

# What is new with Professional Career Institute 2026?

**“Where experience works...”**

We are now offering over 100 courses online through our website for \$250 each.

1. Access 2016 Essentials
2. Accountability in the Workplace
3. Administrative Office Procedures
4. Administrative Support
5. Adult Learning: Mental Skills
6. Adult Learning: Physical Skills
7. Anger Management
8. Appreciative Inquiry
9. Archiving and Records Management
10. Attention Management
11. Being a Likeable Boss
12. Body Language Basics
13. Budgets and Financial Reports
14. Building Confidence and Assertiveness
15. Business Acumen
16. Business Ethics
17. Business Etiquette
18. Business Succession Planning
19. Business Writing
20. Call Center Training
21. Change Management
22. Civility In The Workplace
23. Coaching and Mentoring
24. Coaching Salespeople
25. Collaborative Business Writing
26. Communication Strategies
27. Conducting Annual Employee Reviews
28. Conflict Resolution
29. Contact Center Training
30. Contract Management
31. Creating a Great Webinar
32. Creative Problem Solving
33. Creativity: Thinking Outside the Box
34. Crisis Management
35. Critical Thinking
36. Customer Service
37. Customer Support
38. Cyber Security
39. Delivering Constructive Criticism
40. Developing a Lunch and Learn
41. Developing Corporate Behavior
42. Developing Creativity
43. Developing Emotional Intelligence
44. Developing New Managers
45. Digital Citizenship
46. Diversity, Equity, and Inclusion
47. Employee Motivation
48. Employee Onboarding
49. Employee Recruitment
50. Employee Termination Processes
51. Entrepreneurship
52. Event Planning
53. Excel 2016 Essentials
54. Excel 2016 Expert
55. Executive and Personal Assistants
56. Facilitation Skills
57. Generation Gaps
58. Goal Setting and Getting Things Done
59. Google Workspace
60. Handling a Difficult Customer
61. Health and Wellness at Work
62. High Performance Teams (Inside the Company)
63. High Performance Teams (Remote Workforce)
64. Hiring Strategies
65. Human Resource Management
66. Improving Mindfulness
67. Improving Self Awareness
68. Increasing Your Happiness
69. In-Person Sales
70. Internet Marketing Fundamentals
71. Interpersonal Skills
72. Job Search Skills
73. Knowledge Management
74. Leadership and Influence
75. Leadership Development for Women
76. Lean Process And Six Sigma
77. Lean Six Sigma
78. Life Coaching Essentials
79. Manager Management
80. Managing Personal Finances
81. Managing Workplace Anxiety
82. Managing Workplace Harassment
83. Marketing Basics
84. Measuring Results from Training
85. Media And Public Relations
86. Meeting Management
87. Microsoft Excel 2024
88. Microsoft Word 2024
89. Middle Manager
90. Millennial Onboarding
91. mLearning Essentials
92. Motivating Your Sales Team
93. Multi-Level Marketing
94. Negotiation Skills
95. Networking (Outside the Company)
96. Networking Within the Company
97. Office Health and Safety
98. Office Politics for Managers
99. Organizational Skills
100. Outlook 2016 Essentials
101. Overcoming Sales Objections
102. Performance Management
103. Personal Branding
104. Personal Productivity
105. PowerPoint 2016 Essentials
106. Practical Bookkeeping
107. Presentation Skills
108. Project Management 6th Edition
109. Project Management 7th Edition
110. Proposal Writing
111. Prospecting and Lead Generation
112. Public Speaking
113. Recognizing Employee Excellence
114. Respect in the Workplace
115. Responsibility in the Workplace
116. Risk Assessment and Management
117. Safety In The Workplace
118. Sales Fundamentals
119. Self Leadership
120. Sensitivity Training
121. Servant Leadership
122. Social Intelligence
123. Social Learning
124. Social Media in the Workplace
125. Social Media Marketing
126. Stress Management
127. Supervising Others
128. Supply Chain Management
129. Taking Initiative
130. Talent Management
131. Team Building for Managers
132. Team Building Through Chemistry
133. Teamwork and Team Building
134. Telephone Etiquette
135. Telework and Telecommuting
136. Ten Soft Skills You Need
137. The Cloud and Business
138. Time Management
139. Top 10 Sales Secrets
140. Trade Show Staff Training
141. Train-the-Trainer
142. Trust Building and Resilience Development
143. Unconscious Bias
144. Universal Safety Practices
145. Virtual Team Building and Management
146. Word 2016 Essentials
147. Word 2016 Expert
148. Work-Life Balance
149. Workplace Bullying
150. Workplace Harassment
151. Workplace Violence

## ABOUT US

Since 2008, Professional Career Institute has been dedicated to helping our students thrive through a seamless blend of hands-on practice and traditional classroom learning. Our team of instructors brings over 25 years of experience in the field, ensuring that every student receives top-notch education and mentorship. As a board-approved institution, we uphold the highest standards of education. With this wealth of knowledge and experience, we empower our students to excel and make a positive impact in their careers.

## WHAT OUR GRADUATES HAVE TO SAY

*I had such a wonderful experience during the CNA course. Loved my teacher who was very knowledgeable and helpful! Everyone at PCI was so pleasant and always willing to help out any way they could! - Kelly M.*

*The teachers are the best and the classes were great, I learned a lot. They want you to succeed in your profession. I took both CNA and Med Tech classes. Took my tests and passed on the first time! - Jewel S.*

*Staff and Instructors are excellent. Thumbs up to the facility. My instructor was the best!! Thanks for everything. - Tony H.*

## MAIN CAMPUS

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 [procareerinstitute.org](https://procareerinstitute.org)

 Professional Career Institute

 @admissions.procareerinstitute

# PROFESSIONAL CAREER INSTITUTE



**Start your  
career with us!**



**Where experience works.**

## NURSE AIDE TRAINING PROGRAM

Tuition	\$1,400
Class Length	6 weeks
Morning Session	9AM - 3PM
Evening Session	4PM - 10PM

The Certified Nurse Aide program (CNA) prepares students for the responsibility of assisting in the care of patients in a variety of healthcare settings.

This course introduces students to basic nursing skills such as, infection control, vital sign measuring, patient safety and hygiene, emergency care, medical record keeping.

Our program is Virginia Nursing Board approved and enables students to take the state board testing following completion of the course.



## PERSONAL CARE AIDE TRAINING PROGRAM

Tuition	\$450
Class Length	2 weeks
Morning Session	9AM - 2PM
Evening Session	4PM - 9PM

Online classes are available for this program and can be taken at any time at your convenience.

The Personal Care Aide program (PCA) prepares students to assist patients with many tasks that they cannot do for themselves while they are in their personal homes, assisted living or residential facilities.

The program includes training on assisting patients in mobility, dressing, feeding, completing hygiene tasks, and much more.

### CLASS SCHEDULES START DATES

#### CERTIFIED NURSE AIDE (CNA) TRAINING PROGRAM

January	12			July	6		
February	9			August	3	31	
March	9			September	21		
April	6			October	19		
May	4			November	16		
June	1			December	7		

#### PERSONAL CARE AIDE (PCA) TRAINING PROGRAM

January	5	19		July	6	20	
February	2	16		August	3	17	31
March	2	16	30	September	14	28	
April	13	27		October	12	26	
May	11	25		November	9	23	
June	8	22		December	7	21	

#### MEDICATION AIDE (MEDTECH) TRAINING PROGRAM

January	5	19		July	6	20	
February	2	16		August	3	17	31
March	2	16	30	September	14	28	
April	13	27		October	12	26	
May	11	25		November	9	23	
June	8	22		December	7	21	



## MEDICATION AIDE TRAINING PROGRAM

Tuition	\$700
Class Length	2 weeks
Morning Session	9AM - 4PM
Evening Session	2PM - 10PM

Our Program is a 68 hour Virginia Board Certified Course which allows students to take the state boards following completion of the course.

The Medication Aide training course is designed to train previously certified nursing assistant (CNA's) and personal care aides (PCA's) to safely administer medications to patients in residential and long-term care facilities.

4 hour Medication Aide and Nurse Aide Refresher Courses available for \$375.