



Digital Literacy Train-the-Trainer Program

About Kramden Institute

Located in the heart of the Triangle, Kramden Institute was founded in 2003 with the mission of providing technology tools and training to bridge the digital divide. With the support of thousands of volunteers, Kramden has refurbished and awarded over 21,000 computers to deserving North Carolina students across 72 of North Carolina's 100 counties. Through our education programs, Kramden offers numerous classes to anybody in the community, from basic digital literacy training to advanced programming and app design.

About the Train-the-Trainer Program

Kramden Institute offers stand-alone digital literacy train-the-trainer classes for anyone interested in helping deliver digital literacy curriculum to their community. After developing an in-house curriculum and honing classroom delivery methods, Kramden has the experience and track record to teach other providers how to deliver an effective course to those left behind by the digital divide. To date, our staff has taught digital literacy classes to hundreds of participants of all ages and backgrounds. In our train-the-trainer classes, staff will share their expertise and experience, as well as best practices, in teaching computer skills to a wide set of audiences.

Location

The training will take place at our headquarters in Durham NC in the Lenovo Learning Lab. The learning lab is a fully- equipped classroom that can accommodate up to 24 students and includes connectivity and laptops for all participants to use during the training.

Benefits of Participation

Participants will develop the ability to deliver a comprehensive, four module, basic digital literacy curriculum including slides, notes and sample files. Participants will be led by experienced instructors who have delivered courses both at Kramden and in the field. Participants will become part of a rapidly expanding community of trainers offering ongoing support and collaboration and develop the skills to deliver the same training to other trainees.

Digital Literacy Program

The digital literacy curriculum that participants will be trained to deliver is targeted for English-speakers ages 8 and up. It can be taught anywhere with basic hardware and supplies. The basic digital literacy courses are divided into 4 modules that are flexible and adaptable. Kramden's preferred method has been to teach one module per week, two hours per session over a four week period. The modules are:

- **Module 1: *Computer Basics*** – How computers work and how to use basic programs. You'll learn how to use Windows 7, files and folders, USB drives, and how to connect other devices.
- **Module 2: *Office Programs*** – Use office programs for word processing, spreadsheets, and presentations. You'll learn how to create simple documents in Microsoft Word, Excel, and PowerPoint.
- **Module 3: *The Internet and Sharing Safely*** – Use the Internet and find out how to be safe and secure online. You'll learn about browsers, email, finding great sites, social media, and keeping your information safe.
- **Module 4: *Media and Creativity*** – Use music, photos, and videos. Be creative with your computer! You'll learn about viewing photos, drawing images, recording sound, and enjoying media on the Internet.

Additionally, the trainee will receive **course slides, sample files, instructor notes, pre-course assessment survey, post-course assessment survey, instructions on administering the survey and evaluating the effectiveness of the course** as well as **flyer templates** that can be customized to promote their respective organizations' own digital literacy course offerings.

Operating Systems

We offer courses that cover two operating systems: Windows and a Linux-based OS called Ubermix. Our Windows training lasts one day and covers Windows 7 and Office 2010. The Ubermix training course is slightly longer at one-and-a-half days, and includes training in LibreOffice and the many pre-loaded programs in Ubermix.

If you are planning to become a Kramden **Tech Community Partner** so your organization could offer discounted desktops or laptops supplied by Kramden, we recommend taking the Ubermix training as that OS is loaded onto all Tech Community Partner machines.

Cost

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| Windows 7 training, one day course (includes lunch): | \$225.00 |
| Ubermix training, one and a half day course (includes lunch on the first day): | \$325.00 |

Schedule

Training sessions are offered quarterly, but we can schedule special sessions for larger groups of trainees. Contact us for schedule information.

For additional questions or information, please email us at info@kramden.org or call us at 919-293-1133.