



Avivo Institute of Career & Technical Education

2021 Class Schedule

Minneapolis Campus 2438 27th Ave S Suite 100 Minneapolis, MN 55406

<p>Workplace Essentials Training Class – 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 Outlook & MS Excel; using the Internet; 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>	Minneapolis	<p>March 29 - April 22, 2021 In Class: 8:30AM – 11:30AM, M-TH Offsite Learning: Friday 3 hours OR In Class: 12:30 PM – 3:30 PM, M-TH Offsite Learning: Friday 3 hours</p>
<p>Business and Computer Applications Specialist Training Class – 96 Hours Intermediate level training in Microsoft Office 2019 Word and Excel, customer service skills, effective communication, building business relationships, cover letters and resumes. *Pre-requisites: Complete Workplace Essentials Training Class and type 20 words per minute with 90% accuracy.</p>	Minneapolis	<p>February 16–March 25, 2021 April 26 - June 3, 2021 In Class: 8:30 AM – 11:30 AM, M-TH Offsite Learning: Friday 4 hours OR In Class: 12:30PM – 3:30PM, M-TH Offsite Learning: Friday 4 hours</p>
<p>Healthcare Technician Training Class – 112 Hours Healthcare principles, medical terminology, medical records, patient ethics, medical confidentiality, scheduling & billing software, introduction to billing & coding. *Pre-requisites: Complete Business and Computer Applications Specialist Training Class and pass the Avivo Training Program Entrance Assessments for Reading and Math.</p>	Minneapolis	<p>March 29 – May 14, 2021 8:30 AM – 12:00 PM M-F June 14 – August 2, 2021 8:30 AM – 12:00 PM M-F</p>
<p>Computer Technician Training Class – 480 Hours Computer troubleshooting, operating system software, hardware systems, tech support for desktops, laptops, social media, portable computing devices, web-based video conferencing, technical customer service, communications, team building skills & job seeking skills. Prep for and administration of the CompTIA A+ 1001 and 1002 Certification Examinations. *Pre-requisites: Complete Business and Computer Application Specialist Training Class and pass the Avivo Training Program Entrance Assessments for Reading and Math.</p>	Minneapolis	<p>April 5 – July 22, 2021 August 2 – November 18, 2021 9:00 AM – 3:30 PM M-TH Offsite Learning: Friday 4 hours</p>

- * **Office Support Specialist Training Program** requires completion of the Workplace Essentials Training Class and the Business and Computer Applications Specialist Training Class
- * **Medical Office Support Specialist Training Program** requires completion of the Workplace Essentials Training Class, Business and Computer Applications Specialist Training Class, and the Healthcare Technician Training Class
- * **IT Support Training Program** requires completion of the Workplace Essentials Training Class, Business and Computer Applications Specialist Training Class, and the Computer Technician Training Class

For more information please contact Beth Bidinger at 612-752-8131 or beth.bidinger@avivomn.org

Our Mission – Avivo increases well-being through recovery and career advancement while working to end homelessness.

Our Vision – Our communities are free of economic and health inequities.

Avivo Institute of Career & Technical Education is committed to educating and preparing individuals for the demands of a global workplace

Avivo is accredited with CARF and is a Proud Partner of the American Job Center Network.