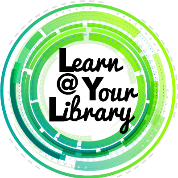
**Design Document: Class Title**

Class Description

**Curriculum Track**

Will be one of the following: Basics, Software & Apps, Microsoft, or Job & Career

**Audience**

**Course Length**

90 minutes

**Training Method**

Instructor-led hands-on, Lecture/Demo, or other

**Purpose**

Equipment Requirements

Software Requirements

Material Requirements

Pens or pencils, activity sheets (if applicable), handouts, participant surveys, any other specifics….

**Learning Objectives**

At the end of the session, learners will be able to:

* Be sure objectives use specific, measurable action words like Describe, Identify, Name, Complete, etc.)

**Assessment Technique(s)**

Successful completion of class activities (Hands-on classes), Question and answer (Lecture/Demo)

Content Outline

***Agenda (3 mins)***

* Insert agenda items

***Talking Points, Topics, and Activities (85 mins)***

* Outline talking points and provide any specific examples you wish the trainer to use. Start with the first Agenda Item then break down into specifics.
  + Follow this format for bullet points (Left Indent 0.25)
    - 0.50
      * 0.75
        + 1.0

**ACTIVITY**: Have participants complete **Activity #­1** on the *Activity Sheet* (Insert this after the appropriate sections when necessary, then begin a new section following the formatting shown above)

***Wrap Up/Closing (2 mins)***

* Highlight the upcoming technology classes and share the types of topics that will be covered
* Ask if there are questions and answer any that were “parked” during the session
* Thank participants for coming and ask them to complete the class survey before leaving