



## 2019 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>	<p>Minneapolis</p>	<p>Jan 7 – Feb. 1, 2019 8:30 AM – 12:00 PM, M-F          Jan 7 – Feb. 1, 2019 12:30 PM – 4:00 PM, M-F          Feb 18 – Mar 15, 2019 8:30 AM – 12:00 PM, M-F          Mar 4 – Mar 29, 2019 12:30 PM – 4:00 PM, M-F          Apr 29 – May 24, 2019 8:30 AM – 12:00 PM, M-F          May 13– Jun 7, 2019 12:30 PM – 4:00 PM, M-F</p>
<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>	<p>Minneapolis</p>	<p>Feb 4 – Mar. 15, 2019 8:30 AM – 12:00 PM, M-F          Mar 18 – Apr 26, 2019 8:30 AM – 12:00 PM, M-F          May 27 – July 5, 2019 8:30 AM – 12:00 PM, M-F</p>
<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>	<p>Minneapolis</p>	<p>Apr 29 – June 7, 2019 8:30 AM- 12:00 PM, M-F</p>
<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>	<p>Minneapolis</p>	<p>Mar 18 – May 3, 2019 8:30 AM – 12:00 PM, M-F          May 13 – June 28, 2019 12:30 PM – 4:00 PM M-F</p>
<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>	<p>Minneapolis</p>	<p style="text-align: center;">April 29 – August 23, 2019           All classes are 9:00 AM-4:15 PM M-Th          and 9:00 AM-12:00 PM F</p>
<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>	<p>Minneapolis</p>	<p>May 27 – June 7, 2019 9:00 AM – 3:30 PM          June 10 – July 26, 2019 9:00 AM – 5:30 PM</p>
<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>	<p>Minneapolis</p>	<p style="text-align: center;">TBD</p>
<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>	<p>Minneapolis</p>	<p style="text-align: center;">TBD</p>
<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>	<p>Minneapolis</p>	<p style="text-align: center;">TBD</p>

**Location:** 2438 27<sup>th</sup> Avenue South, Suite 100, Minneapolis MN 55406

**Avivo is accredited with CARF and is a proud partner of the American Job Center Network.**  
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## 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>	Minneapolis	Mar 18 – Apr 5, 2019 9:00 AM – 2:30 PM, M-F
<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>	Minneapolis	Jan 21 – Feb 15, 2019 5:30 PM – 9:00 PM (Offered at Avivo's 1900 Chicago Ave South location)
<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>	Minneapolis	May 6–May 24, 2019 12:30 PM – 3:30 PM, M-F

## Enhancement and Certification Schedule

<p><b>Certified Pool Operator Prep and Exam - \$500</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>	Minneapolis	TBD
<p><b>Special Engineer Boiler License Prep and Exam - \$525</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>	Minneapolis	TBD
<p><b>ServSafe Prep and Training - \$350</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>	Minneapolis	TBD
<p><b>OSHA General Industry Safety and Health Training Certification Prep and Exam - \$375</b>          Basics of OSHA standards and compliance regulations and exam.</p>	Minneapolis	TBD
<p><b>A+ Certification Prep and Exams - \$1000</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>	Minneapolis	TBD
<p><b>Network+ Orientation, Prep Kit and Exam - \$850</b>          Network+ Certification prep and overview with a staff orientation to the 20-hour online course, Network+ workbook, Practice Test and Network+ exam.</p>	Minneapolis	Scheduled on a one-to-one basis.
<p><b>Microsoft Office Specialist 2010 Training and Certification – Advanced Microsoft Word, Excel and PowerPoint - \$695 per software application</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>	Minneapolis	Scheduled on a one-to-one basis.

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