



Avivo Institute of Career & Technical Education 2023 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 Excel, MS Outlook; Internet problem solving; financial literacy; relationship building; social media; goal setting; prioritizing & time management; Benchmark Portal Customer Service prep & exam. *Pre-requisites: All students must complete Intake and Enrollment Meeting prior to registration.</p>	Minneapolis	<p>January 9 – February 10 8:30 AM – 11:30 AM M - Fri OR 12:30 PM – 3:30 PM</p>
<p>Business and Computer Applications Specialist Training Class– 96 Hours Intermediate level training in Microsoft Office 2019 Word, 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>February 13 – March 31 8:30 AM – 11:30 AM M - Fri OR 12:30 PM – 3:30 PM</p>
<p>Healthcare Technician Training – 112 Hours Healthcare principles, medical terminology, medical records, patient ethics, confidentiality, scheduling & billing software, billing & coding. *Pre-requisites: Complete Workplace Success Strategies and Business and Computer Applications Specialist Training</p>	Minneapolis	<p>January 3 – February 28 9:00 – 12:15 M - Thurs</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 Workplace Success Strategies Training and Business and Computer Application Specialist Training</p>	Minneapolis	<p>April 3 – July 28 8:45 AM – 3:45 PM Mon – Thurs 9:00 AM – 12:00 PM Fri</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 Gina Peterson at 612-752-8170 or gina.peterson@avivomn.org