

August 2024 Classes

To register online at <https://www.ahfc.us/tenants/jumpstart/class-calendar>,
or call toll free 1-877-AKGOALS (254-6257) with questions.

To learn more about our classes visit: <https://www.ahfc.us/tenants/jumpstart/about-classes>

Classes via Zoom unless noted otherwise

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 - Resumes and Cover Letters**
- **Job Search Part 3 - Successful Interviewing Techniques**
- **Money Sense – In-Person**
- **Part 2 – More Money Sense – In-Person**
- **PC Repair - \$25 Gift Card**

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)

Aug 5th, 6th, 7th, 8th, 9th, 12th, 13th, 14th, 15th, 16th, 19th, 20th, 21st, 22nd, 23rd

6pm - 8pm

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)

July 30th, 31st and August 1st

6pm – 8pm

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, 3 part class)

August 5th, 6th, 8th

6pm - 8pm

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, 2 part class)

August 13th, 14th

6pm – 8pm

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, 2 part class) – In Person

August 6th, 7th

10am – 12pm

In Person class – AFIC Building, 440 E. Benson, Anchorage

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

Part 2 - More Money \$ense (4 Contact Hours, 2 part class) - In Person

August 8th, 9th

10am – 12pm

In Person class – AFIC Building, 440 E. Benson, Anchorage

The course is a continuation of Money \$ense and does not meet the Step Program Financial Literacy requirement on its own. Topics include different forms of credit to suit the needs of an individual, how to use credit appropriately, how to address credit deficiencies, and interpret a credit report. Students will learn more about debt reduction, bank services and account types, and skills needed to correctly manage accounts. Finally, the basics of long-term financial planning, homeownership, and other asset building strategies will be discussed. *The virtual version of this class will require a PC, Mac, or Chromebook computer and an Internet capability of at least 600kbps.*

PC Repair (9 Contact Hours, 3 part class) – In Person

August 12th, 13th, 14th

10am – 1pm

In Person class – AFIC Building, 440 E. Benson, Anchorage

Earn a \$25 VISA gift card for Class Completion. This class provides an introduction to current PC hardware by providing a hands-on look inside the computer. At the end of this class students will be able to identify basic terms, concepts, functions, and operations of personal computer systems. They will be able to identify and describe functionality of field replaceable units (FRU), identify common ports, associated cabling and connections, identify hardware methods of upgrading system performance, assemble memory modules, system boards, processors, power supplies, adapter boards, storage devices, and multimedia devices. **For ages 14 to adult. Lunch and other refreshments provided.**