



2018 Avivo (formerly RESOURCE) Career Education Course Schedule

Mission - Provide quality educational and employment services that challenge and inspire individuals to develop strong work skills and positive attitudes.

<p>Workplace Essentials Training – 60 Hours - \$650 Workplace expectations; core computer skills; typing skills; professional communications; health and safety in the workplace; applied math; core skills in MS Word, MS PowerPoint, MS Outlook & MS Excel; Internet problem solving; financial literacy; relationship building; social media; goal setting; prioritizing & time management *Pre-requisites: All students must complete Intake and Enrollment Meeting prior to registration.</p>	Minneapolis Minneapolis Minneapolis Minneapolis	July 16 – Aug 17, 2018 8:30 AM – 12:00 PM, M-F Aug 6- Sept 7, 2018 12:30 PM – 4:00 PM, M-F Oct 1 – Nov 2, 2018 8:30 AM – 12:00 PM, M-F Nov 12 – Dec 14, 2018 8:30 AM – 12:00 PM, M-F
<p>Business and Computer Applications Specialist Training – 96 Hours - \$995 Intermediate level training in Microsoft Office 2010 Word, Access, Excel, and PowerPoint, advanced customer service, effective communication, job seeking skills and individualized job search, building business relationships, cover letter and résumés. *Pre-requisites: Complete Workplace Essentials Training and type 20 words per minute with 90% accuracy.</p>	Minneapolis Minneapolis Minneapolis	Aug 20 – Oct 5, 2018 8:30 AM – 12:00 PM, M-F Sept 10 – Oct 26, 2018 12:30 PM – 4:00 PM, M-F Nov 5 – Dec 21, 2018 8:30 AM – 12:00 PM, M-F
<p>Accounting Support 101 Training – 80 Hours - \$1,095 Accounting principles, MS Excel, QuickBooks, business math & prep for & administration of QuickBooks certification exam *Pre-requisites: Complete Business and Computer Applications Specialist Training and pass Accounting Support Training Program Entrance Assessment(8th Grade Math, 6th Grade Reading, Independent Problem Solving and Acct. Work Sample).</p>	Minneapolis	Oct 8 – Nov 16, 2018 8:30 AM- 12:00 PM, M-F
<p>Healthcare Technician Training – 112 Hours - \$1,300 Healthcare principles, medical terminology, medical records, patient ethics, confidentiality, scheduling & billing software, billing & coding. *Pre-requisites: Complete Business and Computer Applications Specialist Training and pass Medical Office Support Training Program Entrance Assessment(8th Grade Reading, 6th Grade Math, Independent Problem Solving and Medical Terminology Work Sample).</p>	St. Paul Minneapolis Minneapolis	Jul 30 – Sept 21, 2018 8:30 AM – 12:30 PM, M-F Oct 8 – Nov 30, 2018 8:30 AM – 12:00 PM, M-F Oct 29 – Dec 21, 2018 12:30 PM – 4:00 PM, M-F
<p>Computer Technician Training – 480 Hours - \$5,900 Computer repair & troubleshooting, Windows software & hardware systems, tech support for social media, portable computing devices, web-based video conferencing, advanced customer service, communications, team building skills & job seeking skills. Prep for and administration of the CompTIA A+ Essentials and the CompTIA A+ Practical Examinations. *Pre-requisites: Complete Business and Computer Application Specialist Training and pass IT Support Training Program Entrance Assessment(8th Grade Reading, 6th Grade Math, Mechanical Aptitude and Spatial Form Perception).</p>	Minneapolis	Oct 8, 2018 - Feb 22, 2019 All classes are 9:00 AM-4:15 PM M-Th and 9:00 AM-12:00 PM F
<p>Maintenance Custodial Fundamentals Training – 315 Hours - \$3,800 Restroom & office cleaning, carpentry, painting, drywall, tool use, safety, plumbing, floor care, core electricity, heating & air conditioning, & paid On-the-Job training. Prep for Boilers License Exam (Minnesota Department of Labor Special Class Engineer License). Prep for & administration of the Pool Operator (CPO) Certification and ServSafe Certification. *Pre-requisites: Ability to lift 50 lbs, have no chemical sensitivities, complete Workplace Essentials Training, be current on immunizations and pass Maintenance Custodial Skills Training Program Entrance Assessment(6th Grade Math, 6th Grade Reading, Independent Problem Solving and Inventory Work Sample).</p>	Minneapolis	Aug 27 – Sept 7, 2018 9:00 AM- 3:30PM Sept 10 - Nov 2, 2018 9:00 AM-5:30 PM
<p>Manufacturing and Warehouse Fundamentals Training – 128 Hours - \$1,500 Math, micrometers & calipers; quality control; shipping & receiving; microscope use; warehousing overview & terminology; manufacturing terminology & processes; LEAN & ISO standards; blueprint reading; clean room processes. Prep and exams for the OSHA General Industry Safety and Health Training Certification and the Forklift Operator Safety Certification. *Pre-requisites: Complete Workplace Essentials Training and pass Core Manufacturing Skills Training or Warehousing Skills Training Program Entrance Assessment(6th Grade Math, 6th Grade Reading, Independent Problem Solving and Inventory Work Sample).</p>	Minneapolis	Sept 10 – Oct 5, 2018 All classes are 8:30 AM–4:00 PM, M-F
<p>Mechatronics Training – 160 Hours - \$2,775 Industrial electronics, motor controls, programmable logic controllers, mechanical drives(belts, pulleys, gears, chains, clutches and brakes) and troubleshooting. Prep for and administration of the Manufacturing Skills Standard Council (MSSC) and Packaging Machinery Manufacturers Certification (PMMI) exam. *Prerequisites: Complete Manufacturing and Warehouse Fundamentals Training and pass Mechatronics Training Program Entrance Assessment (6th Grade Math, 6th Grade Reading, and Industrial Print Math).</p>	Minneapolis	TBD 8:30 AM–4:00 PM, M-F
<p>Manufacturing Skills 102 Training – 100 Hours - \$1,775 Hand soldering experience lab; IPC J Standards 001 Soldering & IPC A 610 Standards Soldering (instruction facilitated by Dakota County Technical College); prep for & administration of industry recognized IPC J-STD & IPC A-610 credential exams. *Pre-requisites: Complete Manufacturing and Warehouse Fundamentals Training and pass Core Manufacturing Skills Training Program Entrance Assessment (6th Grade Reading, 8th Grade Math, Mechanical Aptitude and Industrial Print Math).</p>	Minneapolis	Oct 8 – Oct 26, 2018 8:30 AM–4:00 PM, M-F

***Additional Fees** - Intake and Enrollment Fee of \$95 and \$175 Entrance Assessment Fee

Locations: Minneapolis – 2438 27th Avenue South, Suite 100 and St Paul – 179 East Robie Street

Avivo is accredited with the Council on Occupational Education, CARF and a proud partner of the American Job Center Network.
 For more information please contact Priscilla Harmon at 612-752-8445 or priscilla.harmon@avivomn.org



First Step Training Courses

<p>First Step Restaurant to Retail Training – 52 hours of classroom instruction - \$725 This training course includes two industry-recognized credentials and curriculum designed to prepare individuals for successful employment in either the food industry or the retail environment.</p> <ul style="list-style-type: none"> • Point of Sale Cash register training • Work Readiness, workplace ethics and safety training • Customer Service training • ServSafe Food Certification prep and exam 	<p>Minneapolis</p>	<p>Dec 3 – Dec 21, 2018 9:00 AM- 12:00 PM, M-F</p>
<p>First Step Warehouse Pro Training – 52 Hours of classroom instruction - \$725</p> <ul style="list-style-type: none"> • Work readiness, workplace ethics and safety training • Warehouse Operations and Terminology • Material Handling • Shipping and Receiving • Safety/OSHA • Forklift Safety Operator Certification - prep and exam 	<p>Minneapolis</p>	<p>Sept 17 – Oct 5, 2018 12:30 PM – 3:30 PM, M-F</p>
<p>First Step Cleaning Pro Training – 52 hours of classroom instruction - \$725 This training course includes an industry-recognized credential and curriculum designed to prepare individuals for successful employment in the custodial industry.</p> <ul style="list-style-type: none"> • Work readiness, workplace ethics and safety training • General office cleaning and floor care • Customer Service training • OSHA Certification – OSHA Certification prep and exam 	<p>Minneapolis</p>	<p>Aug 27 – Sept 14, 2018 12:30 PM – 3:30 PM, M-F</p>

Enhancement and Certification Schedule

<p>Certified Pool Operator Prep and Exam - \$500 This industry-recognized certification course prepares individuals for The Certified Pool Operator Certification Exam through 24 hours of instructor-led training. Minnesota Administrative Rule 4717.0650 under the Health Department for Pool Operation and Maintenance, Operator Training requires all facilities with a pool on site to have maintenance staff who are Certified Pool Operators.</p> <p>Coursework includes: Math Prep - basic math and calculations; Pool and Spa Operations; Pool and Spa Maintenance; Exam Prep and Exam - offered on-site</p>	<p>Minneapolis Minneapolis</p>	<p>Oct 8 – Oct 10, 2018 9:00 AM- 12:00 PM Oct 11 – Oct 12, 2018 9:00 AM- 5:00 PM</p>
<p>Special Engineer Boiler License Prep and Exam - \$525 This industry-recognized licensing course prepares individuals for the Special Engineer Boiler Exam through 35 hours of instructor-led training.</p> <p>Coursework includes: Understanding Minnesota statutes regarding heating systems; The fundamentals of thermodynamics, temperature, and heat transfer; Boiler design and operations; Hot water boilers, steam boilers and other heating systems; Boiler piping, pipe fittings, and valves; Boiler feed water systems and water treatment; Boiler combustion, fuel and draft systems; Boiler maintenance and inspections and hazards; Practice exams; Scheduled Exam at Minnesota Department of Labor</p>	<p>Minneapolis</p>	<p>Oct 15 – Oct 22, 2018 9:00 AM- 3:30 PM Tuesday, Oct 23 8:00 AM Testing DOL St. Paul</p>
<p>ServSafe Prep and Training - \$350 This 20 hour Prep and ServSafe® program helps prepare you for the ServSafe Food Protection Manager Certification exam. Training covers these concepts: The Importance of Food Safety; Good Personal Hygiene; Time and Temperature Control; Preventing Cross-Contamination; Cleaning and Sanitizing; Safe Food Preparation; Receiving and Storing Food, Methods of Thawing, Cooking, Cooling and Reheating Food; HACCP (Hazard Analysis and Critical Control Points); Food Safety Regulations.</p>	<p>Minneapolis</p>	<p>Sept 24 – Sept 27, 2018 9:00 AM – 3:30 PM Sept 28 ServSafe Testing 9:00 AM – 5:00 PM</p>
<p>OSHA General Industry Safety and Health Training Certification Prep and Exam - \$375 Basics of OSHA standards and compliance regulations and exam.</p>	<p>Minneapolis</p>	<p>Sept 17 – Sept 18, 2018 9:00 AM- 2:30 PM</p>
<p>A+ Certification Prep and Exams - \$1000 CompTIA A+ 220-901 Certification and the CompTIA A+ 220-902 Examinations prep course, computer hardware and software technical reviews, A+ testing objectives, practice testing and two exams.</p>	<p>Minneapolis</p>	<p>Jun 15 – Jul 6, 2018 M-Th 9:00 AM- 4:15 PM Fri 9:00 AM- 12:00 PM</p>
<p>Network+ Orientation, Prep Kit and Exam - \$850 Network+ Certification prep and overview with a staff orientation to the 20-hour online course, Network+ workbook, Practice Test and Network+ exam.</p>	<p>Minneapolis</p>	<p>Scheduled on a one-to-one basis.</p>
<p>Microsoft Office Specialist 2010 Training and Certification – Advanced Microsoft Word, Excel and PowerPoint - \$695 per software application 15 hour training per software application Includes preparation for the Microsoft Office Specialist 2010 Certification exam in Word, Excel and PowerPoint . Must be at an Intermediate level of knowledge. Not for a beginner user.</p>	<p>Minneapolis/ St Paul</p>	<p>Scheduled on a one-to-one basis.</p>

* Additional Fees - Intake and Enrollment Fee of \$95

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