

ELECTIVE COURSES BY CATEGORY

ADMINISTRATIVE SKILLS

Assertiveness Skills	(2.5 Hours)
Basics of Project Management	(2.5 Hours)
Business Letter Writing	(2.5 Hours)
Coaching and Mentoring Skills in Successful Leadership	(2.5 Hours)
Conflict Management	(5 Hours)
Dealing with Difficult People	(2.5 Hours)
Designing for Communication	(5 Hours)
Developing Professionalism	(2.5 Hours)
Effective Meeting Minutes	(2.5 Hours)
Essentials of Budgeting	(2.5 Hours)
Financial Planning	(2.5 Hours)
Financial Reporting	(2.5 Hours)
Going Green in the Church Office/Guide to Going Carbon Neutral	(2.5 Hours)
Grammar, Punctuation and Spelling	(2.5 Hours)
How To Run A Meeting	(2.5 Hours)
How To Plan An APA Conference	(2.5 Hours)
Intra-Staff Relationships	(2.5 Hours)
Newsletters and Bulletins	(2.5 Hours)
Organizing Your Space	(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)
Sexual Harassment	(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)
Writing and Improving Your Electronic Communication	(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)
Public Speaking	(2.5 Hours)
The Art of Calligraphy	(2.5 Hours)

PC (USA)

Church/Presbytery/Synods In Transition	(2.5 Hours)
Giving to Presbytery, Synod and General Assembly	(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)
Presbyterian Historical Society	(2.5 Hours)

PERSONAL CARE

Dilemma of Plateauing	(2.5 Hours)
Emotional Mastery	(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)
Bible History – Old Testament	(2.5 Hours)
Biblical Interpretation I	(2.5 Hours)
Biblical Interpretation II	(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)
Women’s Experience in the Church	(2.5 hours)

TECHNOLOGY TOOLS

Advanced Html/Xhtml	(2.5 Hours)
Advanced Quickbooks	(2.5 Hours)
Beginning Html/Xhtml	(2.5 Hours)
Beginning Quickbooks	(2.5 Hours)
Computer Hardware	(2.5 Hours)
Mastering The Internet	(2.5 Hours)
Microsoft Access	(5 Hours)
Microsoft Excel	(5 Hours)
Microsoft Power Point	(5 Hours)
Microsoft Publisher I	(2.5 Hours)
Microsoft Publisher II	(2.5 Hours)
Microsoft Word	(2.5 Hours)
Social Media I	(2.5 Hours)
Social Media II	(2.5 Hours)
Web Design And Graphics	(5 Hours)