



Avivo Institute of Career & Technical Education

2023 Course Calendar

WORKPLACE SUCCESS STRATEGIES TRAINING

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

**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 SPECIALIST

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.

**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 14 – September 29 8:30 - 11:30 AM, Mon.-Friday

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

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

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 Application Specialist 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.

October 2 – December 1 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 Application*

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



AVIVO INSTITUTE

612-752-8100



avivomn.org

TRAININGS TAKE PLACE AT:

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