November 2026 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**
- **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 $ense**
- **Part 2 – More Money $ense**
- **Web Page 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, 15 part class)

November 2nd, 3rd, 4th, 5th, 6th, 9th, 10th, 12th, 13th, 16th, 17th, 18th, 19th, 20th, 23rd
12pm – 2pm
***Online via Zoom**

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.). *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)

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

November 2nd, 4th, 6th

11am – 1pm

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)

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

November 9th, 10th, 13th

11am – 1pm

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)

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

November 16th, 18th

11am – 1pm

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 $ense (4 Contact Hours, 2 part class)

November 2nd, 3rd

11am – 1pm

***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)

November 4th, 5th

11am – 1pm

***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.*

Web Page Design (20 contact hours, 10 part class)

November 9th, 10th, 12th, 13th, 16th, 17th, 18th, 19th, 20th, 23rd

6pm – 8pm

***Online via Zoom**

Students must have completed Basic Computer Skills or have Instructor approval. This course provides instruction in creating and editing digital graphics for the web, provides a high-level introduction to the Internet and how it functions, and investigates how the Internet has impacted society over time. 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 terms, concepts and functions and operations of a website, use file management on their site, create a website/custom domain that will be continually improved by students as they continue the course. Students will design, prototype, test, and develop their own websites. It will also serve as a running portfolio of each creative project they create in the course. *The virtual version of this class will require a PC, Mac, or Chromebook computer and an Internet capability of at least 600kbps.*