

# AUUA CERTIFICATION PROGRAM

## TECHNOLOGY MODULE

### **Section 1**

#### **Goal/Area of Focus:**

Office Equipment Management: Computers, Copiers, Phones, Security Systems, Key Entry Systems

Level 1: What is the process for planning to meet office equipment needs? Create a schedule of expected expirations and replacements.

Level 2: Research best practices for office equipment including how such plans might be funded, scheduled and otherwise accommodated.

### **Section 2**

#### **Goal/Area of Focus:**

Technological systems

Level 1: Pick two of the categories below and describe current practices and policies.

Level 2: Research best practices for those two categories and write proposals for their implementation.

- Computer System Administration: Administrative Rights, password knowledge; File Management; Network Administration; Policy Development; Procurement; Security/Access, wifi security and access
- Software Management: Games; Identification & Assessment; Legal Issues/Ownership (program ownership & intellectual property ownership); Document and email backup/security
- Email & Social Media: Content Control; Distribution Policy; Content & Usage; Etiquette
- Web Site: Content Policy; Design & Implementation; Maintenance & Updates

## **Suggested Reference Materials**

*This list reflects only a small portion of the possible resources available on this subject and the candidate is encouraged to find and cultivate other resources for their use. Please note the resources used when submitting final material.*

### **Office Equipment Inventory**

Derrick, John G. *The Office Equipment Advisor. The Essential What-to-Buy and How-to-Buy Resource for Offices with One to 100 People.* Santa Barbara, CA: What to Buy for Business, Inc.,

Spiegel, Aaron, Nancy Armstrong and J. Brent Bill. *40 Days and 40 Bytes.* Washington, DC: The Alban Institute, 2004.

### **Email Procedure**

Flynn, Nancy. *The ePolicy Handbook. Designing and Implementing Effective Email, Internet, and Software Policies.* . New Yor: AMACOM (American Management Assoc.), 2001.

### **Basic Software**

Flynn, Nancy. *The ePolicy Handbook. Designing and Implementing Effective Email, Internet, and Software Policies.* New York: AMACOM (American Management Assoc.), 2001

[www.uua.org](http://www.uua.org)

Flynn, Nancy and Randolph Kahn. *Email Rules. A Business Guide to Managing Policies, Security and Legal Issues for Email and Digital Communication.* AMACOM (American Management Association) 2001

[www.uua.org](http://www.uua.org)

### **Internet Skills**

<http://lists.uua.org/mailman/private/church-admin-uu>. Go to this URL to search archives.

<http://www.uua.org> Go to this URL to join the church-admin-listserve

Kent, Peter. *The Complete Idiot's Guide to the Internet.* Alpha, 2001

Levine, John R., et al. *The Internet for Dummies.* For Dummies. 2003

Young, Margaret Levine and John Levine. *Poor Richard's Building Online Communities. Create a Web Community for Your Business, Club, Association, or Family.* Lakewood, CO.: Top Floor Publishing, 2000.

### **Web Presence**

Morris, Mary E.S. and Randy J. Hinrichs. *Web Page Design. A Different Multimedia.* Mountain View, CA: SunSoft Press. Available new and used from Amazon.com