

# Intel<sup>®</sup> Easy Steps

*A Digital Literacy Program*

SAMPLE: FOR DEMONSTRATION ONLY

## Implementation Guide





# Intel® Easy Steps Program Implementation Guide

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### What is the Intel Easy Steps Program?

The Intel® Easy Steps Program is a community education offering for adult learners with little or no experience with computers, who are in need of basic technology skills. This course will help participants develop a basic understanding of computers through hands-on experience to carry out basic computer applications. In this program, participants will have a chance to learn to use computers to do practical everyday tasks such as:

- Produce documents (letters, resumes, invitations, business documents, flyers, etc)
- Search for information using the Internet
- Send and receive email to friends, family, and business associates
- Create budgets and use the computer to perform calculations
- Create presentations

### Target audience

The Intel Easy Steps curriculum is targeted to adult learners who have:

- little to no experience using computers, and
- the need or desire to learn computer basics

### Learning objectives

Intel Easy Steps is designed to:

- Introduce users to the basics of using a computer
- Help users gain a basic working understanding of the operating system
- Enable users to explore different software applications such as:
  - Word Processing Software
  - Spreadsheets Software
  - Multimedia Software
- Facilitate users to discover the world of Internet and Email.

### Intel Easy Steps methodology

Intel Easy Steps uses a “hands-on” methodology to carry out basic computer applications. Participants develop a basic understanding of computers and acquire new skills by exploring computer software applications and tools to create documents that they can immediately start using in their personal or professional lives.

In Easy Steps:

- Learning is active
- Learning is relevant to the practical experience of the participants

## Program Offerings

The Intel Easy Steps Program has three main program offerings:

Offering	What It Is	Typical Use
Intel® Easy Steps <b>Basic Course</b>	<b>Facilitated Course</b> (3 versions available; 10, 14, or 20 hrs) providing introduction to <b>multiple key technology areas*</b>	<b>Train groups of people</b> (employees, clients, customers, etc) in <b>multiple technologies*</b>
Intel® Easy Steps <b>Workshop</b>	<b>Facilitated Workshop</b> (2-4 hours) Providing introduction to <b>a selected key technology area*</b>	<b>Train groups of people</b> (employees, clients, customers, etc) in <b>a selected technology area*</b>
Intel® Easy Steps <b>Activity Cards</b>	<b>Self-instruction Materials</b> for how to create useful products or complete tasks <b>using key technology applications</b>	<b>Provide materials to individuals</b> (employees, clients, etc) so they can learn to produce products or complete tasks at their own pace

More information about each of these program offerings is below.

Each of these program offerings is supported by:

### Intel® Education Help Guide

The Intel® Education *Help Guide* provides step-by-step instructions for hundreds of tasks for commonly used software applications such as word processing, spreadsheets, graphics, and multimedia in **user-friendly, non-technical language**. Visual images accompany each step to show how it's done. The *Help Guide* is an excellent resource to use while the participant is participating in the Basic Course, a Workshop, or using the Activity Cards. The *Help Guide* is available electronically, and is incorporated as part of the Easy Steps program materials.

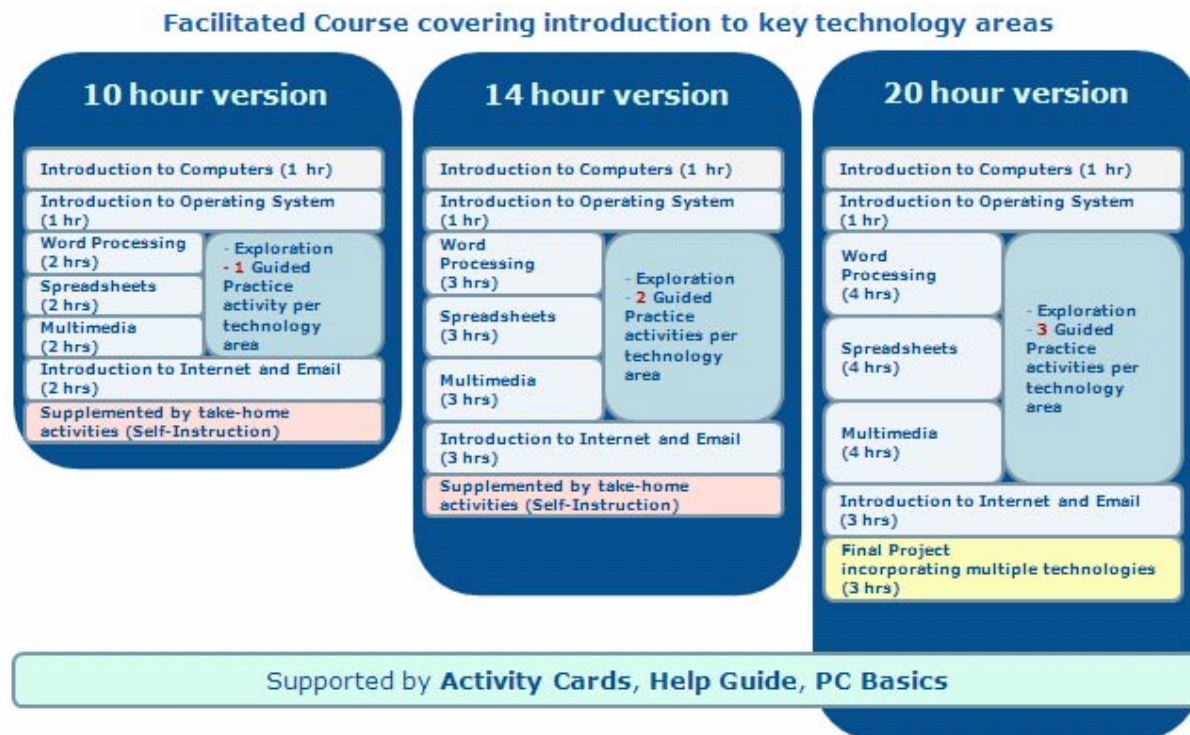
### Intel® PC Basics (optional)

Each participant who completes the Basic Course will be eligible to receive (subject to availability) a copy of Intel® PC Basics, which is self-paced instructional courseware that delivers PC literacy training to learners of all ages and backgrounds. PC Basics is valuable to participants as an ongoing resource, assisting participants to get started with their computer and showing how to use basic and common computer applications.

Program Offering - Model 1:

## Intel® Easy Steps Basic Course

There are three versions of the Basic Course. They vary based on the number of training hours that the implementation agency desires to deliver to participants. The longer the course, the more practical activities each participant will be able to complete and practice in the facilitated sessions.



Regardless of the version implemented, the Intel® Easy Steps Basic Course follows a structure that has been proven highly successful in other Intel Education courses:

Each module is divided into four phases:

**Exploration:** Each session begins with an introduction to the technology area (word processing, spreadsheets, multimedia, etc), and a chance for the participant to explore some basic functions.

**Guided Practice:** The trainer leads the participants through completion of an activity or creation of a document that is relevant to the participant's interests.

**Self-Guided Practice:** Each participant selects and completes at least one relevant activity, producing a document or result that is practical for their jobs or personal lives.

**Sharing and Reflection:** Participants share their work and discuss how the technology can be used in other ways.

## Intel® Easy Steps

### Program Overview

#### Train-the-Trainer Model

Intel Easy Steps Basis Course uses a “train-the-trainer” model:

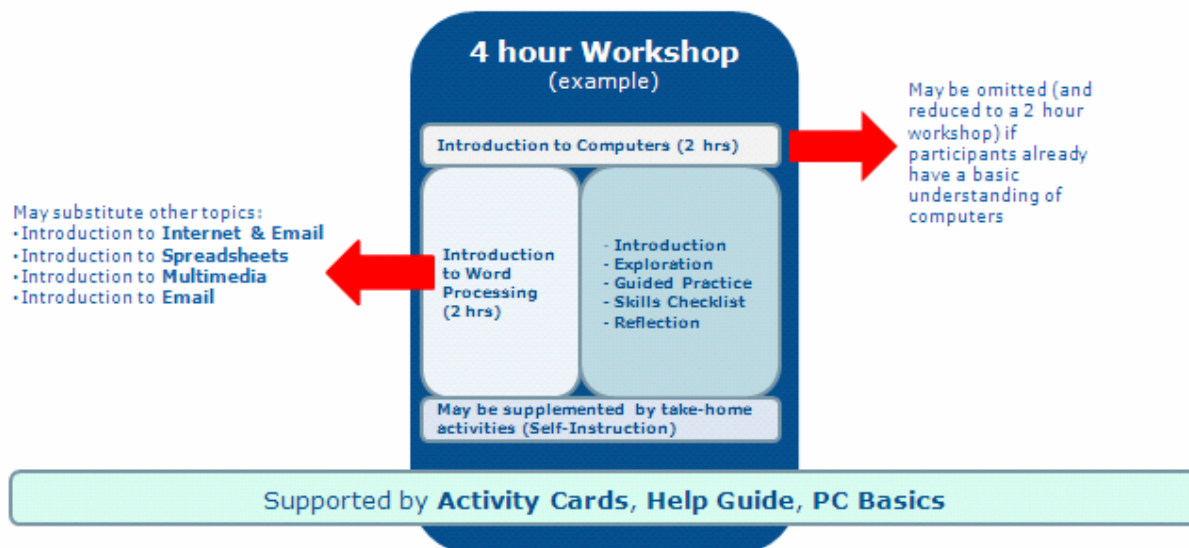
- Intel provides a Senior Trainer who delivers a 20 to 32-hour training course to Senior Trainers provided by the partner agency. This train-the-trainer course prepares them to effectively deliver the Easy Steps course to Master Trainers.
- The Senior Trainers provided by the partner agency then deliver a similar 20 to 32 hour training to Master Trainers. The Master Trainers become the field/center trainers who will deliver the Basic Course to the participant learners

#### Program Offering - Implementation Model 2:

#### Intel® Easy Steps Workshops

As an alternative or supplement to the Basic Course, the implementing agency may elect to deliver individual workshops, each of which covers a single technology area. For example, the agency may elect to deliver a workshop on Word Processing, teaching participants to create documents (letters, flyers, invitations, business documents, etc.) that are relevant to their professional or personal lives.

Each Workshop would be between 2 to 4 hours in length, depending upon whether a basic Introduction to Computers and OS is included. As with the Basic Course sessions, each Workshop follows the format of having an Exploration, a Guided Practice, a Self-Guided Practice, and Sharing/Reflection.





Program Offering - Model 3:

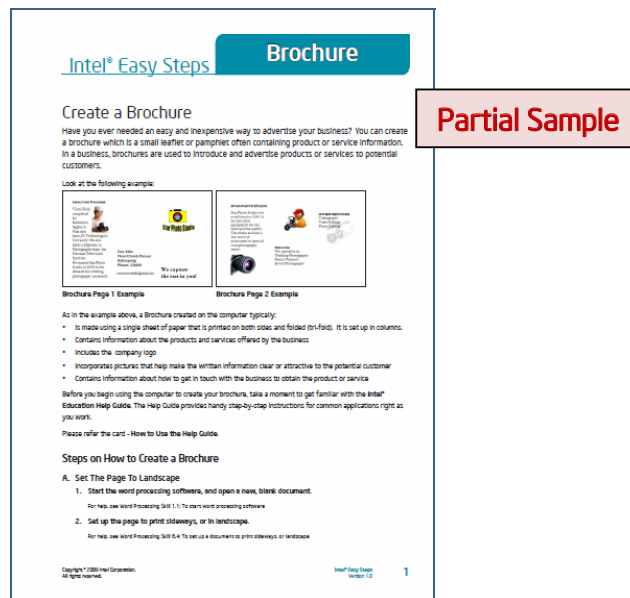
## Intel® Easy Steps Activity Cards

The Intel Easy Steps program provides a series of Activity Cards, each of which provides instruction on how to create a useful product or document, or complete a specific task.

**Activity Cards are designed for Self-Instruction, and should be used to support either the Basic Course or a Workshop.**

Each Activity Card has:

- A sample of a product or document
- Step-by-Step instructions to create the product, supported by the Intel® Education *Help Guide*
- A “challenge” suggesting a way to improve the product
- Review Checklist



**A portfolio of current Activity Cards will be provided by Intel.**

Examples of products covered include:

- Advertisement/Poster
- Brochure
- Budget
- Flyer
- Invitation
- Letter
- Newsletter

Participants who complete the Basic Course and/or Workshops will receive a book of Activity Cards, so they may work on specific activity products that interest them, and to further develop their digital literacy skills.

Upon negotiation with Intel, the portfolio of Activity Cards may be expanded to suit the specific needs of the implementing partner.



To implement the Intel Easy Steps program successfully, Intel and the implementing agencies each have important roles and responsibilities. This section describes, in general terms, the roles and responsibilities of the parties. The specific roles and responsibilities may vary, depending upon negotiations between the parties.

### Intel

Intel provides the following:

- A **no-fee** license to use of the Intel® Easy Steps materials. Upon completion of a license agreement, Intel provides electronic files to:
  - Intel® Easy Steps Basic Course
  - Intel® Easy Steps Activity Book
  - Intel® Easy Steps Facilitation Guide
  - Intel® Easy Steps Evaluation Toolkit
  - Intel® Education Help Guide
  - Intel® PC Basics (optional)
  - Templates for marketing materials
- An Intel® Easy Steps Implementation Toolkit that contains a program overview, implementation models, etc
- Services of a Senior Trainer to conduct the initial Train-the-Trainer
- An internal contact to serve as liaison between Intel and the implementing agency, and to approve localization of materials (per license agreement).

### Implementing Agency

The implementing agency provides the following:

- A proposal, submitted to Intel, detailing the agency's proposed program implementation plan, with implementation models, training schedules, and a program management plan.
- An internal contact to serve as program manager (to ensure quality implementation) and serve as liaison between the implementing agency and Intel
- Technology centers or labs where training can take place
- Staff to be in-house Senior Trainers (STs), and Master Trainers (MTs) to serve as course facilitators
- Management and cost of Train-the-Trainer (except the services of the Senior Trainer for the initial train-the-trainer, which is provided by Intel)
- Management and cost of subsequent regional/local training(s)
- Management and cost of localizing materials (negotiated)
- Management and cost of printing/replicating and distributing materials
- Management and cost of program evaluation (optional)
- A report to Intel on program outcome data (number of participants trained)
- A submission to Intel of a Partner Satisfaction Survey

If the Implementing Agency uses local centers to implement the program, the Center Staff is responsible for:

- Successful program administration/management in the center
- Marketing the program within the center's locality
- Recruiting participants to be trained
- Organizing and managing the training of its Master Trainers (MTs) and participant trainees.
- Monitoring inventory of all program materials
- Observing trainings and course sessions to ensure overall program quality control
- Tracking and reporting participant completion data to the implementing agency using provided templates
- Assisting the implementing agency in marketing and evaluation activities, and identification of success stories
- Ensuring that Master Trainers (MTs) receive enhancement trainings to ensure that they are able to deliver new content.

#### Senior Trainers and Master Trainers

The success of training is very often the reflection of the quality of the trainers. To ensure quality, the implementing agency should use due diligence in selecting both Senior Trainers and Master Trainers.

##### Characteristics of a good Senior Trainer:

- At least 3 years experience as an outstanding certified ICT trainer
- Demonstrated understanding of 21<sup>st</sup> century skills
- Intermediate computer skills, which include expertise in word processing, spreadsheet, and presentation software, e-mail, Internet navigation, and understanding of how technology can enhance productivity
- Excellent communication skills with experience delivering professional development courses
- A proven trainer leader well respected by his/her peers

##### Characteristics of a good Master Trainer:

- An experienced ICT trainer
- Demonstrated competency in computer skills, which include experience in word processing, spreadsheets, presentation software, e-mail, Internet navigation, and understanding of how technology can enhance productivity
- Strong desire to support the use of 21<sup>st</sup> century skills
- Excellent communication skills
- Desire to become a leader
- Willing and able to dedicate time to the training and support of other trainers

#### Commercialization

It is Intel's intention that, to the extent possible, Intel Easy Steps courses and materials will be provided to users as a free, non-commercial program. However, we recognize that in some circumstances, commercial transactions may be required to ensure program sustainability.

The following are guidelines for acceptable commercial transactions under Easy Steps:

**Between the implementing organization and its network of centers or affiliated offices:**

The implementing organization may charge its centers or affiliated offices a reasonable fee to cover the cost of trainer training, participant training, reproduction of materials, or for any support provided by the implementing organization to the center or partner organization.

These transactions will be between the implementing organization and its centers or affiliated offices. However, the implementing organization must inform Intel of these charges, as well as ensure that the communication to the centers or offices makes it clear that these charges are not implemented by Intel, and that Intel receives none of the proceeds.

*Example:* The implementing organization has a network of community access centers in several regions of a particular country. The implementing organization funds the initial training of trainers from the centers, and supports the localization of materials. The implementing organization may charge its centers for the materials, as well as an appropriated cost of training. The implementing organization notifies Intel of the charges to the centers, and provides information to Intel about communications to the centers that makes it clear that Intel receives no proceeds from the charges.

**Between the centers or affiliated offices and end users:**

Similar to the guidelines above, a center or affiliated office that is delivering the Easy Steps training or otherwise making materials available to end users may charge reasonable fees for such materials or services. In determining the reasonableness of fees, a guideline is that the center or affiliated office should charge users no more than 30% above cost. It is strongly recommended that the implementing agency issue guidelines to the centers and affiliated offices to standardize how much is charged, who can be charged, how it should be communicated to the end user that the fees are for the materials or services rendered, and that these charges are not implemented by or to the benefit of Intel.

The implementing organization must inform Intel of the charges to end users, as well as provide assurances that the communications to end users makes it clear that these charges are not implemented by Intel, and that Intel receives none of the proceeds

**What is *not* allowed to be charged to the centers, affiliated offices, or end users:**

- Charging centers, affiliated offices or end users for the value of the intellectual property (IP) of Intel Easy Steps, Intel PC Basics, Intel Education Help Guide, or any other product or material whose copyright/IP is owned by Intel.
- Charging the centers or users for anything which has been defined as Intel's responsibility as per the agreed model and/or Memorandum of Understanding.



If an agency is interested in participating in the Intel Easy steps Program, the basic process for engaging with Intel is as follows:

1. An Intel contact will discuss the opportunity with the agency, helping to define the need, the benefits, parameters of participation, etc.
2. The agency will submit a proposal to Intel, outlining an implementation plan that includes, at a minimum:
  - Target Audience
  - Program Offering(s) to be used
  - Localization of materials
  - Replication and distribution of materials
  - Program management (roles and responsibilities)
  - Proposed Senior Trainers
  - How Master Trainers will be identified
  - How Participants will be recruited and enrolled
  - Commercialization (See Appendix G)
  - Key Milestones
  - Marketing
  - Evaluation

A format for this proposal will be provided by your Intel representative. A sample is provided at Appendix A.

3. The proposal will be reviewed by an Intel Regional Easy Steps Coordination Team (RESCT). The RESCT will negotiate terms and conditions with the agency, and may assist in the refinement of the proposal. The Intel RESCT must approve the proposal to proceed.
4. Upon confirmation of approval by RESCT, Intel and the agency will enter into a written Memorandum of Understanding (MOU) outlining their intention to cooperate in the implementation of the program.
5. Upon signing of the MOU, Intel and the agency will execute an Intel Easy Steps License Agreement, whereby Intel provides a no-cost license to the implementing agency to localize, reproduce, and distribute all program materials.
6. Intel and the implementing agency will formalize plans for program launch.
7. Intel RESCT will assist the implementation agency to ensure that the process of localization, reproduction and distribution of materials is completed according to the license agreements, and with quality.

### Process for Engagement

8. Intel and the implementing agency will coordinate to schedule the initial “train-the-trainer”, ensuring the services of an experienced Senior Trainer.
9. The implementing agency will begin training and program implementation.
10. The implementing agency provides Intel with participation data
11. The implementing agency provides Intel with a Partner Satisfaction Survey.

*The steps above represent a general statement of the process, and is subject to revision at the discretion of Intel.*

### Documenting the Relationship

As noted above, there are three key documents that are involved in the process of engagement between Intel and the implementing agency:

#### **Proposal from Implementing Agency**

This proposal outlines the implementation plan for the Easy Steps program as contemplated by the implementing agency. It is specific, and demonstrates that all key aspects of the implementation plan have been thought out and planned for. It is the basis for Intel making a determination whether to proceed with the proposing agency on the Easy Steps Program. If approved, it becomes the plan for which the implementing agency will become accountable for delivery of the program.

#### **Memorandum of Understanding (MOU)**

A MOU is a document that outlines the general intentions of the parties. It outlines what each party intends to provide and do. It is non-binding. A sample of an MOU for the Easy Steps program is provided in Appendix B.

#### **Intel® Easy Steps License Agreement**

This is the document that Intel uses to grant license to the implementing agency to localize, reproduce, and distribute all program materials. Contingent upon execution by both parties, Intel will then provide the implementing party with all program files needed to execute the program. This license agreement is legally enforceable. A sample of an Intel Easy Steps License Agreement is provided in Appendix C.

In addition, Intel requests that the implementing agency complete and submit, at times requested by Intel (typically six months and one year after implementation begins), a **Partner Satisfaction Survey**. This will assist Intel to track how well it is fulfilling its obligations under the program, and the level of satisfaction that the implementing agency has with the Intel Easy Steps program.



The objectives of a program evaluation are to:

- Assess whether the program is being implemented according to plan.
- Assess whether the staff training has adequately prepared MTs to deliver the program, and to identify specific areas for improvement.
- Identify specific centers or staff that may need additional training or operational assistance.
- Identify both strengths and “areas for improvement” of the curriculum and the program implementation strategies.
- Assess whether learning outcomes for participant learners are being achieved.

To assist the implementing agency in evaluating the success of the program, and to help the agency meet its training objectives, Intel provides an **Intel® Easy Steps Evaluation Toolkit**. This toolkit provides a comprehensive set of evaluation instructions, surveys, and implementation models that have been specifically designed for this program.

The evaluation toolkit is provided at no cost to the implementing agency, which may utilize the materials at its discretion.



Intel strives to assist the implementing agency by providing materials that will help to brand and market the program. The following assets are available for your by the implementing agency, and will be provided upon signing of the MOU and License Agreement.

- **Flyers/Posters** to support recruitment (MTs and Participant Learners). A sample is provided at Appendix D.
- **Trainer's Certificate:** This is a sample template that may be used in a case where the Implementing Agency decides to issue certificates to trainers upon completion of their training. A sample is provided at Appendix E.
- **Participant Certificate:** This is a sample template that may be used in a case where the Implementing Agency decides to issue certificates to course participants upon completion of their training. A sample is provided at Appendix F.
- **PPT Presentations.** This is a template presentation that may be used to help build awareness of the program and course and may facilitate recruitment. The presentation will be provided by your Intel contact.
- **Usage guidelines for Intel's logo:** The Intel logo is one of the corporation's most valuable asset and is protected with copyright and strict usage guidelines. This document provides guidance to the implementing organization, centers, and affiliated offices on the proper usage of the Intel Logo concerning size, color, backgrounds, wordmark usage, trademark usage and co-marketing guidelines. A copy of the guidelines will be provided by your Intel Representative.



## Appendix A

SAMPLE



## Intel® Easy Steps Program PRELIMINARY PROPOSAL

Name of Organization/Agency:

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Location of Organization (city, State, Country):

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Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

The agency named above is interested in implementing the Intel® Easy Steps Program. Our preliminary proposal to implement the program is as follows:

- 1. Objective:** Please briefly a brief description of the organization or agency's objectives in implementing the program. What issues are you trying to address or outcomes are you trying to achieve?
- 2. Target Audience** - Please briefly describe the intended audience or end users of this program. Who will be the recipients of the training resources?

### Appendix A

**3. Implementation Model(s)** - Please describe which implementation model(s) you wish to deliver. Will it be delivery of the Basic Course, a Workshop, use of the Activity Cards as self-instruction materials, or some combination of these resources?

**4. Localization of materials:**

The materials will require translation and localization.  YES  NO

If YES:

The language(s) in which we need all materials:\_\_\_\_\_

Our plan to have the materials translated or localized:

**5. Replication and distribution of materials** - Please briefly describe the process by which you will distribute the materials. How will the replication and distribution be managed?

**6. If you are implementing the Intel® Easy Steps Basic Course:**

Who are the individuals who will serve as the Senior Trainers? What is their background as trainers?

How will Master Trainers be identified?

How will course participants be recruited and enrolled?

**7. Commercialization:**

Will the individuals who attend the course, workshops, or use the activity cards be charged a fee to participate?

YES  NO

If YES, how much will you charge?

**8. Program management (roles and responsibilities)** - Please describe who will manage the implementation of the Intel Easy Steps program for your organization. Who are the key individuals, and what are their key responsibilities with regard to this program?

**9. Partner Organizations** - Will there be other organizations or agencies involved in this program? If so, what are their roles and responsibilities?

**10. Key Milestones** - What are the key milestones for implementing this program? What are the key planning and implementation activities, and when will they occur?

Activity/Event	Timeline

**11. Marketing** - What are your plans to market or promote the program?

**12. Evaluation** - What are your plans to evaluate the effectiveness of the program? What criteria will you use, and how will you measure effectiveness?

## Appendix B

# SAMPLE

### Intel® Easy Steps MEMORANDUM OF UNDERSTANDING

This Intel® Easy Steps Memorandum of Understanding (herein referred to as MOU) is by and between the <Name of external party, Country>located at <address> (“external party’s short name/acronym”) and <country name of Intel> located at <Intel country address> (“Intel”).

Intel and the <name of external party> may each be referred to as a “Party” or collectively as the “Parties.”

WHEREAS:

- A. The Intel® Easy Steps Basic program is a community education offering for adult learners with little or no experience with computers, in need of basic technology skills.
- B. Intel and <name of external party> share a mutual desire to accelerate access to and effective use of technology to increase and improve opportunities for education, commerce, healthcare, and communication.
- C. Intel and the <name of external party> desire to collaborate to achieve the goal they share by performing the roles and responsibilities described in this MOU.

NOW, THEREFORE, the Parties have come to the following understandings:

#### Specific Intentions of the Parties:

It is the intention of the Parties that they will work together to implement the Intel Easy Steps Program to be benefit of the (employees) (customers) (clients) of <name of external party>. To accomplish this, it is the intention of the parties that Intel and <name of external party> will fulfill the following roles and responsibilities:

Intel will provide to <name of external party>:

- A no-fee license to use of the Intel® Easy Steps materials
- An Intel® Easy Steps Implementation Toolkit that contains, at a minimum,
  - Partner implementation instructions, schedules, implementation models, etc
  - Intel® Easy Steps Basic Course
  - Intel® Easy Steps Activity Book
  - Intel® Easy Steps Facilitation Guide
  - Intel® Evaluation Evaluation Toolkit
  - Intel® Education Help Guide
  - PC Basics (optional)
  - Services of a Senior Trainer to conduct a Train-the-Trainer

<name of external party> will provide:

- Technology centers or labs where training can take place
- Staff to be course facilitators
- Cost of Train-the-Trainer
- Cost of subsequent regional/local training(s)
- Cost of localizing materials (negotiated)
- Cost of printing/replicating and distributing materials
- Evaluation resources (as needed)



**General Understandings regarding this MOU:**

1. Purpose of the Intel® Easy Steps MOU: The purpose of this MOU is to state the mutual intention of the Parties in general terms. This MOU serves as a framework to describe the proposed transaction(s) to be discussed and negotiated by the Parties. Upon the execution of this MOU, the Parties will discuss and may negotiate the potential transaction(s) in greater detail, which may include entering into binding agreements, licensing agreements, detailed time schedules for the implementation of the matters set out therein. Separate binding agreements will not become effective until the Parties have approved, executed and delivered the appropriate definitive agreements. Before the execution and delivery of such definitive agreements, each Party, at its sole discretion, has the absolute right to terminate the negotiations and this MOU between the Parties, without cause and for any reason, in accordance with Article 2 below.

2. Non-Binding Nature of this MOU: The terms of this MOU are statements of intent only. This is not a binding agreement between the parties (except for the agreement regarding publicity in Section 4, below), and no legally binding agreement shall exist until both parties have negotiated, prepared and executed separate individual written agreement(s) establishing the binding obligations of the Parties as approved by each Party's management and legal entities.

This MOU shall be effective as of \_\_\_\_\_ 2010 and shall continue until and automatically terminate without notice on, \_\_\_\_\_ 20\_\_ unless (a) extended in writing by mutual agreement or (b) upon execution of a definitive agreement by all Parties covering the subject matter herein. Additionally, either Party may terminate this MOU without cause upon thirty (30) days prior written notice to the other Party. The provisions of Article 3 shall survive any termination of this MOU.

3. Publicity: Except as may be otherwise stated in an Addendum, or as may be required by law, the Parties agree that they shall seek and receive the express prior consent of the other Party before they disclose to the public or to any third party the existence of this MOU or the relationship described herein.

4. Expenses: Except as specifically set forth in an Addendum, each Party will be responsible for its own expenses in connection with all matters relating to this MOU. In no event shall either Party be liable to the other for any damages of any kind whatsoever (even if such Party has been advised of the possibility of such losses or damages) based upon or arising out of either Party's performance of or failure to perform the activities described herein, except for any damages arising from any breach of the non-disclosure provisions herein.

5. Warranties Disclaimed: The Parties disclaim all warranties of any kind (including all express, implied and statutory warranties, and all conditions of merchantability, fitness for particular purpose, and any warranty of non-infringement of any intellectual property of any third party) in connection with this MOU and any related products, technologies, or services. Each party shall be solely responsible for the quality, warranty and functionality of its own products and services.

6. Term and Termination. This MOU will continue in effect until the activities described in any Addendum are concluded, or until it is terminated by one of the Parties. Either Party may terminate this MOU and/or one or more Addenda at any time for any or no reason upon 30 days written notice to the other Party, or immediately if a Party has failed to cure a material breach of this MOU or an Addendum 10 days after receiving written notice of such breach. The obligation arising under Sections 3, 4, 5, 6 and 7 of this MOU will survive termination.

7. No Intellectual Property Rights Granted: Except as permitted in an Addendum attached hereto, this MOU does not grant either Party any license or other rights to any trademarks, logos or other intellectual property of the other party, and use of any such other Party's intellectual property must be governed by a separate license agreement. .

8. Choice of Law: This MOU and all Addenda will in all respects be governed by and construed in accordance with the laws of the < name of country > without reference to its conflict of laws principles.

9. Independent Contractors: The Parties are independent contractors, and no agency, partnership, joint venture or employee-employer relationship is intended or created by this MOU or the Addendums that may be attached. Neither Party will make any warranties or representations on behalf of the other.

10. Entire Understanding; Amendment; Assignment: This MOU sets forth the entire and final understanding and agreement of the Parties, and supersedes any and all oral or written agreements or understandings between the Parties, as to the subject

Appendix B

matter hereof. No amendments or modifications shall be effective unless in writing and signed by authorized representatives of both Parties. The waiver of a breach of any provision of this MOU will not operate or be interpreted as a waiver of any other or

subsequent breach. No right, duty or obligation under this MOU may be assigned, delegated, factored or subcontracted in any manner by either Party without the other Party's prior written consent, except that Intel may assign its rights or delegate its duties to one or more direct or indirectly-owned subsidiaries of Intel.

11. Notices: All notices shall be directed in writing to the following individuals (or their successors):

For <name of external party>:

For Intel:

The signature of the parties below indicates their agreement with the foregoing Agreement.

<name of external party>

<country name of Intel>

By: \_\_\_\_\_

By: \_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Witnesses to the Signing of the Intel® Easy Steps Basic Course  
Memorandum of Understanding**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix C

# SAMPLE

## License Agreement Intel® Easy Steps

This *Intel® Easy Steps Basic Course* License Agreement, effective as of \_\_\_\_\_ (date) \_\_\_\_\_, \_\_\_\_year\_\_\_\_ ( the "License Agreement"), is made by and between Intel Corporation (hereafter "Intel") having its principal office at 2200 Mission College Boulevard, Santa Clara, CA 95052 USA) and \_\_\_\_\_ (name of entity) \_\_\_\_\_ having offices in \_\_\_\_ (city and county) \_\_\_\_\_ (hereinafter "Licensee")

### Recitals

WHEREAS, Intel Corporation has developed the *Intel® Easy Steps Basic Course* (the "Course"), which is designed to help agency staff teach basic technology literacy skills effectively to learners.

WHEREAS, Intel and Licensee wish to enter into an agreement to grant Licensee a license to reproduce and distribute Course Materials pursuant to the terms of this License Agreement, for use by learners in Licensee's agency or enrolled in Licensee's professional/community development program.

### Agreement

THEREFORE, in consideration of the mutual covenants and promises contained in this License Agreement, the parties agree as follows:

**1. Definitions.** All capitalized terms used in this License Agreement have the following meanings.

- 1.1 "License Agreement" means this document, as it may be amended from time to time.
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Appendix C

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INTEL CORPORATION

LICENSEE

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

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Title

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Printed Name

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## Appendix D

### Editable Flyer

# Intel® Easy Steps



**Attend a fun and engaging training course and receive practical materials to help you learn important basic computer skills.**

**Use the computer for business and personal communications:**

- Create letters, invitations, resumes, flyers, spreadsheets, advertisements, presentations, etc...
- Learn to use word processing, do simple calculations, search the Internet, and create and send email

Learn at your own pace through step-by-step instructions supported by the Intel® Education *Help Guide*.

Intel® Easy Steps **Course Information**

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# Appendix E


## Certificate for Trainers

<b>Intel® Easy Steps</b> Trainer	Third Party Logo	
<h3>Certificate of Completion</h3>		
<i>Participant's Name</i>		
is recognised for completing the trainer training for the Intel® Easy Steps Basic Course.		
Awarded by <i>Name of Organisation</i>		
<i>Trainer's Name</i> Trainer	<i>City, Country</i> Location	<i>Day, Month, Year</i> Date
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## Appendix F

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<h1>Certificate of Completion</h1> <p><i>Participant's Name</i></p> <hr/> <p>is recognised for completing the Intel® Easy Steps Basic Course.</p> <p><b>Awarded by</b> <i>Name of Organisation</i></p> <hr/> <table><tr><td><i>Master Trainer's Name</i></td><td><i>City, Country</i></td><td><i>Day, Month, Year</i></td></tr><tr><td><b>Master Trainer</b></td><td><b>Location</b></td><td><b>Date</b></td></tr></table>		<i>Master Trainer's Name</i>	<i>City, Country</i>	<i>Day, Month, Year</i>	<b>Master Trainer</b>	<b>Location</b>	<b>Date</b>
<i>Master Trainer's Name</i>	<i>City, Country</i>	<i>Day, Month, Year</i>					
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## Appendix G

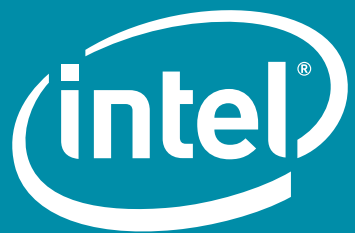
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Easy Steps component	Word Count
Basic Course	10,376
Facilitators Guide	12,979
Activity Book	35,702
Evaluation Toolkit	5,314
TOTAL	64,371

In addition, the Intel Education Help Guide will need to be available in that language, as it supports the use of the Easy Steps materials. Please check with your Intel representative to determine whether the Help Guide is available in your desired language.





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