



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.*

April 1 – April 25 8:30 - 11:30AM, Mon.-Thurs.
May 20 – June 13 12:30 - 3:30PM, Mon.-Thurs.
July 8 – August 1 8:30 - 11:30AM, Mon.-Thurs.
August 26 – September 19 12:30 - 3:30PM, Mon.-Thurs.
October 15 – November 7 8:30 - 11:30AM, 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.*

April 29 – June 14 8:30 - 11:30AM, Mon.– Friday.
June 17 – August 2 12:30 - 3:30PM, Mon.– Friday.
August 5 – September 20 8:30 - 11:30AM, Mon.–Fri.
September 23 – November 8 12:30 - 3:30PM, Mon.– Fri
November 12 – December 20 8:30AM - 12:10 PM, Mon.-Fri.

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.*

April 9 – May 30 9:00 AM - 12:15PM, Mon.-Thurs.
June 17 – August 8 9:00 AM - 12:15PM, Mon.-Thurs.
September 23 – November 22 9:00AM - 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*

Mon.– Thurs.: 9:00AM – 4:15PM
Friday: 9:00AM – 12:00PM
June 17 – October 18
November 12 – March 28



TRAININGS TAKE PLACE AT:
1825 Chicago Avenue
Minneapolis, MN 55404

