



Avivo Institute of Career & Technical Education

2025 Course Calendar

WORKPLACE SUCCESS STRATEGIES TRAINING

Workplace expectations; core computer skills; touch typing & 10-key practice; professional communication; 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.*

March 10 – April 3 12:30 - 3:30 PM, Mon.-Thurs.
 May 11 – June 5 8:30 - 11:30 AM, Mon.-Thurs.
 July 14 – August 7 12:30 - 3:30 PM, Mon.-Thurs.
 September 15 – October 9 8:30 - 11:30 AM, Mon.-Thurs.
 November 17 – December 18 AM and PM Sessions

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 letters and résumés.
**Prerequisites: Complete Workplace Success Strategies or test out.*

February 3 – March 27 8:30 - 11:30 AM, Mon.-Thurs.
 April 7 – May 29 12:30 - 3:30 PM, Mon.-Thurs.
 June 9 – July 31 8:30 - 11:30 AM, Mon.-Thurs.
 August 11 – October 2 12:30 - 3:30 PM, Mon.-Thurs.
 October 14 – December 17 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 Specialist Training or test out.*

Jan 20 – March 13 9:00 AM - 12:15 PM, Mon.-Thurs.
 March 31 – May 22 9:00 AM - 12:15 PM, Mon.-Thurs.
 June 2 – July 24 9:00 AM - 12:15 PM, Mon.-Thurs.
 August 4 – September 25 9:00 AM - 12:15 PM, Mon.-Thurs.
 October 20 – December 11 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 Applications Specialist or test out.*

Tuesday–Friday 8:00 AM - 4:00 PM (No class on Monday)
 November 12, 2024 – March 28, 2025
 April 8 – August 8
 August 19 – December 19

 AVIVO INSTITUTE
 612-752-8200
 avivomn.org

TRAININGS TAKE PLACE AT:
 1825 CHICAGO AVENUE
 MINNEAPOLIS, MN 55404

CONTACT BRETT SIETSMA FOR MORE INFORMATION:
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