

SeniorTechEd

Providing Technology Education for Adults

Class and Seminar Offerings
2020 Winter Semester - January through March

Course Information: Raleigh SeniorTechEd
<https://www.RaleighSeniorTechEd.org>

919-954-3688
Ages: Adult

Registration forms available:

- 1) Online: @ www.raleighseniorteched.org/schedule/ **NEW Online** process: direct payment through PayPal or credit/debit card. OR print a mail-in invoice &/or Registration Form. Completed forms can be mailed with check for class fee to: Raleigh SeniorTechEd – 6300 Creedmoor Rd. # 170-224 – Raleigh, NC 27612
- 2) Call SeniorTechEd @ **919-954-3688** (leave message with name, address & phone #) Ask for Registration form to be mailed to you.
- 3) On-Site @ all instruction sites
- 4) Attached to back of this Schedule

Open Help Workshop

This workshop is for anyone. Have questions about using your computer? Just drop in to get one-on-one assistance with laptops, tablets, smart phones. Volunteers are available to help with a variety of questions such as: how to use Windows 10, photos management, computer apps, help with some hand-held devices, assistance with problems such as malware, virus protection, or for class students to practice or get help on assignments, etc. **No advance registration** required for Open Help Workshops.

Help Fee: \$5.00 -- Money Back Guarantee - If we can't help you or answer your question, we will refund.

No Workshops on 5th Mondays

A.E. Finley YMCA	1/6/2020 – 3/2/2020	1 st Mondays	10:00 – Noon
St. James UMC	1/13/2020 – 3/9/2020	2 nd Mondays	1:30 pm – 3:30 pm
Healthtrax Fitness & Wellness Center	1/20/2020 – 3/16/2020	3 rd Mondays	10:00 – Noon

Classes and Seminars **Registration Required**

Courses are based on Microsoft Windows 10 operating system, except the Apple iOS classes. Sessions are two hours in length unless otherwise noted. Students may need an email account ID & password and a flash drive for some classes. Students may bring personal devices or use classroom laptops.

Windows Technology

PC System:

Getting Started – Internet & Email

(Basic)

Fee: \$20.00

3 sessions Pre-Req: *Getting Started - Hands-On*.

Alice Jones / Jennie Gunther

This course is for users with limited computer experience. Students are introduced to: basic Internet usage; e-mail: sending and receiving messages, and uploading/downloading attachments and photos.

St. James UMC	1/15/2020 – 1/29/2020	Wednesday	1:30 – 3:30
St. James UMC	3/4/2020 – 3/18/2020	Wednesday	1:30 – 3:30

File Explorer – Where's My Stuff?

(Intermediate)

Fee: \$20.00

3 sessions Pre-Req: *Going Further with Your PC* or equivalent.

Jennie Gunther

This course offers ways to manage data storage in files and folders. Covers folder creation, structure, and organization using Windows File Explorer.

Healthtrax	1/17/2020 – 1/31/2020	Friday	10:00 – noon
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**Class and Seminar Offerings
January through March 2020
(Continued)**

Windows 10: Tips & Techniques (Advanced) **Fee: \$10.00**
Seminar Pre-Req: Experienced PC User. **Tom Ogburn**
 This seminar will present helpful tips and techniques for using Windows latest operating system. These techniques will guide the user to utilize Windows 10 more efficiently.

St. James UMC	2/25/2020	Tuesday	1:30 – 3:30
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Windows Backup (Advanced) **Fee: \$10.00**
Seminar Pre-Req: *Going Further with Your PC* or equivalent. **Tom Ogburn**
 Learn the importance of backing up your computer onto various storage devices. Students will learn how to automate regularly scheduled computer backups. Several methods of backing up data will be discussed.

St. James UMC	2/4/2020	Tuesday	1:30 – 3:30
A.E. Finley YMCA	2/7/2020	Friday	10:00 – noon

Apps:

Fun with Photos - Google Photos (Intermediate) **Fee: \$15.00**
2 sessions Pre-Req: Experienced PC user. **Nell Kilmartin**
 This class encompasses basic photo editing and sharing photos using the Google Photos app that can be used on most devices.

A. E. Finley YMCA	1/20/2020 – 1/27/2020	Monday	10:00 – noon
St. James UMC	3/10/2020 – 3/17/2020	Tuesday	1:30 – 3:30

Create a Photo Book with Shutterfly (Intermediate) **Fee: \$15.00**
2 sessions Pre-Req: Experienced PC user. **Nell Kilmartin**
 This two session workshop will begin with a short introduction to the storage and editing features of the Shutterfly App followed by a step-by-step process of creating a multipage photo book using your own photos.

St. James UMC	3/24/2020 – 3/31/2020	Tuesday	1:30 – 3:30
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Google Can Do That? (Intermediate) **Fee: \$15.00**
2 sessions Pre-Req: *Going Further with Your PC* or equivalent. **Alice Jones**
 Google is known primarily as a Search Engine, but it is way more than that. This class will cover more comprehensive ways of searching and using Maps, and introduce apps such as Google Photos, YouTube, Google Play, Gmail and Calendar, and Google Drive with Docs, Sheets & Slides.

St. James UMC	2/12/2020 – 2/19/2020	Wednesday	1:30 – 3:30
St. James UMC	3/19/2020 – 3/26/2020	Thursday	1:30 – 3:30

Cut the Cable Cord – Save on HDTV (Intermediate) **Fee: \$10.00**
Seminar Pre-Req: None **Tom Ogburn**
 Cable TV costing too much? Not happy about your channel choices? This class will help you with your choices for TV without cable. This class will help you save money while enjoying all the programs you like to watch.

Healthtrax	1/23/2020	Thursday	10:00 – noon
Healthtrax	3/10/2020	Tuesday	10:00 – noon

Genealogy Series: Ancestry.com #1: Genealogy Overview (Intermediate) **Fee: \$10.00**
Seminar Pre-Req: Computer user, some internet browsing experience. **Henry Spencer**
 This seminar will provide an overview of the genealogy hobby including DNA testing and building a family tree. The instructor will demonstrate using **Ancestry.com**. Q/A included in class.

Healthtrax	1/7/2020	Tuesday	10:00 – noon
Healthtrax	2/4/2020	Tuesday	10:00 – noon

**Class and Seminar Offerings
January through March 2020
(Continued)**

Genealogy Series: Ancestry.com #2: Getting Started with Ancestry.com (Intermediate) Fee: \$10.00 Seminar Pre-Req: Knowledgeable computer users, Web browsing **Henry Spencer**

experience, beginning/casual experience, beginning/casual Ancestry.com users.

This seminar will explain how to create an account with Ancestry.com and how to get started building your family tree. It will include overviews of working with Hints ("green leaves") and using the Search feature. The instructor will demonstrate. Q/A included in class.

Healthtrax	1/14/2020	Tuesday	10:00 – noon
Healthtrax	2/5/2020	Wednesday	10:00 – noon

Genealogy Series: Ancestry.com #3: More Topics in Ancestry.com (Intermediate) Fee: \$10.00 Seminar Pre-Req: Knowledgeable computer users, Web browsing **Henry Spencer**

experience, beginning/casual Ancestry.com users.

This seminar will demonstrate more Ancestry.com topics building on the information covered in the **Getting Started with Ancestry.com** seminar. It will include demonstrations of working with other genealogy sites including **Find a Grave**. Other miscellaneous topics will be covered such as sharing your tree, working with Settings and the Ancestry.com Home screen. The instructor will demonstrate. Q/A included in class.

Healthtrax	1/21/2020	Tuesday	10:00 – noon
Healthtrax	2/11/2020	Tuesday	10:00 – noon

Genealogy Series: Ancestry.com #4: Ancestry.com Workshop (Intermediate) Fee: \$10.00 Workshop Pre-Req: Ancestry.com account and some experience. Workshop is **Henry Spencer**

open to anyone who has a current Ancestry.com account, has some experience with Ancestry.com or has taken Ancestry.com #2 and Ancestry.com #3.

This workshop is presented as a forum to promote best practices, address students' questions, issues, problems and/or suggestions about using the web site Ancestry.com. Topics raised by students will be discussed in class. Students can bring their own devices or use a school PC. Instructor will lead the class with a demonstration of that student's topic and/or the student can demonstrate.

Healthtrax	1/28/2020	Tuesday	10:00 – noon
Healthtrax	2/12/2020	Wednesday	10:00 – noon

Genealogy Series: Ancestry.com #5: Making Sense of Your (Intermediate) Fee: \$10.00 Ancestry DNA Test Results Seminar Pre-Req: Knowledgeable computer users, experienced with Web browsing **Henry Spencer**

This seminar is intended for students who have had their DNA tested by Ancestry.com. It will benefit students

who either have an Ancestry tree linked to their test results, or have just had their DNA test completed and do not yet have a tree. Users without a tree can view their DNA results without having to pay for an Ancestry subscription. Students who already have a tree on Ancestry will already have an account. Subjects of seminar will cover ethnicity results, DNA match lists and techniques to find matched people in those lists. Instructor will demonstrate. Q/A included in class.

Healthtrax	1/15/2020	Wednesday	10:00 – noon
Healthtrax	2/18/2020	Tuesday	10:00 – noon

Genealogy Series: Basic Genealogy Concepts (Basic) Jennie Gunther Fee: \$10.00 Workshop Pre-Req: None. Workshop is open to anyone who is interested in genealogy and family history

subject. This session introduces genealogy basic concepts: how and where to start, basic recording forms, beginning the family tree, organizing manual and digital files, inventorying artifacts, local resources, and much, much more.

St. James UMC	1/6/2020	Monday	1:30 – 3:30
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**Class and Seminar Offerings
January through March 2020
(Continued)**

Genealogy Series: Climbing Your Family Tree (Basic) Jennie Gunther Fee: \$10.00

Workshop Pre-Req: *Basic Genealogy Concepts* or equivalent experience.

Following the overview in *Basic Concepts*, this workshop will lead students to start their own Family Tree – both manually and electronically. Exercises will include completing standard genealogy forms, creating an online Family Tree using the free FamilySearch database, reviewing the Ancestry.com app, and conducting some online research.

St. James UMC	2/3/2020	Monday	1:30 – 3:30
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Genealogy Series: Libraries & Archives for Genealogists (Basic) Sue Olmsted Fee: \$10.00

Seminar Pre-Req: None. Workshop is open to anyone who is interested in genealogy and family history subject. The variety of libraries and archives that are available by visiting in person or online can give genealogists a wealth of information to document their research. Each will have distinct types of records that can supply proofs for your research, background for your written family history or clues to where to search next.

Healthtrax	3/17/2020	Tuesday	10:00 – noon
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Genealogy Series: Organizing Your Genealogy “Stuff” (Basic) Jennie Gunther Fee: \$10.00

Workshop Pre-Req: None. Workshop is open to anyone who is interested in genealogy and family history subject. This session will suggest various tools and techniques to organize the digital and manual “pile” of information generated by genealogy research, including color coding systems, numbering systems, file naming, basic recording forms, beginning the family tree, organizing manual and digital files, inventorying artifacts, local resources, and much, much more.

A.E. Finley YMCA	1/10/2020	Friday	10:00 – noon
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Genealogy Series: Resources – Newspapers (Basic) Jennie Gunther Fee: \$10.00

Workshop Pre-Req: None. Workshop is open to anyone who is interested in genealogy and family history subject. This session will focus on using newspapers and online newspaper websites for researching family history – vital statistics, immigration, society events and obtaining social context to place your family in time.

Healthtrax	2/7/2020	Friday	10:00 – noon
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Genealogy Series: Citing Your Sources (Basic) Jennie Gunther Fee: \$10.00

Workshop Pre-Req: Some experience working with genealogy or family history.

In real estate, it’s “Location – Location – Location” In genealogy research it’s “Documentation – Documentation – Documentation.” This workshop will describe what genealogy sources are, the need to cite the sources used as documentation for genealogy research, and how to properly format the various types of citations, including web-based sources.

Healthtrax	3/26/2020	Thursday	10:00 – noon
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MS Office: Excel: Level 1 (Basic) Will Barbee Fee: \$10.00

Workshop Pre-Req: None

This class starts with basic definitions of spreadsheets; continues with calculation examples, and discusses formatting and using colors in cells.

St. James UMC	2/18/2020	Tuesday	1:30 – 3:30
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MS Office: Excel: Level 2 (Intermediate) Will Barbee Fee: \$10.00

Workshop Pre-Req: *Excel Level 1* or experienced PC/Excel.

This class builds on the lessons in the *Excel Level 1* class, adding more functions, how to find them, sorting data, drawing a graph, header/footer creation and page-break previews.

A.E. Finley YMCA	3/23/2020	Monday	10:00 – noon
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MS Office: PowerPoint: An Introduction (Basic) Will Barbee Fee: \$10.00

Workshop Pre-Req: Experienced PC user.

Learn basic presentation definitions and how to create various page and slide types, and how to use transitions and other tips to produce effective presentations.

A.E. Finley YMCA	2/24/2020	Monday	10:00 – noon
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**Class and Seminar Offerings
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(Continued)**

MS Office: Word Level 1 -- Introduction (Basic) Will Barbee Fee: \$10.00
Workshop Pre-Req: Experienced PC user.

This seminar gives an overview of text management using MS Word functions to create a document, including keying, font selection, numbered lists, spellcheck, page layout, using the Thesaurus and format styles.

A.E. Finley YMCA	2/10/2020	Monday	10:00 – noon
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MS Office: Word Level 2 (Intermediate) Will Barbee Fee: \$10.00
Workshop Pre-Req: *MS Word 1* or experienced PC users familiar with MS Word.

This class builds on the lessons in the *MS Word 1* — Introduction class, adding data tables, using labels, Table of Contents and Tables of Figures and Citations.

St. James UMC	3/3/2020	Tuesday	1:30 – 3:30
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Using the Internet:

Cloud Computing - Introduction (Advanced) Tom Ogburn Fee: \$10.00
Seminar Pre-Req: None.

Introduction to Cloud Computing is an overview of the basics of using the “Cloud” for data storage, document backup and utilizing cloud-based applications. This is a general overview and will prepare students to utilize cloud vendor services like Microsoft’s OneDrive, Google Drive, Dropbox, etc.

St. James UMC	2/13/2020	Thursday	1:30 – 3:30
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Internet Browsing: Using Chrome (Intermediate) Henry Spencer Fee: \$15.00
2 sessions Pre-Req: *Getting Started* or equivalent.

This class will teach students to install and use the popular and FREE internet browser Google Chrome. Students may bring their personal devices to class or use one of the classroom laptops.

Healthtrax	1/22/2020 – 1/29/2020	Wednesday	10:00 – noon
Healthtrax	2/14/2020 – 2/21/2020	Friday	10:00 – noon

Travel Planning Using the Internet (Basic) Alice Jones Fee: \$10.00
Seminar Pre-Req: None

Learn the basics of how to use the internet to plan your trips, vacations, and more - explore travel sites, research specialty trips, make travel arrangements, explore tourist attractions.

St. James UMC	1/23/2020	Thursday	1:30 – 3:30
St. James UMC	3/12/2020	Thursday	1:30 – 3:30

Android Technology

What is 5G? IoT? What does it all mean? (Intermediate) Tom Ogburn Fee: \$10.00
Seminar Pre-Req: None.

Have you seen the TV ads for 5G and wondered what they were talking about? They tell us 5G is coming -- we better get ready. What are we supposed to do? How about IoT? Haven’t heard much about that? It is a very important part of new technology coming with 5G. This seminar will leave you with a new appreciation of technology evolution over the next 5-10 years and how our lives may change.

A.E. Finley YMCA	1/31/2020	Friday	10:00 – noon
Healthtrax	2/20/2020	Thursday	10:00 – noon
St. James UMC	3/5/2020	Thursday	1:30 – 3:30

Android: Using Your Android Smartphone (Basic) Tom Ogburn, Jesse Waters, Ed Campbell Fee: \$10.00
Seminar Pre-Req: *Going Further with Your PC* or equivalent.

Learn the basics of how to use your Android-based Smartphone. Understand settings for safe and efficient use. Learn practical use of your phone’s applications (Apps).

St. James UMC	1/14/2020	Tuesday	1:30 – 3:30
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**Class and Seminar Offerings
January through March 2020
(Continued)**

Android: Smartphone Applications Workshop (Intermediate) Tom Ogburn, Fee: \$10.00
Workshop Pre-Req: *Using Your Android Smartphone* or equivalent. **Jesse Waters, Ed Campbell**
 Learn how to use the Play Store, finding new applications, downloading them to your Smartphone. Learn all the tricks to take good pictures. Learn the Map application and how to use your GPS – never get lost again. Many, many more applications available for your smartphone. We will cover as many as possible.

St. James UMC	3/25/2020	Wednesday	1:30 – 3:30
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Android: Smartphone Settings Workshop (Intermediate) Tom Ogburn, Fee: \$10.00
Workshop Pre-Req: *Using Your Android Smartphone* or equivalent. **Jesse Waters, Ed Campbell**
 Learn how to customize and personalize your Smartphone to meet your needs. Learn how to manage notifications and interruptions. Set up your Security management to protect your privacy. Learn how to extend the life of your Smartphone battery and much more.

St. James UMC	2/6/2020	Thursday	1:30 – 3:30
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Android: Using Your Android Tablet (Intermediate) Tom Ogburn Fee: \$10.00
Seminar Pre-Req: *Using Your Android Smartphone* or equivalent.
 Need help getting your Android Tablet to work the way you would like? This Seminar will review the Tablet set-up options and operational considerations. Learn how to find, download, and set-up the applications you want and need. Learn to enjoy your Android Tablet.

Healthtrax	1/30/2020	Thursday	1:30 – 3:30
Healthtrax	3/31/2020	Tuesday	10:00 – noon

Apple Technology

iOS #1: iPad/iPhone: Introduction to the “Basics” Duane Reaugh Fee: \$10.00
Seminar. This course will focus on mobile devices from Apple to illustrate their capabilities and underlying concepts. In this course you will be shown how to set up these devices and be provided with a brief overview of the many applications(apps) available including the “Find My iPhone” app. Bring your iPad and/or iPhone along as well as your Apple ID and password.

Healthtrax	3/6/2020	Friday	10:00 – noon
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iOS #2: iPhone: Getting to Know Your iPhone Duane Reaugh Fee: \$10.00
Seminar. This course will teach you how to get the most out of your Apple iPhone, including basic set up, making phone calls, and more advanced telephone features such as" Do Not Disturb" and, importantly, how to use the Find My iPhone app. Bring your iPhone along as well as your Apple ID and password.

Healthtrax	3/13/2020	Friday	10:00 – noon
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iOS #3: iPad/iPhone: Going Further with Built-in Apps Duane Reaugh Fee: \$10.00
Seminar. Pre-Req: iOS “Basics” or “Getting to Know” class, or Intermediate User.
 Learn about the apps that were included with your iPhone/iPad; especially the Contacts, Calendar, Camera, Photos, and FaceTime Apps. Advanced settings will also be covered. Either "iOS #1 - The Basics" or "iOS #2: Getting to Know Your iPhone" class is a prerequisite. Bring your iPad and or iPhone as well as your Apple ID and password

Healthtrax	3/20/2020	Friday	10:00 – noon
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iOS #4: iPhone/iPad: Enhance with New Content Duane Reaugh Fee: \$10.00
Seminar. Pre-Req: Either "iOS #1 - The Basics" or "iOS #2: Getting to Know Your iPhone".
 There are over 2 million apps available, over 26 million songs and millions of books that you can get for your iPhone/iPad. Learn how to search and download some of this great content from the App Store, the iTunes Store, and the iBooks store as well as how to check out eBooks from the Wake County Public Library. Bring your iPad and/or iPhone along as well as your Apple ID and password.

Healthtrax	3/27/2020	Friday	10:00 – noon
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**Class and Seminar Offerings
January through March 2020
(Continued)**

LOCATIONS and INFORMATION

Raleigh SeniorTechEd offers classes in several locations in Wake County –

- St. James United Methodist Church - A.E. Finley YMCA
- Healthtrax Fitness & Wellness

Course lists, class dates, and registration information are all available at:

- **NEW Online** @ our website: www.raleighseniorteched.org/schedule/: online registration & fee payment through PayPal or credit/debit card; or invoice mailed.
- **On our website:** www.raleighseniorteched.org/schedule/: download/print forms to mail in with check to: Raleigh SeniorTechEd, 6300 Creedmoor Rd. #170-224, Raleigh, NC 27612
- **CALL** us at: **919-954-3688** (Leave a message and your call will be returned).
- **On-Site** @ all instruction sites
- **Attached** to this Schedule

DIRECTIONS TO INSTRUCTION SITES

St. James UMC: (near the intersection of New Hope Rd. and Buffaloe Rd.)

3808 St. James Church Rd., Raleigh, NC 27604. Phone: 919-876-5796

Park in the north parking lot (near the playground), and enter through the single set of double doors to the Lobby.

A. E. Finley YMCA: located near Six Forks Road and Lead Mine Road in North Raleigh, just off Interstate 540 at 9216 Baileywick Rd. Phone: 919-848-9622

Parking is available all around the center.

Healthtrax Fitness & Wellness: (From the intersection of Strickland and Six Forks Road, drive south on Six Forks to the next intersection. Take a right onto Forum Drive. Health Park Drive is off Forum Drive on the left.)

8300 Health Park Dr., Suite #125, Raleigh, NC 27615 Phone: 919-847-2393

Parking available around Center.

SeniorTechEd

Providing Technology Education for Adults

RALEIGH SENIORTECHED CLASS REGISTRATION INSTRUCTIONS

To Register for Raleigh SeniorTechEd Classes

Please complete this form

Select the class(es) you would like to attend from the course schedule, available at various sites and online at <https://www.raleighseniorteched.org/>. Enter the class title, location, date and fee. Once all the information is entered, add the class fee amounts and enter the total in the **Total Fees** line. When completed, submit payment of the **Total Fees** amount by check, payable to **Raleigh SeniorTechEd**. Attach the check to this completed form and mail to the following address:

Raleigh SeniorTechEd
6300 Creedmoor Rd, #170-224
Raleigh, NC 27612

A few days later, you should receive a registration confirmation from Raleigh SeniorTechEd either by email or phone call. If there are questions or problems associated with your registration please call us at **919-954-3688** and one of our volunteers will return your call.

STUDENT INFORMATION

LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____

EMAIL ADDRESS _____

CONTACT PHONE _____

POSTAL ZIP CODE _____

CLASS INFORMATION

CLASS TITLE	LOCATION	DATE	FEE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Payment of fees is required at the time of registration, payable by check.

Total Fees _____

THANK YOU for participating in Raleigh SeniorTechEd technology education events!