



2017-2018 Avivo Institute of Career & Technical Education Schedule

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

<p>Workplace Essentials Training – 60 Hours 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 & MS Excel; Internet problem solving; financial literacy; relationship building; social media; goal setting; prioritizing & time management *Pre-requisites: All students must complete Intake and Enrollment Meeting prior to registration.</p>	St Cloud	Jul 30 – Aug 28, 2018 8:15 AM – 12:00 PM M-F Oct 8 – Nov 5, 2018 8:30 PM – 12:00 PM M-F
<p>Business and Computer Applications Specialist Training – 96 Hours 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. *Pre-requisites: Complete Workplace Essentials Training and type 20 words per minute with 90% accuracy.</p>	St Cloud	Sept 4 – Oct 23, 2018 8:30 AM – 12:00 PM M-F Nov 6 – Dec 20, 2018 8:30-12:00 PM M-F
<p>Accounting Support 101 Training – 80 Hours Accounting principles, MS Excel, QuickBooks, business math & prep for & administration of QuickBooks certification exam *Pre-requisites: Complete Business and Computer Applications Specialist Training and pass Accounting Support Training Program Entrance Assessment(8th Grade Math, 6th Grade Reading, Independent Problem Solving and Acct. Work Sample).</p>	St. Cloud	TBD Classes are either 8:30 AM - 12:00 PM or 12:30 PM to 4:00 PM, M-F
<p>Healthcare Technician Training – 112 Hours Healthcare principles, medical terminology, medical records, patient ethics, confidentiality, scheduling & billing software, billing & coding. *Pre-requisites: Complete Business and Computer Applications Specialist Training and pass Medical Office Support Training Program Entrance Assessment(8th Grade Reading, 6th Grade Math, Independent Problem Solving and Medical Terminology Work Sample).</p>	St Cloud	Oct 29 – Dec 21, 2018 8:30 AM – 12:00 PM M-F
<p>Computer Technician Training – 480 Hours Computer repair & troubleshooting, Windows software & hardware systems, tech support for social media, portable computing devices, web-based video conferencing, advanced customer service, communications, team building skills & job seeking skills. Prep for and administration of the CompTIA A+ Essentials and the CompTIA A+ Practical Examinations. *Pre-requisites: Complete Business and Computer Application Specialist Training and pass IT Support Training Program Entrance Assessment(8th Grade Reading, 6th Grade Math, Mechanical Aptitude and Spatial Form Perception).</p>	Minneapolis	Oct 8, 2018 – Feb 22, 2019 All classes are 9:00 AM-4:15 PM M-Th and 9:00 AM-12:00 PM F
<p>Mechatronics Training – 160 Hours 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. *Pre-requisites: Complete Manufacturing and Warehouse Fundamentals Training and pass Mechatronics Training Program Entrance Assessment (6th Grade Math, 6th Grade Reading, and Industrial Print Math).</p>	St. Cloud	TBD 8:30 AM–4:00 PM, M-F
<p>Special Engineer Boiler License Prep and Exam This industry-recognized licensing course prepares individuals for the Special Engineer Boiler Exam through 35 hours of instructor-led training. Coursework includes: 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>	St. Cloud	TBD
<p>OSHA General Industry Safety and Health Training Certification Prep and Exam Basics of OSHA standards and compliance regulations and exam.</p>	St Cloud	TBD
<p>Microsoft Office Specialist 2010 Training and Certification – Advanced Microsoft Word, Excel and PowerPoint 15 hour training per software application Includes preparation for the Microsoft Office Specialist 2010 Certification exam in Word, Excel and PowerPoint . Must be at an intermediate level of knowledge. Not for a beginner user.</p>	St. Cloud	TBD

Additional Fees - Intake and Enrollment Fee of \$95 and \$175 Entrance Assessment Fee

Locations: St Cloud – 3400 1st Street N, Suite 404, St Cloud

Avivo Institute of Career & Technical Education is accredited with CARF and a proud partner of the American Job Center Network.

For more information please contact Carrie Stang at 320-227-1305 or carrie.stang@avivomn.org

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