

## 2008 ELECTIVE COURSES

### **ADMINISTRATIVE SKILLS**

Assertiveness Skills	(2.5 Hours)
Business Letter Writing	(2.5 Hours)
Conflict Management	(5 Hours)
Dealing With Difficult People	(2.5 Hours)
Developing Professionalism	(2.5 Hours)
Effective Meeting Minutes	(2.5 Hours)
Essentials of Budgeting	(2.5 Hours)
Financial Reporting	(2.5 Hours)
How To Run A Meeting	(2.5 Hours)
How To Plan An APA Conference	(2.5 Hours)
Newsletters And Bulletins	(2.5 Hours)
Office Relationships - Multiple Staff	(2.5 Hours)
Parliamentary Procedures	(2.5 Hours)
Personnel Issues	(2.5 Hours)
Presenting Your Church/Organization To The Public: Marketing	(2.5 Hours)
Problem Solving Through Communication	(5 Hours)
Records Management In The Computer Age	(2.5 Hours)
Risk Management	(2.5 Hours)
Stewardship Programs/Capital Fund Campaigns	(2.5 Hours)
Supporting the "Executive Staff"	(2.5 Hours)
The Church & Persons with Disability	(2.5 Hours)
The Church Office Guide to Copyright Law	(2.5 Hours)
Time Management	(2.5 Hours)

### **MISCELLANEOUS**

Better Photography with Digital or 35mm Camera	(2.5 Hours)
Creating a Pictorial Directory	(2.5 Hours)
Hymnology	(2.5 Hours)
The Art of Calligraphy	(2.5 Hours)

### **PC (USA)**

Book of Confessions	(2.5 Hours)
Church/Presbytery/Synods In Transition	(2.5 Hours)
General Assembly Entities	(2.5 Hours)
Inclusive Vs. Exclusive Language	(2.5 Hours)
Presbyterian 101	(2.5 Hours)
Presbyterian 102	(2.5 Hours)
Presbyterian Foundation	(2.5 Hours)

## **PERSONAL CARE**

Dilemma of Plateauing	(2.5 Hours)
Healthy Lifestyles	(2.5 Hours)
How To Deal With Aging Parents And Work Full Time	(2.5 Hours)
Living With Grief	(2.5 Hours)
Pastoral Care For Self And Others	(2.5 Hours)
Personal Investing	(2.5 Hours)
Personal Safety	(2.5 Hours)
Stress Management	(2.5 Hours)
So You Want To Retire.....Now What?	(2.5 Hours)

## **SPIRITUAL STUDIES**

Angelology (Doctrine of Angels and Demons)	(2.5 Hours)
Christology I: Doctrine of the Person Of Jesus Christ	(2.5 Hours)
Christology II: Doctrine of the Work Of Jesus Christ	(2.5 Hours)
Interim Ministry	(2.5 Hours)
Liberation Theology	(2.5 Hours)
Ministry of Reconciliation	(2.5 Hours)
Pneumatology The Person and Work of The Holy Spirit	(2.5 Hours)
The Books Called "The Apocrypha"	(2.5 Hours)

## **TECHNOLOGY TOOLS**

Advanced Html/Xhtml	(2.5 Hours)
Beginning Html/Xhtml	(2.5 Hours)
Computer Hardware	(2.5 Hours)
Desk Top Publishing	(2.5 Hours)
Mastering The Internet	(2.5 Hours)
Microsoft Access	(5 Hours)
Microsoft Excel	(5 Hours)
Microsoft Power Point	(5 Hours)
Microsoft Word	(2.5 Hours)
Quickbooks	(5 Hours)
Web Design And Graphics	(5 Hours)