Project name: Roanoke Community Broadband Project
Legal name of entity: Roanoke Telephone Company, Inc.
Mailing address: 236 East Capitol St, Jackson, MS 39201
Name and title of CEO: James Garner, Vice President of Operations
Grant Contact: Lisa Wigington, Director of Revenue Assurance & Regulatory Compliance
Phone: 601-354-9070 Email: LisaW@TEC.com
Autonomous System Number: 17253
List Internet Exchange Membership: Digital Realty Atlanta and Equinix Chicago
PeeringDB entries: https://www.peeringdb.com/asn/17253

Attachment C-2 TEC Roadmap to Improve Digital Literacy

In an effort to provide resources to our communities to bridge the gap in the digital divide, TEC is launching a digital literacy plan. The plan will cover a series of steps that will help promote digital literacy in all age groups and will implement an assortment of training classes and workshops to close the gap. TEC realizes that the future brings more and more technological changes and to thrive in such times, one must be digitally literate. There is technology in every aspect of the professional world now whether it is applying for jobs or everyday job tasks. There will be a focus on internet literacy training to help prepare users entering the workforce and anyone wanting to improve their individual efficiency. Another very important topic in digital literacy is internet privacy. It is important to make our communities aware of the dangers of using the internet without a proper knowledge of what we are sharing. TEC's goal is to educate people of all ages on the endless possibilities of the internet.

Collaboration will play a key role in the success of the implementation of TEC's digital literacy plan. To execute, TEC must partner with community organizations. A list of suggested partners and contacts in each community is below:

- Superintendent from each school district
- Director of the local libraries
- Director of the local chamber of commerce
- Director of community centers, learning centers and senior centers
- Low income housing facilities

Part one of the plan is TEC's is implementation of an internet safety program. Courses will be presented for different age groups in the schools of our communities. The courses will be taught by a member of the community sponsored by TEC and will cover internet safety for kids and adults. Students can gain a knowledge of the dangers of the internet and what can be done to stay safe and remain vigilant. The course for parents and other adult family members will also be available at the local library, community centers, learning centers and senior centers. Two identical CDs with these powerpoint presentations have been sent to each company, one for the company and one to share with the local person recruited to partner and teach the courses in the classrooms. A list of these courses is below:

- NetSmartz Kindergarten – 2nd grade
- NetSmartz 3rd grade – 5th grade
- NetSmartz Tweens
- NetSmartz Teens
- NetSmartz Parents

Part two of the plan is to place brochures in the local TEC office and in the local library on internet safety. These brochures are provided by the Federal Trade Commission and are listed below:

- Heads Up: Stop Think Connect
- Net Cetera: Chatting with Kids About Being Online
- Living Life Online

Part three of the plan is to provide a portal for classes to be offered to each community. Shortcut icons to access this website, http://www.driveyourlearning.org/co/tec.html will be added to all public accessible computers in the libraries, community centers, learning centers for the disabled and senior centers in our serving areas. Course categories consist of the titles below and more will be added:

- Internet and Computer Basics
  - Introduction to E-Mail
  - Introduction to the Internet
  - Evaluating Web Pages
  - Internet Safety
  - Microsoft Word 2010: Unit 1
  - Microsoft Word 2010: Unit 2
  - Computer Basics
  - Mouse Tutorial
  - Windows 8
  - Creating an Email account: Gmail
  - Starting on the Computer
  - DigitalLearn-Intro to Email
  - Using the Internet
  - Windows10

- Job Skills
  - Cover Letters
  - Networking Basics
  - Interviewing 101
  - Job Applications
  - Business Planning 101
  - Guide to Starting a Business
  - Small Business Cybersecurity
  - Resume Writing

- Social Media
  - Getting Started with Pinterest
  - Instagram Basics
  - Facebook 101
  - Etsy 101
  - LinkedIn Basics
  - LinkedIn for Job Seekers

- Life Skills
  - Money Basics
  - Guide to Buying a Car
  - Guide to Buying a Home
  - Essentials of Nutrition
  - Guide to Starting a Business
  - Taxes 101
  - Business Planning 101
  - U.S. Citizenship Exam Prep
  - Credit 101

- General Education
  - SAT Math Preparations
  - The GED Test Tutorial
  - Selling on EBay
  - GMAT – Test Prep
  - Documentation (DAP skills)

- Basic Programming
  - Programming Fundamentals
  - Get Your Business Online
  - Introduction to HTML
  - Introduction to Ruby
  - JavaScript
  - jQuery
  - Introduction to CSS
  - PHP Basics
  - GESMV – Job Success