January 2027 Classes

For questions: Call 907-330-6180 in Anchorage
or toll free at 1-877-AKGOALS (254-6257) statewide.

Register online at https://www.ahfc.us/tenants/jumpstart/about-classes
or use the QR code. Classes are only available to AHFC Housing Assistance participants and applicants 14 years and older.

All online classes are conducted via Zoom and require either a PC, Mac or Chromebook computer, with Internet capability of at least 600kbps

- **Basic Computer Skills Series *In Person**
- **Job Search Part 1 - Effective Job Application Principles**
- **Job Search Part 2 - Resumes and Cover Letters**
- **Job Search Part 3 - Successful Interviewing Techniques**
- **Money $ense**
- **Part 2 – More Money $ense**
- **AlaskaHost Customer Service**
- **Preparation for Microsoft Office Specialist (MOS) Excel**

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, 12 part class)

***In Person class – AFIC Building, 440 E. Benson, Anchorage**
January 4th, 5th, 6th, 7th, 11th, 12th, 13th, 14th, 19th, 20th, 21st, 22nd
11:30am – 2pm

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 in creating a Microsoft (MS) Outlook account that gives access to free online MS applications (Word, Excel, PowerPoint, OneDrive, etc.).

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

January 4th, 6th, 8th
6pm – 8pm
***Online via Zoom**

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 smart phone, PC, Mac, or Chromebook computer.*

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

January 11th, 13th, 15th
6pm – 8pm
***Online via Zoom**

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 smart phone, PC, Mac, or Chromebook computer.*

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

January 19th, 20th
6pm – 8pm
***Online via Zoom**

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 smart phone, PC, Mac, or Chromebook computer.*

Money $ense (4 Contact Hours, 2 part class)

January 11th, 12th
6pm – 8pm
***Online 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. *The virtual version of this class will require a smart phone, PC, Mac, or Chromebook computer.*

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

January 13th, 14th
6pm – 8pm
***Online via Zoom**

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 smart phone, PC, Mac, or Chromebook computer.*

AlaskaHost Customer Service Essentials (4 Contact Hours, 2 part class)

January 19th, 20th
9am – 11am
***Online via Zoom**

AlaskaHost is a statewide customer service training program focusing on the hospitality and visitor services industries. The program trains participants how to provide quality customer service for residents and visitors to Alaska. 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 featuring the artwork of Alaskan artist, Rie Muñoz. ***The virtual version of this class will require a smart phone, PC, Mac, or Chromebook computer.***

Preparation for MOS Excel Certification, 32 contact hours

January 4th, 6th, 8th, 11th, 13th, 15th, 20th, 22nd, 25th, 27th, 29th
February 1st, 3rd, 5th, 8th, 10th
6pm – 8pm
***Online via Zoom**

Registration must be approved by instructor. This is an intense course and is designed for students who have completed the Basic Computer Skills series. Must have strong computer knowledge and familiarity with Microsoft Word. This course will assist students in preparing for the Microsoft Office Specialist (MOS) Excel certification exam. At the end of this course, students will have a fundamental understanding of the Excel environment and the ability to complete tasks independently. They will know and demonstrate the correct application of the principal features of Excel. Students will be able to create and edit a workbook with multiple sheets for a variety of purposes and situations, such as professional-looking budgets, team performance charts, sales invoices, and exercise logs.

* **NOTE:** This class will meet 6 times a week for 6 weeks and will require approximately 6 hrs. 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 beyond the class. However, all students who complete the class will receive assistance in scheduling and taking the MOS Excel exam. ***The virtual version of this class will require a PC or Mac, and an Internet capability of at least 600kbps.***