



LIVE Online Course Catalog

*LIVE Online courses are taught in real-time by a live instructor with a set schedule of training and a course syllabus for students to follow. To add any of the below Live Online courses, contact **Kelly Ajmal, ProTrain's Business Development Manager.***

2020-2021 Course Schedule

Business and Leadership Courses

Associate Professional in Human Resources® (aPHR®): This HR management course weaves together solid human resource principles, timely research and recent events facing the U.S. and other countries. This course highlights challenges facing managers and employees today.

Jan. 27 – Mar. 10, 2021 | May 12 – June 23, 2021 | July 28 – Sept. 8, 2021 | Oct. 13 – Dec. 1, 2021
Wednesdays: 7 – 10 pm EST | 6 – 9 pm CST | 4 – 7 pm PST

Bookkeeping Administration: The primary areas of study in this course include analysis of business transactions, recording procedures and the use of ledgers and journals, accounting for sales and purchases, managing cash, payroll, accruals and deferrals, and preparation and analysis of basic financial statements.

Oct. 5 – Nov. 18, 2020 | Feb. 18 – May 6, 2021 | June 3 – Aug. 19, 2021 | Sept. 1 – Dec. 9, 2021
Thursdays: 7 – 10 pm EST | 6 – 9 pm CST | 4 – 7 pm PST

Certified Associate in Project Management (CAPM): The Project Management Institute's nationally recognized Certified Associate in Project Management (CAPM) exam credential is considered the standard of excellence in the field of project management and is often required in the field.

Oct. 1 – 27, 2020 | Jan. 19 – Apr. 13, 2021 | May 25 – Aug. 7, 2021 | Sept. 14 – Dec. 14, 2021
Tuesdays: 7 – 10 pm EST | 6 – 9 pm CST | 4 – 7 pm PST

CompTIA IT Fundamentals (ITF+) and Customer Service Representative (CSR): The ITF+ certificate focuses on the features and functions of common operating systems, network connectivity, common software applications, security, and web browsing best practices. The CSR certificate prepares students to be an outstanding, reliable, and successful customer service representative in a business or other organization.

Oct. 7 – Dec. 2, 2020 | Feb. 8 – Mar. 17, 2021 | Apr. 8 – May 19, 2021 | June 14 – July 21, 2021 | Aug. 14 – Sept. 27, 2021 | Oct. 13 – Dec. 1, 2021
Tuesdays & Thursdays: 7 – 10 pm EST | 6 – 9 pm CST | 4 – 7 pm PST

Human Resources Professional Exam Prep (PHR and SPHR): This HR management course weaves together solid human resource principles, timely research and recent events. Upon completion of this course, students will have the skills necessary to serve as Human Resource Managers as well as the preparation needed to successfully sit for the PHR® exam.

Oct. 5 – Nov. 18, 2020 | Jan. 25 – Apr. 12, 2021 | May 10 – Aug. 2, 2021 | Sept. 13 – Dec. 13, 2021
Mondays: 7 – 10 pm EST | 6 – 9 pm CST | 4 – 7 pm PST



Project Management Professional (PMP) Exam Prep: PMI's Project Management Professional (PMP®) certification is the preeminent professional credential for individuals associated with project management. This course provides students with the training, the materials and the support to prepare for the challenging PMP examination.

Oct. 8 – Nov. 19, 2020 | Jan. 21 – Apr. 15, 2021 | May 13 – Aug. 5, 2021 | Sept. 2 – Dec. 9, 2021
Thursdays: 7 – 10 pm EST | 6 – 9 pm CST | 4 – 7 pm PST

Six Sigma Green Belt (Exam Prep): This course prepares students to become a certified Six Sigma Green Belt professional. Students will develop a thorough understanding of all aspects within the phases of D-M-A-I-C. They will develop an understanding of how to perform and interpret Six Sigma tools and how to use standard principles of Lean.

Sept. 15 – Oct. 27, 2020 | Jan. 25 – Mar. 15, 2021 | May 10 – July 5, 2021 | Aug. 30 – Nov. 1, 2021
Mondays: 7 – 10 pm EST | 6 – 9 pm CST | 4 – 7 pm PST

Soft Skills for the Workforce: Students will master how to conduct a webinar using learned presentation and facilitation skills. They will be equipped to handle all communication strategies including conflict resolution, coaching and mentoring. Finally, students will learn how to implement organizational skills that can assist with time and stress management.

Jan. 13 – Feb. 10, 2021 | Apr. 28 – May 26, 2021 | July 14 – Aug. 11, 2021 | Oct. 13 – Nov. 10, 2021
Wednesdays: 7 – 9 pm EST | 6 – 8 pm CST | 4 – 6 pm PST

Healthcare and Allied Health

EKG Technician Career Prep: Students will learn about anatomy and physiology of the cardiovascular system, appropriate patient care, the legal and medical aspects of patient care, and the role of the EKG in diagnosing and managing cardiovascular problems.

Feb. 10 – Apr. 21, 2021 | May 19 – July 28, 2021 | Sept. 1 – Nov. 10, 2021
Wednesdays: 7 – 10 pm EST | 6 – 9 pm CST | 4 – 7 pm PST

Medical Administrative Assistant: This program prepares students to be professional medical administrative assistants dedicated to front office skills in a healthcare setting. Graduates are equipped to answer phones, process bills, communicate with patients, HIPAA compliance and general office duties.

Oct. 20, 2020 – Jan. 19, 2021 | Feb. 18 – May 6, 2021 | June 29 – Sept. 14, 2021
Tuesdays & Thursdays: 7 – 10 pm EST | 6 – 9 pm CST | 4 – 7 pm PST

Medical Assistant: This program prepares students to be professional medical assistants dedicated to patient care management. Graduates are equipped to assist physicians with examinations and treatments, take medical histories, perform diagnostic tests, expose X-ray films, sterilize instruments and supplies, assist with minor surgery and administer medications.

Sept. 15, 2020 – Jan. 19, 2021 | Feb. 16 – June 1, 2021 | June 29 – Oct. 12, 2021
Tuesdays & Thursdays: 7 – 10 pm EST | 6 – 9 pm CST | 4 – 7 pm PST

Medical Billing and Coding: This course combines the basics of medical coding, medical billing, and medical terminology to provide a comprehensive program that will prepare you to work as a Medical Coding and Billing Specialist in a professional medical office.

Feb. 3 – May 26, 2021 | July 12 – Nov. 8, 2021
Mondays & Wednesdays: 7 – 10 pm EST | 6 – 9 pm CST | 4 – 7 pm PST



Pharmacy Technician: This program prepares students to be professional Pharmacy Technicians dedicated to assisting Registered Pharmacists in quality pharmacy operational procedures. Graduates are equipped to assist the Pharmacist by filling prescriptions according to doctor's orders. Pharmacy Technicians participate in ordering products and inventory control, as well as billing and receiving payments. Trained graduates that pass this course are eligible to sit for a national certification exam.

Oct. 19 – Jan. 13, 2021 | Feb. 2 – Apr. 13, 2021 | May 4 – July 13, 2021 | Aug. 5 – Oct. 14, 2021
Mondays & Wednesdays OR Tuesdays & Thursdays: 7 – 10 pm EST | 6 – 9 pm CST | 4 – 7 pm PST

Information Technology and Computer Programs

CompTIA A+: This course covers expanded content on the CompTIA A+ IT support role including expanded baseline security topics. Students will learn a different approach to define competency in operational procedures including basic disaster prevention, recovery, and scripting basics and a greater dependency on networking and device connectivity. This course prepares students to take the CompTIA A+ 1001 and 1002 certification exams.

Sep. 15 – Oct. 27, 2020 | Jan. 19 – Mar. 2, 2021 | June 1 – July 13, 2021 | Oct. 5 – Nov. 18, 2021
Tuesdays & Thursdays: 7 – 10 pm EST | 6 – 9 pm CST | 4 – 7 pm PST

CompTIA Network+: CompTIA Network+ training measures the necessary competencies for an IT professional with approximately nine months experience in network support or administration. Students will learn the knowledge and skills needed to install, manage and troubleshoot a variety of networks on any platform. Students will be prepared to take the CompTIA Network+ N10-007 exam which covers critical security concepts, cloud computing, hardware and virtualization, and network resiliency.

Oct. 4 – Nov. 18, 2020 | Nov. 3 – Dec. 10, 2020 | Mar. 9 – Apr. 8, 2021 | July 20 – Aug. 19, 2021
Mondays & Wednesdays: 7 – 10 pm EST | 6 – 9 pm CST | 4 – 7 pm PST

CompTIA Security+: CompTIA Security+ is an entry-level, international, vendor-neutral credential designed for IT security professionals to identify risk, participate in risk mitigation activities, provide infrastructure, information, operational, and application security. CompTIA Security+ SY0-501 exam covers the application of security controls to maintain confidentiality, integrity, and availability; identification of appropriate technologies and products; troubleshooting security events and incidents, and many more

Dec. 16, 2020 – Jan. 21, 2021 | Apr. 15 – May 18, 2021 | Aug. 26 – Sept. 28, 2021
Tuesdays & Thursdays: 7 – 10 pm EST | 6 – 9 pm CST | 4 – 7 pm PST

Other programs and courses are available, contact us for information.