

ONLINE

Prairie State College offers the following classes in an online format. Please note that there is no mandatory orientation. All classes start at \$89. Many other subjects are available. Call Frank Novak at (708) 709-7839 for more information or to register.

BUSINESS ADMINISTRATION/MANAGEMENT

Auditing Principles
Business English & Communication
Fundamentals of Supervision & Management I
Fundamentals of Supervision & Management II
Governmental Accounting
Lean Mastery
Principles of Sales Management
Six Sigma

COMPUTERS

101 Tips and Tricks for iMac and Macs
Introduction to Oracle
Introduction to QuickBooks
Introduction to Red Hat Linux
Introduction to SQL
Introduction to TurboTax
Introduction to Windows XP
Performing Payroll in QuickBooks

COURSES FOR TEACHING PROFESSIONALS (CPDUs)

A to Z Grant Writing (US)
Big Ideas in Little Books
The Classroom Computer
Creating Web Pages
The Creative Classroom
Enhancing Language Development in Childhood
Get Assertive!
Get Grants
Guiding Kids on the Internet
Leadership
PowerPoint in the Classroom
Ready, Set, Read!
Solving Classroom Discipline Problems
Speed Spanish
Understanding Adolescents
Using the Internet in the Classroom

ENTREPRENEUR/BUSINESS

Administrative Assistant Fundamentals
Effective Selling
Managing Technology
Professional Sales Skills
Start Your Own Consulting Business

