

2010 ELECTIVE COURSES

Advanced Html/Xhtml	(2.5 Hours)
Angelology (Doctrine of Angels and Demons)	(2.5 Hours)
Assertiveness Skills	(2.5 Hours)
Basics of Project Management	(2.5 Hours)
Beginning Html/Xhtml	(2.5 Hours)
Better Photography with Digital or 35mm Camera	(2.5 Hours)
Bible History - Old Testament	(2.5 Hours)
Biblical Interpretation I	(2.5 Hours)
Biblical Interpretation II	(2.5 Hours)
Business Letter Writing	(2.5 Hours)
Church/Presbytery & Synods in Transition	(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)
Coaching and Mentoring Skills for Successful Leadership	(2.5 Hours)
Computer Hardware	(2.5 Hours)
Conflict Management	(5 Hours)
Creating a Pictorial Directory	(2.5 Hours)
Dealing With Difficult People	(2.5 Hours)
Designing for Communication	(5 Hours)
Developing Professionalism	(2.5 Hours)
Dilemma of Plateauing	(2.5 Hours)
Effective Meeting Minutes	(2.5 Hours)
Emotional Mastery	(2.5 Hours)
Essentials of Budgeting	(2.5 Hours)
Financial Planning	(2.5 Hours)
Financial Reporting	(2.5 Hours)
Giving to Presbytery, Synod and General Assembly	(2.5 Hours)
Going Green in the Church Office/Guide to Going Carbon Neutral	(2.5 Hours)
Grammar, Punctuation and Spelling	(2.5 Hours)
Healthy Lifestyles	(2.5 Hours)
How to Deal with Aging Parents and Work Full Time	(2.5 Hours)
How to Run a Meeting	(2.5 Hours)
How to Plan an APA Conference	(2.5 Hours)
Hymnology	(2.5 Hours)
Inclusive Vs. Exclusive Language	(2.5 Hours)
Interim Ministry	(2.5 Hours)
Intra-Staff Relationships	(2.5 Hours)
Liberation Theology	(2.5 Hours)
Living with Grief	(2.5 Hours)
Mastering the Internet	(2.5 Hours)
Microsoft Access	(5 Hours)
Microsoft Excel	(5 Hours)
Microsoft Power Point	(5 Hours)
Microsoft Publisher	(2.5 Hours)
Microsoft Word	(2.5 Hours)

Ministry of Reconciliation	(2.5 Hours)
Newsletters and Bulletins	(2.5 Hours)
Organizing Your Space	(2.5 Hours)
Parliamentary Procedures	(2.5 Hours)
Pastoral Care for Self and Others	(2.5 Hours)
Personnel Issues	(2.5 Hours)
Personal Investing	(2.5 Hours)
Personal Safety	(2.5 Hours)
Pneumatology: The Person and Work of the Holy Spirit	(2.5 Hours)
Presbyterian 101	(2.5 Hours)
Presbyterian 102	(2.5 Hours)
Presbyterian Foundation	(2.5 Hours)
Presenting Your Church/Organization to the Public: Marketing	(2.5 Hours)
Problem Solving Through Communication	(5 Hours)
Public Speaking	(2.5 Hours)
Quickbooks Beginners	(2.5 Hours)
Quickbooks Advanced	(2.5 Hours)
Records Management in the Computer Age	(2.5 Hours)
Risk Management	(2.5 Hours)
Sexual Harassment	(2.5 Hours)
So You Want To Retire.....Now What?	(2.5 Hours)
Stress Management	(2.5 Hours)
Stewardship Programs/Capital Fund Campaigns	(2.5 Hours)
Supporting the "Executive Staff"	(2.5 Hours)
The Art of Calligraphy	(2.5 Hours)
The Books Called "The Apocrypha"	(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)
Web Design and Graphics	(5 Hours)
Women's Experience in the Church	(2.5 Hours)
Writing and Improving Your Electronic Communication	(2.5 Hours)