



## 2020 Avivo 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	Please call or email for upcoming schedule information
<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	Please call or email for upcoming schedule information
<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</p>	Minneapolis	Please call or email for upcoming schedule information
<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	Please call or email for upcoming schedule information

<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	Please call for more information
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**Avivo is accredited with CARF and is a proud partner of the American Job Center Network.**

For more information please contact Eric Hughbanks at 612-752-8169 or [eric.hughbanks@avivomn.org](mailto:eric.hughbanks@avivomn.org)

## Enhancement and Certification Course 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.  <i>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.</i></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	Please call for more information
<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>	Minneapolis	Please call for more information
<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>	Minneapolis	Please call for more information
<p><b>OSHA General Industry Safety and Health Training Certification Prep and Exam</b>          Basics of OSHA standards and compliance regulations and exam.</p>	Minneapolis	Please call for more information
<p><b>A+ Certification Prep and Exams</b>          CompTIA A+ 220-1101 Certification and the CompTIA A+ 220-1102 Examinations prep course, computer hardware and software technical reviews, A+ testing objectives, practice testing and two exams.</p>	Minneapolis	Please call for more information
<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>	Minneapolis	Please call for more information

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