virtual version of this class will require a PC, Mac, or Chromebook computer and an Internet capability of at least 600kbps.*

**Preparation for MOS Word Certification (16 Parts)**

**September 16<sup>th</sup>, 18<sup>th</sup>, 20<sup>th</sup>, 23<sup>rd</sup>, 25<sup>th</sup>, 27<sup>th</sup>, 30<sup>th</sup>**

**October 2<sup>nd</sup>, 4<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, 11<sup>th</sup>, 14<sup>th</sup>, 16<sup>th</sup>, 18<sup>th</sup>, 21<sup>st</sup>**

**6pm - 8pm**

**\*Virtual Class via Zoom**

**Registration must be approved by OTS.** This is an intense class and is designed for students who have completed the Basic Computer Skills series. Students must have a basic computer knowledge and familiarity with Microsoft Word. The course will assist students to prepare for the Microsoft Office Specialist Word certification exam. At the end of this course individuals will have a fundamental understanding of the Word environment and the ability to complete tasks independently. They will know and demonstrate the correct application of the principal features of Word. Students will be able to create and edit 2-3 page documents for a variety of purposes and situations, such as professional-looking reports, multi-column newsletters, resumes, and business correspondence.

This class will meet three times a week for four weeks and will require approximately 6 hours a week of outside class time for assignments and directed self-study for the duration of the class. The MOS exam requires a great deal of preparation and is not given in class. However, all students who successfully complete the class will receive assistance in scheduling and taking the Microsoft Office Specialist Word exam. *The virtual version of this class will require a PC, Mac, or Chromebook computer and an Internet capability of at least 600kbps.*