



Avivo Institute of Career & Technical Education

2024 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.*

Jan 8 – Feb 2 8:30 - 11:30 AM, Mon.-Thurs.
March 4–March 29 12:30 - 3:30 AM, Mon.-Thurs.
April 22–May 17 8:30 - 11:30 AM, Mon.-Thurs.
June 17–July 12 12:30 - 3:30 PM, Mon.-Thurs.
Aug 12–Sept 6 8:30 - 11:30 AM, Mon.-Thurs.
Oct 7–Nov 1 12:30 - 3:30 PM, 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.*

Feb 5–March 22 8:30 - 11:30 AM, Mon.-Friday
April 1–May 17 12:30 - 3:30 AM, Mon.-Friday
May 20–July 5 8:30 - 11:30 AM, Mon.-Friday
July 15– August 30 12:30 - 3:30 PM, Mon.-Friday
Sept 9–Oct 25 8:30 - 11:30 AM, Mon.-Friday
Nov 4–Dec 20 12:30–3:30 PM, 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.*

Jan 8–March 1 9:00 AM - 12:15 PM, Mon.-Thurs.
March 25–May 17 9:00 AM - 12:15 PM, Mon.-Thurs.
July 8– August 30 9:00 AM - 12:15 PM, Mon.-Thurs.
October 28–Dec 20 9:00 AM - 12:15 PM, Mon.-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*

Mon.–Thurs.: 8:45 AM - 4:00 PM, Fri.: 9:00 AM - 12:00 PM
Jan 22–May 17
June 3–Sept 27
Oct 7–Jan 14



AVIVO INSTITUTE

612-752-8100



avivomn.org

TRAININGS TAKE PLACE AT:

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CONTACT BETH BIDINGER FOR MORE INFORMATION:



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