



**Register Today
For Computer Classes
Being Held at the
24th Annual CME Convocation!**



Technology: An Essential Tool for 21st Century Ministry
**Sponsored by the Communications & Information Technology Connectional
 Ministry Department in collaboration with the Department of Lay Ministry**

Hands-on technology classes will be offered at the 24th Annual CME Convocation in Louisville, KY on **Wednesday, September 22 and Thursday, September 23**. The instructors are members of the Communications & Information Technology (CIT) Connectional Ministry Department.

Space is limited to 8 persons using computers at the on-site lab. Additional space is available for 6 persons to bring and use their laptop systems for the classes. (Laptop requirements: Windows 7 or Vista operating system, and Office 2007. Fee per class: \$20 unless otherwise noted. Handouts will be available. For registration and information about the classes, contact Ms. Theresa Duhart by telephone at 253-376-6361(PST), or e-mail <theresaduhart@comcast.net>.

Creating a Church Budget using Excel 2007
Wednesday, 9/22 10:15-12:15 p.m.

Instructor: Ms. Theresa Duhart
 Learn the powerful spreadsheet features in Microsoft Excel 2007 to create a church budget.
Pre-requisite: Ability to use Windows Operating System and a mouse.

Learn and Explore Social Software
Wednesday, 9/22 12:30-2 p.m.

Instructors: Mr. Charles Coney/ Ms. Theresa Duhart
 Bring your lunch to this class and learn about social software and how it is transforming society by allowing persons to interact and share data! We'll take a look at Facebook, Twitter, CMESpace, MySpace, YouTube, wikis, blogs, Podcasting, and how to connect using your mobile devices.

Desktop & Online Security

Wednesday, 9/22 3:15-5:15 p.m.

Instructors: Ms. Theresa Duhart/ Mrs. Princess Pegues
 Learn more about computer and Internet security, and safe online searches. Protect

yourself and your computer from identify theft, malware, viruses and other computer threats.

Developing a Web Site for your Church
Thursday, 9/23 10:15 a.m.-12:15 p.m.
No Charge

Instructors: Mr. Charles Coney/ Ms. Theresa Duhart
 If you are interested in setting up a Web site for your local church, join us in this class. We'll discuss the creative and development process, hosting companies, policies and best practices, and how to link your church to the official CME Web site. Do you need help setting up the site? Find out how we can help you!

Publisher 2007 Basics

Instructor: Ms. Toni Jackson-Williams
Thursday, 9/23 1:30-3:00 p.m.
 Learn the basics of using Microsoft Publisher 2007 to format newsletters, brochures and other documents. **Pre-requisite: Ability to use Windows Operating System and a mouse.**

Registration Form

Please fill out the registration form and indicate your desired computer class(es). **(Please make all checks payable to: Department of Finance. Mail your registration form with payment to: Ms. Theresa Duhart, 1907 Willow Lane West, University Place, WA 98466**

Check the desired class (es) that you wish to attend Fee:

Name _____ Address _____ City _____ State _____ Zip _____ Your e-mail address: _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><input type="checkbox"/> Creating a Church Budget</td> <td style="width: 30%; text-align: right;">Wed \$20</td> </tr> <tr> <td><input type="checkbox"/> Learn & Explore Social Software</td> <td style="text-align: right;">Wed \$20</td> </tr> <tr> <td><input type="checkbox"/> Desktop & Online Security</td> <td style="text-align: right;">Wed \$20</td> </tr> <tr> <td><input type="checkbox"/> Developing a Web Site</td> <td style="text-align: right;">Thur (No Charge)</td> </tr> <tr> <td><input type="checkbox"/> Publisher Basics</td> <td style="text-align: right;">Thur \$20</td> </tr> </table>	<input type="checkbox"/> Creating a Church Budget	Wed \$20	<input type="checkbox"/> Learn & Explore Social Software	Wed \$20	<input type="checkbox"/> Desktop & Online Security	Wed \$20	<input type="checkbox"/> Developing a Web Site	Thur (No Charge)	<input type="checkbox"/> Publisher Basics	Thur \$20
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Name of Local Church: _____

Episcopal District (please circle) 1 2 3 4 5 6 7 8 9 10 11

Check this box if you will bring your laptop **Total number of classes** _____ **Total due:** _____