

December 2025 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 classes on-line are via Zoom and requires a PC, Mac,
or Chromebook computer, with 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**
- **Part 2 – More Money Sense**
- **Creating Success in the Workplace – In Person**

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)

**December 1st, 2nd, 3rd, 4th, 5th, 8th, 9th, 10th, 11th, 12th, 15th, 16th, 17th, 18th, 19th
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)

December 3rd, 4th, 5th

11:30am – 1:30pm

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

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)

December 8th, 9th, 10th

11:30am – 1:30pm

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

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)

December 11th, 12th

9am – 11am

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

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.

Money Sense (4 Contact Hours, 2 part class)

December 9th, 10th

6pm – 8pm

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)

December 11th, 12th

6pm – 8pm

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.*

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

December 15th, 16th, 17th, 18th

11:30am – 2pm

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

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.

