



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.*

January 6 — January 31 8:30 - 11:30 AM, Mon.-Thurs.

February 10 — March 7 12:30 - 3:30 PM, Mon.-Thurs.

March 10 — April 4 12:30 - 3:30 PM, Mon.-Thurs.

May 12 — June 6 8:30 - 11:30 AM, Mon.-Thurs.

July 14 — August 8 12:30 - 3:30 PM, Mon.-Thurs.

September 15 — October 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 letters and résumés.

**Prerequisites: Complete Workplace Success Strategies or test out.*

February 3 — March 28 8:30 - 11:30 AM, Mon.-Thurs.

April 7 — May 30 12:30 - 3:30 PM, Mon.-Thurs.

June 9 — August 1 8:30 - 11:30 AM, Mon.-Thurs.

August 11 — October 3 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 and Business & Computer Applications Specialist Training.*

Jan 21 — March 13 9:00 AM - 12:15 PM, Mon.-Thurs.

March 31 — May 23 9:00 AM - 12:15 PM, Mon.-Thurs.

June 2 — July 25 8:30 AM - 11:45 AM, Mon.-Thurs.

August 4 — September 26 9:00 AM - 12:15 PM, Mon.-Thurs.

October 20 — December 12 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 and Business & Computer Applications.*

Tuesday — Thursday 8:45 AM - 4:00 PM, Fri.: 9:00 AM - 12:00 PM

November 12, 2024 — March 28, 2025

April 7 — August 8

August 18 — December 19



AVIVO INSTITUTE
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