



Avivo Institute of Career & Technical Education 2022 Class Schedule

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

<p>Workplace Success Strategies Training Class – 60 Hours Core computer skills, touch typing, MS Office Word, Excel & PowerPoint, workplace expectations and skills, life and career planning skills, resume preparation, financial literacy and applied math, Internet, Gmail, Google Calendar, Google Docs, Google Drive and completion of Northstar Digital Literacy. BenchmarkPortal Customer Service Certification Prep & Exam.</p> <p>*Pre-requisites: All students must complete Intake and Enrollment Meeting prior to registration.</p>	Minneapolis	January 4 – February 4 8:30 AM – 11:30 AM M-Fr
<p>Business and Computer Applications Specialist Training Class– 96 Hours Intermediate level training in Microsoft Office 2019 Word and Excel, advanced customer service, effective communication, Job Seeking Skills, and individualized job search, building business relationships, cover letter and résumés. Interaction with and input from Avivo Business Partners.</p> <p>*Pre-requisites: Complete Workplace Essentials Training and type 20 words per minute with 90% accuracy.</p>	Minneapolis	February 7 – March 18 8:30 AM – 11:30 AM M-Fr
<p>Healthcare Technician Training – 112 Hours Healthcare principles, medical terminology, medical records, patient ethics, confidentiality, scheduling & billing software, billing & coding.</p> <p>*Pre-requisites: Complete Business and Computer Applications Specialist Training</p>	Minneapolis	March 28 – May 19, 2022 9:00 AM – 12:00 PM M-Fr
<p>Computer Technician Training Class– 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.</p> <p>*Pre-requisites: Complete Workplace Success Strategies Training and Business and Computer Application Specialist Training</p>	Minneapolis	TBD

* **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

Avivo is accredited with CARF and is a proud partner of the American Job Center Network.

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