



Avivo Institute of Career & Technical Education 2021 Class Schedule

Minneapolis Campus: 2438 27th Ave S, Suite 100, Minneapolis MN 55406

<p>Workplace Success Strategies Training Class – 60 Hours 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	<p>July 12 – August 6 8:30 AM – 11:30 AM M-Fr OR 12:30 PM – 3:30 PM M-Fr</p> <p>September 13 – October 8 8:30 AM – 11:30 AM M-Fr OR 12:30 PM – 3:30 PM M-Fr</p>
<p>Business and Computer Applications Specialist Training Class– 96 Hours 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	<p>June 14 - July 9 8:30 AM – 11:30 AM M-Fr</p> <p>August 16 – September 24 8:30 AM – 11:30 AM M-Fr OR 12:30 PM – 3:30 PM M-Fr</p>
<p>Healthcare Technician Training – 112 Hours Healthcare principles, medical terminology, medical records, patient ethics, confidentiality, scheduling & billing software, billing & coding. *Pre-requisites: Complete Business and Computer Applications Specialist Training</p>	Minneapolis	<p>June 21 – August 11 8:30 AM – 12:00 PM Mon- Fri</p> <p>September 27 – November 22 8:30 AM – 12:00 PM Mon - Fri</p>
<p>Computer Technician Training Class– 480 Hours 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	<p>August 2 – November 18 9:00 AM – 3:30 PM Mon-Fr</p>

*** Office Support Specialist Training Program** requires completion of the Workplace Success Strategies Training Class and the Business and Computer Applications Specialist Training Class

***Medical Office Support Specialist Training Program** requires completion of the Workplace Success Strategies Training Class, Business and Computer Applications Specialist Training Class, and the Healthcare Technician Training Class

***IT Support Training Program** requires completion of the Workplace Success Strategies Training Class, Business and Computer Applications Specialist Training Class, and the Computer Technician Training Class

Avivo is accredited with CARF and is a proud partner of the American Job Center Network.

For more information please contact Beth Bidinger at 612-752-8131 or beth.bidinger@avivomn.org