



Institute of Career & Technical Education Waite Park

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

2022 Class Schedule

Waite Park Campus: 110 2nd Street S, Suite 124, Waite Park, MN 56307

<p>Workplace Success Strategies Training – 60 Hours Core computer skills, typing skills, core skills in MS Word 2019, MS Excel 2019, and PowerPoint 2019, Internet, Gmail, Google Calendar, Google Docs, Google Drive, Northstar Digital Literacy, applied math and financial literacy, life and career planning skills, workplace expectations and skills, financial literacy, resume preparation, and BenchmarkPortal Customer Service Certification Prep and Exam. *Pre-requisites: All students must complete intake and enrollment meeting prior to registration.</p>	Waite Park	May 23 – June 23, 2022 9:00 AM – 12:00 PM, M-F October 10 – November 4, 2022 9:00 AM – 12:00 PM, M-F
<p>Business and Computer Applications Specialist Training – 96 Hours Intermediate to advanced level training in Microsoft Office 2019 Word and Excel, advanced customer service training with prep for the National Retail Federation Customer Service Certification exam, job seeking skills and individualized job search, building business relationships, cover letter and résumés. *Pre-requisites: Complete Workplace Success Strategies Training and type 20 words per minute with 90% accuracy or pass the Workplace Success Strategies Training Test-Out option.</p>	Waite Park	June 27 – August 10, 2022 9:00 AM – 12:00 PM, M-F November 7 – December 23, 2022 9:00 AM – 12:00 PM, M-F
<p>Healthcare Technician Training – 112 Hours Healthcare principles, medical terminology, medical records, patient ethics, confidentiality, scheduling & billing software, and industry credential through National Retail Federation Customer Service. *Pre-requisites: Complete Business and Computer Applications Specialist Training.</p>	Waite Park	March 28 - May 19, 2022 9:00 AM – 12:00 PM, M-F August 15 – October 6, 2022 9:00 AM – 12:00 PM, M-F January 3 – February 28, 2023 9:00 AM – 12:00 PM, M-F
<p>Special Engineer Boiler License Prep and Exam – This industry recognized licensing course prepares individuals for the Special Engineer Boiler Exam through 25 hours of instructor-led training. 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>	Waite Park	Will schedule as requested.

Locations: St Cloud – 110 2nd Street S #124, Waite Park

Avivo Institute of Career & Technical Education is accredited with CARF and a proud partner of the American Job Center Network.
 For more information, please contact Cindy Lenzen at (Office) 320-227-1330 (Cell) 612-423-4770 or cindy.lenzen@avivomn.org