

February 2023 Classes

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

All classes via ZOOM

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

- **Basic Computer Skills Series**
- **Job Search Part 1 - Effective Job Application Principles**
- **Job Search Part 2 - Resumés and Cover Letters**
- **Job Search part 3 - Successful Interviewing Techniques**
- **Career and Professional Resumés**
- **Money Sense**
- **AlaskaHost Customer Service Essentials**
- **Web Design**

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

**January 30th and 31st, February 1st, 2nd, 3rd, 6th, 7th, 8th, 9th, 10th, 13th, 14th, 15th, 16th, 17th
10am - 12pm**

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

January 30th and February 1st, 3rd

12pm – 2pm

You must complete this course in order to continue to “Job Search Part 2 – Resumes and Cover Letters”.

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. ***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 2 - Resumes and Cover Letters, 6 contact hours

February 6th, 8th, 10th

12pm – 2pm

Students must have completed the “Job Search Part 1 - Effective Job Application Principles” course or have instructor approval. 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. ***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 3 - Successful Interviewing Techniques, 4 Contact Hours

February 13th, 14th

12pm – 2pm

All participants must have an acceptable resume and have a focused career choice before taking this class. This course will present basic interviewing skills and discuss preparing for an interview. Students will practice interview scenarios and questions and then be able to participate in a mock interview role play. ***The virtual version of this class will require a PC, Mac, or Chromebook computer and an Internet capability of at least 600kbps.***

Money Sense, 4 Contact Hours

February 6th, 7th

6pm – 8pm

***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 AHFC’s Step Program Financial Literacy requirement.*** ***The virtual version of this class will require a PC, Mac, Smartphone or Chromebook computer and an Internet capability of at least 600kbps.***

Career Exploration and Professional Resumes, 10 Contact Hours

February 15th, 16th, 17th, 21st, 22nd

6pm – 8pm

Students must have completed Job Search Part 1 - Effective Job Application Principles and Job Search Part 2 - Resumes and Cover Letters courses to take this class. Additionally, Students must have basic skills in the use of computers including internet, email and the use of a word processing application. Completion of Basic Computer Skills series will meet this requirement. This course is an examination of the value and steps in career exploration and professional resume and cover letter preparation. Class will include career interest inventories, overview of various occupations training and wages, and identification of resources that will assist in exploring potential careers and job openings. The course also provides a hands-on review of best practices for writing professional resumes and cover letters for job seekers. Participants will prepare a targeted resume for their job choice. *The virtual version of this class will require a PC, Mac, or Chromebook computer and an Internet capability of at least 600kbps.*

Web Page Design, 10 contact hours

February 20th, 21st, 22nd, 23rd, 24th

6pm – 8pm

This course provides instruction in creating and editing digital graphics for the web. The course covers the basics of good page layout, color theory and typography to create visually attractive and compelling websites that will capture the audience's attention. Upon completion of this course students will be able to identify basic terms, concepts and functions and operations of a website, use file management on your site, create a website and upload information. *The virtual version of this class will require a PC, Mac, or Chromebook computer and an Internet capability of at least 600kbps.*

AlaskaHost Customer Service Essentials, 4 contact hours

February 8th, 9th

6pm – 8pm

AlaskaHost is a statewide customer service training program including the hospitality and visitor services industry. The program trains participants how to provide quality customer service. At the end of the course, students will have learned to understand the importance of providing quality customer service, recognize and anticipate customer needs and expectations, understand and communicate the economic value of the visitor industry to the State of Alaska, learn how to deal with dissatisfied customers in a professional, helpful manner. Upon completion of the Customer Service Essentials course, participants receive a course certificate. *The virtual version of this class will require a PC, Mac, Smartphone, or Chromebook computer and an Internet capability of at least 600kbps.*