



Avivo Institute of Career & Technical Education

2026 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.*

Monday – Thursday + 3 hours off-site learning per week
January 5 – January 30 9:00 AM - 12:00 PM
April 6 – May 1 9:00 AM - 12:00 PM
July 6 – July 31 12:30 - 3:30 PM
September 28 – October 23 9:00 AM - 12:00 PM

BUSINESS & 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.*

Monday – Thursday + 1 hour off-site learning per week
February 2 – March 26 9:00 AM - 12:00 PM
May 4 – June 26 9:00 AM - 12:00 PM
August 10 – October 2 12:30 - 3:30 PM
October 26 – December 18 9:00 AM - 12:15 PM

HEALTHCARE TECHNICIAN TRAINING

Healthcare principles, medical terminology, human anatomy, electronic health records, patient ethics, confidentiality, and scheduling & billing software.
**Prerequisites: Complete Workplace Success Strategies and Business & Computer Applications Specialist Training.*

Monday – Thursday: 9:00 AM - 12:15 PM
January 20 – March 12
April 6 – May 28
June 29 – August 20
October 5 – November 25

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 – Friday: 8:00 AM - 4:00 PM
January 27 – June 5
June 30 – October 30
November 2026 – February/March 2027



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

