



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 Word & Excel 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 20 – August 4 12:30 - 3:30 PM, Mon.-Thurs.

August 14 – September 29 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 Training.*

April 3 – July 28

Mon.–Thurs.: 9:00 AM - 4:15 PM, Fri.: 9:00 AM - 12:00 PM

August 28 – January 5

Mon. - Thurs.: 9:00 AM - 4:15 PM; Fri.: 9:00 AM - 12:00 PM



TRAININGS TAKE PLACE AT:
2438 27TH AVE. S, SUITE 100
MINNEAPOLIS, MN 55406

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