Notes Regarding Course Files

**Directory Structure**

The main course files (Instructor Guide and Presentation Slides) are located in the primary directory. Sub-directories are created to provide organization to the files, and named Source Files, Participant Handouts, and PreRead Materials. Source Files include all of the files in their development format type (ie, MS Word document for worksheets, Photoshop for a slide graphic, etc.).

The PreRead Materials contain all of the templates and documents which should be completed and emailed to participants prior to the course delivery. The email template may be used as a guide in writing the welcome email to participants.

The Participant Handouts contain all of the files need by the students throughout the course. Please refer to the materials section of the Instructor Guide for quantity and when each of the files will be used. This directory also contains subdirectories for the CICA Case Study documents and Case Study Two project documents.