



# Avivo Institute of Career & Technical Education

## 2021 Class Schedule

**Minneapolis Campus 2438 27<sup>th</sup> Ave S Suite 100 Minneapolis, MN 55406**

<p><b>Workplace Success Strategies Training Class – 60 Hours</b>          Workplace expectations; core computer skills and Northstar Digital Literacy; typing skills; health, safety, and wellness in the workplace; core skills in MS Word, MS Outlook, &amp; MS Excel; using the Internet; financial literacy and applied math; communication &amp; relationship building; goal setting; prioritizing &amp; time management; accountability and understanding directions; life and career planning skills; using Gmail, Google Calendar, Google Docs, and Google Drive; resume preparation  <b>*Pre-requisites:</b> All students must complete Intake and Enrollment Meeting prior to registration.</p>	Minneapolis	<p><b>March 29 - April 22, 2021</b>           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><b>Business and Computer Applications Specialist Training Class – 96 Hours</b>          Intermediate level training in Microsoft Office 2019 Word and Excel, customer service skills, effective communication, building business relationships, cover letters and resumes.  <b>*Pre-requisites:</b> Complete Workplace Success Strategies Training Class and type 20 words per minute with 90% accuracy.</p>	Minneapolis	<p><b>February 16–March 25, 2021</b>          In Class: 8:30 AM – 11:30 AM, M-TH          Offsite Learning: Friday 4 hours   <b>April 26 - June 3, 2021</b>          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><b>Healthcare Technician Training Class – 112 Hours</b>          Healthcare principles, medical terminology, medical records, patient ethics, medical confidentiality, scheduling &amp; billing software, introduction to billing &amp; coding.  <b>*Pre-requisites:</b> Complete Business and Computer Applications Specialist Training Class and pass the Avivo Training Program Entrance Assessments for Reading and Math.</p>	Minneapolis	<p><b>March 29 – May 14, 2021</b>  <b>June 14 – August 2, 2021</b>           8:30 AM – 12:00 PM M-F</p>
<p><b>Computer Technician Training Class – 480 Hours</b>          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 &amp; job seeking skills. Prep for and administration of the CompTIA A+ 1001 and 1002 Certification Examinations.  <b>*Pre-requisites:</b> Complete Business and Computer Application Specialist Training Class and pass the Avivo Training Program Entrance Assessments for Reading and Math.</p>	Minneapolis	<p><b>April 5 – July 22, 2021</b>  <b>August 2 – November 18, 2021</b>           9:00 AM – 3:30 PM M-TH          Offsite Learning: Friday 4 hours</p>

- \* **Office Support Specialist Training Program** requires completion of the Workplace Success Strategies Training Class and the Business and Computer Applications Specialist Training Class
- \* **Medical Office Support Specialist Training Program** requires completion of the Workplace Success Strategies Training Class, Business and Computer Applications Specialist Training Class, and the Healthcare Technician Training Class
- \* **IT Support Training Program** requires completion of the Workplace Success Strategies 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](mailto: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.**

**Schedule subject to change per pandemic conditions.**