



## 2018 Avivo (formerly RESOURCE) Career Education Course Schedule

*Mission - Provide quality educational and employment services that challenge and inspire individuals to develop strong work skills and positive attitudes.*

<p><b>Workplace Essentials Training – 60 Hours</b>          Workplace expectations; core computer skills; typing skills; professional communications; health and safety in the workplace; applied math; core skills in MS Word, MS PowerPoint, MS Outlook &amp; MS Excel; Internet problem solving; financial literacy; relationship building; social media; goal setting; prioritizing &amp; time management  <b>*Pre-requisites:</b> All students must complete Intake and Enrollment Meeting prior to registration.</p>	Minneapolis Minneapolis St. Paul Minneapolis St. Paul	Aug 6 – Sept 7, 2018 12:30 PM – 4:00 PM, M-F Oct 1 – Nov 2, 2018 8:30 AM – 12:00 PM, M-F Oct 1 – Nov 2, 2018 8:30 AM – 12:00 PM, M-F Nov 12 – Dec 14, 2018 8:30 AM – 12:00 PM, M-F Nov 19 – Dec 21, 2018 12:30 PM-4:00 PM, M-F
<p><b>Business and Computer Applications Specialist Training – 96 Hours</b>          Intermediate level training in Microsoft Office 2010 Word, Access, Excel, and PowerPoint, advanced customer service, effective communication, job seeking skills and individualized job search, building business relationships, cover letter and résumés.  <b>*Pre-requisites:</b> Complete Workplace Essentials Training and type 20 words per minute with 90% accuracy.</p>	Minneapolis Minneapolis Minneapolis	Aug 20 – Oct 12, 2018 8:30 AM – 12:00 PM, M-F Sept 10 – Nov 2, 2018 12:30 PM – 4:00 PM, M-F Nov 5 – Dec 21, 2018 8:30 AM – 12:00 PM, M-F
<p><b>Accounting Support 101 Training – 80 Hours</b>          Accounting principles, MS Excel, QuickBooks, business math &amp; prep for &amp; administration of QuickBooks certification exam  <b>*Pre-requisites:</b> Complete Business and Computer Applications Specialist Training and pass Accounting Support Training Program Entrance Assessment( 8<sup>th</sup> Grade Math, 6<sup>th</sup> Grade Reading, Independent Problem Solving and Acct. Work Sample).</p>	Minneapolis	Oct 15 – Nov 23, 2018 8:30 AM- 12:00 PM, M-F
<p><b>Healthcare Technician Training – 112 Hours</b>          Healthcare principles, medical terminology, medical records, patient ethics, confidentiality, scheduling &amp; billing software, billing &amp; coding.  <b>*Pre-requisites:</b> Complete Business and Computer Applications Specialist Training and pass Medical Office Support Training Program Entrance Assessment(8<sup>th</sup> Grade Reading, 6<sup>th</sup> Grade Math, Independent Problem Solving and Medical Terminology Work Sample).</p>	St. Paul Minneapolis Minneapolis	Aug 6 – Oct 5, 2018 8:30 AM – 12:30 PM, M-F Oct 15 – Dec 7, 2018 8:30 AM – 12:00 PM, M-F Oct 29 – Dec 21, 2018 12:30 PM – 4:00 PM, M-F
<p><b>Computer Technician Training – 480 Hours</b>          Computer repair &amp; troubleshooting, Windows software &amp; hardware systems, tech support for social media, portable computing devices, web-based video conferencing, advanced customer service, communications, team building skills &amp; job seeking skills. Prep for and administration of the CompTIA A+ Essentials and the CompTIA A+ Practical Examinations.  <b>*Pre-requisites:</b> Complete Business and Computer Application Specialist Training and pass IT Support Training Program Entrance Assessment(8<sup>th</sup> Grade Reading, 6<sup>th</sup> Grade Math, Mechanical Aptitude and Spatial Form Perception).</p>	Minneapolis	Oct 15, 2018 – Mar 1, 2019  All classes are 9:00 AM-4:15 PM M-Th and 9:00 AM-12:00 PM F
<p><b>Maintenance Custodial Fundamentals Training – 315 Hours</b>          Restroom &amp; office cleaning, carpentry, painting, drywall, tool use, safety, plumbing, floor care, core electricity, heating &amp; air conditioning, &amp; paid hands-on training. Prep for Boilers License Exam (Minnesota Department of Labor Special Class Engineer License). Prep for &amp; administration of the Pool Operator (CPO) Certification and ServSafe Food Management Certification.  <b>*Pre-requisites:</b> Ability to lift 50 lbs, have no chemical sensitivities, complete Workplace Essentials Training, be current on immunizations and pass Maintenance Custodial Skills Training Program Entrance Assessment( 6<sup>th</sup> Grade Math, 6<sup>th</sup> Grade Reading, Independent Problem Solving and Inventory Work Sample).</p>	Minneapolis	Aug 27 – Sept 7, 2018 9:00 AM- 3:30PM Sept 10 - Nov 2, 2018 9:00 AM-5:30 PM
<p><b>Manufacturing and Warehouse Fundamentals Training – 128 Hours</b>          Math, micrometers &amp; calipers; quality control; shipping &amp; receiving; microscope use; warehousing overview &amp; terminology; manufacturing terminology &amp; processes; LEAN &amp; ISO standards; blueprint reading; clean room processes. Prep and exams for the OSHA General Industry Safety and Health Training Certification and the Forklift Operator Safety Certification.  <b>*Pre-requisites:</b> Complete Workplace Essentials Training and pass Core Manufacturing Skills Training or Warehousing Skills Training Program Entrance Assessment( 6<sup>th</sup> Grade Math, 6<sup>th</sup> Grade Reading, Independent Problem Solving and Inventory Work Sample).</p>	Minneapolis	Sept 10 – Oct 5, 2018  All classes are 8:30 AM–4:00 PM, M-F
<p><b>Mechatronics Training – 160 Hours</b>          Industrial electronics, motor controls, programmable logic controllers, mechanical drives(belts, pulleys, gears, chains, clutches and brakes) and troubleshooting. Prep for and administration of the Manufacturing Skills Standard Council (MSSC) and Packaging Machinery Manufacturers Certification (PMMI) exam.  <b>*Prerequisites:</b> Complete Manufacturing and Warehouse Fundamentals Training and pass Mechatronics Training Program Entrance Assessment ( 6<sup>th</sup> Grade Math, 6<sup>th</sup> Grade Reading, and Industrial Print Math).</p>	Minneapolis	TBD  8:30 AM–4:00 PM, M-F
<p><b>Manufacturing Skills 102 Training – 100 Hours</b>          Hand soldering experience lab; IPC J Standards 001 Soldering &amp; IPC A 610 Standards Soldering (instruction facilitated by Dakota County Technical College); prep for &amp; administration of industry recognized IPC J-STD &amp; IPC A-610 credential exams.  <b>*Pre-requisites:</b> Complete Manufacturing and Warehouse Fundamentals Training and pass Core Manufacturing Skills Training Program Entrance Assessment (6<sup>th</sup> Grade Reading, 8<sup>th</sup> Grade Math, Mechanical Aptitude and Industrial Print Math).</p>	Minneapolis	Oct 8 – Oct 26, 2018  8:30 AM–4:00 PM, M-F

**\*Additional Fees** - Intake and Enrollment Fee and Entrance Assessment Fee

**Locations:** Minneapolis – 2438 27<sup>th</sup> Avenue South, Suite 100 and St Paul – 179 East Robie Street

Avivo is accredited with the Council on Occupational Education, CARF and a proud partner of the American Job Center Network.  
 For more information please contact Priscilla Harmon at 612-752-8445 or priscilla.harmon@avivomn.org



## First Step Training Courses

<p><b>First Step Restaurant to Retail Training – 52 hours of classroom instruction</b>          This training course includes two industry-recognized credentials and curriculum designed to prepare individuals for successful employment in either the food industry or the retail environment.</p> <ul style="list-style-type: none"> <li>• Point of Sale Cash register training</li> <li>• Work Readiness, workplace ethics and safety training</li> <li>• Customer Service training</li> <li>• ServSafe Food Certification prep and exam</li> </ul>	<p>Minneapolis NH</p>	<p>Dec 10 – Dec 21, 2018 9:00 AM – 2:30 PM, M-F          Aug 13 – Aug 31, 2018 12:30 PM – 4:00 PM, M-F</p>
<p><b>First Step Warehouse Pro Training – 52 Hours of classroom instruction</b></p> <ul style="list-style-type: none"> <li>• Work readiness, workplace ethics and safety training</li> <li>• Warehouse Operations and Terminology</li> <li>• Material Handling</li> <li>• Shipping and Receiving</li> <li>• Safety/OSHA</li> <li>• Forklift Safety Operator Certification - prep and exam</li> </ul>	<p>Minneapolis</p>	<p>Sept 17 – Oct 5, 2018 12:30 PM – 3:30 PM, M-F</p>
<p><b>First Step Cleaning Pro Training – 52 hours of classroom instruction</b>          This training course includes an industry-recognized credential and curriculum designed to prepare individuals for successful employment in the custodial industry.</p> <ul style="list-style-type: none"> <li>• Work readiness, workplace ethics and safety training</li> <li>• General office cleaning and floor care</li> <li>• Customer Service training</li> <li>• OSHA Certification – OSHA Certification prep and exam</li> </ul>	<p>Minneapolis</p>	<p>Aug 27 – Sept 14, 2018 12:30 PM – 3:30 PM, M-F</p>

### Enhancement and Certification Schedule

<p><b>Certified Pool Operator Prep and Exam</b>          This industry-recognized certification course prepares individuals for The Certified Pool Operator Certification Exam through 24 hours of instructor-led training.  <b>Minnesota Administrative Rule 4717.0650 under the Health Department for Pool Operation and Maintenance, Operator Training requires all facilities with a pool on site to have maintenance staff who are Certified Pool Operators.</b></p> <p><b>Coursework includes:</b> Math Prep - basic math and calculations; Pool and Spa Operations; Pool and Spa Maintenance; Exam Prep and Exam - offered on-site</p>	<p>Minneapolis Minneapolis</p>	<p>Oct 8 – Oct 10, 2018 9:00 AM- 12:00 PM          Oct 11 – Oct 12, 2018 9:00 AM- 5:00 PM</p>
<p><b>Special Engineer Boiler License Prep and Exam</b>          This industry-recognized licensing course prepares individuals for the Special Engineer Boiler Exam through 35 hours of instructor-led training.</p> <p><b>Coursework includes:</b> Understanding Minnesota statutes regarding heating systems; The fundamentals of thermodynamics, temperature, and heat transfer; Boiler design and operations; Hot water boilers, steam boilers and other heating systems; Boiler piping, pipe fittings, and valves; Boiler feed water systems and water treatment; Boiler combustion, fuel and draft systems; Boiler maintenance and inspections and hazards; Practice exams; Scheduled Exam at Minnesota Department of Labor</p>	<p>Minneapolis</p>	<p>Oct 15 – Oct 22, 2018 9:00 AM- 3:30 PM          Tuesday, Oct 23 8:00 AM Testing DOL St. Paul</p>
<p><b>ServSafe Prep and Training</b>          This 20 hour Prep and ServSafe® program helps prepare you for the ServSafe Food Protection Manager Certification exam. Training covers these concepts: The Importance of Food Safety; Good Personal Hygiene; Time and Temperature Control; Preventing Cross-Contamination; Cleaning and Sanitizing; Safe Food Preparation; Receiving and Storing Food, Methods of Thawing, Cooking, Cooling and Reheating Food; HACCP (Hazard Analysis and Critical Control Points); Food Safety Regulations.</p>	<p>Minneapolis</p>	<p>Sept 24 – Sept 27, 2018 9:00 AM – 3:30 PM          Sept 28 ServSafe Testing 9:00 AM – 5:00 PM</p>
<p><b>OSHA General Industry Safety and Health Training Certification Prep and Exam</b>          Basics of OSHA standards and compliance regulations and exam.</p>	<p>Minneapolis</p>	<p>Sept 17 – Sept 18, 2018 9:00 AM- 2:30 PM</p>
<p><b>A+ Certification Prep and Exams</b>          CompTIA A+ 220-901 Certification and the CompTIA A+ 220-902 Examinations prep course, computer hardware and software technical reviews, A+ testing objectives, practice testing and two exams.</p>	<p>Minneapolis</p>	<p>Jun 15 – Jul 6, 2018 M-Th 9:00 AM- 4:15 PM          Fri 9:00 AM- 12:00 PM</p>
<p><b>Network+ Orientation, Prep Kit and Exam</b> Network+ Certification prep and overview with a staff orientation to the 20-hour online course, Network+ workbook, Practice Test and Network+ exam.</p>	<p>Minneapolis</p>	<p>Scheduled on a one-to-one basis.</p>
<p><b>Microsoft Office Specialist 2010 Training and Certification – Advanced Microsoft Word, Excel and PowerPoint</b>          15 hour training per software application Includes preparation for the Microsoft Office Specialist 2010 Certification exam in Word, Excel and PowerPoint .  <b>Must be at an Intermediate level of knowledge. Not for a beginner user.</b></p>	<p>Minneapolis/ St Paul</p>	<p>Scheduled on a one-to-one basis.</p>

\* Additional Fees - Intake and Enrollment Fee

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