



Avivo Institute of Career & Technical Education

2023 Course Calendar

WORKPLACE SUCCESS STRATEGIES TRAINING

Workplace expectations; core computer skills; professional communication; health and safety in the workplace; applied math; MS Word and Excel; email etiquette; internet for job search, financial literacy; relationship building; goal setting; prioritizing and time management. Benchmark Portal Customer Service Certification.

**Test out option available.*

April 3 – April 28 8:30 - 11:30 AM, Mon.-Thurs.

May 22 – June 16 12:30 - 3:30 PM, Mon.-Thurs.

July 10 – August 4 8:30 - 11:30 AM, Mon.-Thurs.

August 28 – September 22 12:30 - 3:30 PM, Mon.-Thurs.

October 16 – November 10 8:30 - 11:30 AM, Mon.-Thurs.

BUSINESS AND COMPUTER APPLICATIONS TRAINING

Intermediate level training in Microsoft Office 2019, advanced customer service, effective communication, job seeking skills and Individualized job search, building business relationships, cover letter and résumés.

**Prerequisites: Completion of Workplace Success Strategies or test out.*

May 1 – June 16 8:30 - 11:30 AM, Mon.-Thurs.

June 16 – August 4 12:30 - 3:30 PM, Mon.-Thurs.

August 7 – September 22 8:30 - 11:30 AM, Mon.-Thurs.

September 25 – November 10 12:30 - 3:30 PM, Mon.-Thurs.

November 13 – January 5 8:30 - 11:30 AM, Mon.-Thurs.

HEALTHCARE TECHNICIAN TRAINING

Healthcare principles, medical terminology, medical records, patient ethics, confidentiality, scheduling & billing software, billing & coding.

**Prerequisites: Complete Workplace Success Strategies, Business and Computer Applications Training.*

May 1 – June 23 9:00 AM - 12:15 PM, Mon.-Thurs.

June 26 – August 18 9:00 AM - 12:15 PM, Mon.-Thurs.

September 18 – November 10 9:00 AM - 12:15 PM, M -Thurs.

COMPUTER TECHNICIAN TRAINING

Prep for and administration of the CompTIA A+ Essentials and the CompTIA A+ Practical Examinations.

**Prerequisites: Complete Workplace Success Strategies, Business and Computer Applications*

April 3 – July 28

Mon.–Thurs.: 8:45 AM - 4:00 PM, Fri.: 9:00 AM - 12:00 PM

August 28 – January 5

Mon. - Thurs.: 8:45 AM - 4:00 PM; Fri.: 9:00 AM - 12:00 PM



AVIVO INSTITUTE

612-752-8100



avivomn.org

TRAININGS TAKE PLACE AT:

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