

March 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 - Resumes and Cover Letters**
- **Job Search Part 3 - Successful Interviewing Techniques**
- **Money Sense**
- **More Money Sense**
- **Creating Success in the Workplace**
- **Youth Resumes & Power Skills**
- **AlaskaHost – Customer Service Essentials**

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)

March 6th, 7th, 8th, 9th, 10th, 13th, 14th, 15th, 16th, 17th, 20th, 21st, 22nd, 23rd, 24th

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)

March 7th, 9th, 10th

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)

March 14th, 15th, 17th

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)

March 20th, 21st

6pm - 8pm

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.*

AlaskaHost Customer Service Essentials, 4 contact hours

March 20th, 21st

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.*

Youth - Resumes & Power Skills for Successful Careers (4 contact hours, 2 part class)

March 14th, 15th
3pm – 5pm

This course is designed to serve the Youth ages 14 - 18. An effective resume equals a successful career. This course provides a hands-on review of best practices for writing professional resumes for job seekers. Participants will prepare a targeted resume for their job choice. This course will also focus on how to answer those hard questions and the workplace skills necessary to make it in your job and move forward into a career. Learn to develop the lifelong qualities that will help you maximize your potential and get a leg up on applying for jobs, apprenticeships, and internships. **Students who complete this 2 part class will earn a \$50 gift card!** *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)

March 14th, 15th
11am – 1pm

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, Smartphone, or Chromebook computer and an Internet capability of at least 600kbps.*

More Money Sense (4 Contact Hours, 2 part class)

March 16th, 17th
11am – 1pm

The course is a continuation of Money Sense 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, Smartphone, or Chromebook computer and an Internet capability of at least 600kbps.*

Creating Success in the Workplace (10 contact hours, 5 part class)

March 28th, 29th, 30th, 31st
9:30am – 12pm

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 Mac or PC computer and an Internet capability of at least 600kbps.*