Design Document: Class Title

Class Description

1-2 sentence description

**Category**

Will be one of the following: Basics, Software & Apps, Microsoft, or Job & Career (for adult classes)

**Audience**

Adults

**Class Length**

90 minutes

**Training Method**

One of the following: Instructor-led hands-on, Lecture/Demo

**Purpose**

To inform/teach/etc. participants…..

Equipment Requirements

Projection screen, computer with internet connection, laser pointer (recommended), any other specifics….

Software Requirements

Windows 10…Any specific software that requires installation, etc.

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:

* Use specific, measurable actions words like Describe, Identify, Name, Complete, etc.)

**Assessment Technique(s)**

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

Content Outline

***Agenda (2 mins.)***

* Insert agenda items

***Topics, Talking Points, 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

When including information that requires a sequence of steps, include a number list. Steps should be limited to 7 steps or less (if you have more, break the steps down into two sections).

When providing detail about talking points, assume zero knowledge on behalf of the participant. Adapt that to the level of the class. Basics classes will have very simple terminology and steps. More advanced classes will have built in knowledge but will still require explanations and processes.

Consider who may be teaching the class. If someone had to step in for you to teach, and wasn’t as familiar as you are with the topic, would they be able to convey the same amount of information to the participants based on the design document? Use start off words like, “Explain,” “Share,” “Note,” “Discuss,” etc. While enough information should be included to provide a clear description/example, and guarantee that participants in all classes will receive the same fundamental knowledge, it is not a full word-for-word script.

The following section from Windows 10 basics is a good example:

* **Accessing Apps**
  + Explain that in Windows 10, the words **Programs** and **Apps** are used interchangeably to correspond with the changing way other devices, such as tablets, access them. We used to think of programs as computer-based productivity tools, like Microsoft Word, while Apps were the fun games or tools available on Smartphones or iPads. In Windows 10, all programs are referred to as **Apps** (short for Application Program). On the computer, programs still open and have the same look as they have on previous versions of Windows versus tablet/iPad versions of a product.
  + Discuss the three major ways for locating and opening Apps:
  + Demonstrate the use of Tiles on **Start Menu**
  1. Click on the Start Menu
  2. If necessary, use the scroll bar on the far right-hand side of the menu to move down to where the Microsoft Word category is listed
  3. Click on the Microsoft Word icon to open the program
  4. Close the program
  + Demonstrate the use of the **All apps** list
  1. Click on the Start Menu
  2. Show the location of **All apps**
  3. Scroll down the alphabetical listing of programs to locate Microsoft Word
  4. Click on the icon to open the program
  5. Close the program
  + Demonstrate the use of the **Search the web and Windows aka Cortana** box
  1. Click on the Start Menu
  2. Click in the white box at the bottom of the menu and begin typing **Windows Media Player** until the program appears
  3. Click on the icon to open the program
  4. Close the program
  + Preview some of the new apps provided with Windows 10 such as **Weather** and **Maps**

**Activity**: Have participants complete **Activity #1** on the *Activity Sheet*

***Wrap Up/Closing (3 mins.)***

* Answer any questions that were “parked” and solicit any additional questions
* Inform participants of upcoming classes
* Thank participants for coming and ask them to complete the class survey before leaving

Notes

* Margins are Custom set to 0.75 on all sides
* GBPL transparent black logo inserted and centered in Footer
  + Height: 0.50; Width: 1.50