# The Teaching and Learning Center logo featuring a blue tree with gold leaves and the words Teaching and Learning Center Course Design Worksheet (CDW) Tutorials

The Course Design Worksheet (CDW) provides a blueprint for each CBU course. It is used to ensure that the Course Design Process remains integrated. A well-integrated course contains instructional materials, learning activities, and assessments that are in alignment with the course's expected Student Learning Outcomes (SLOs) and University Student Outcomes (USOs).

The CDW also provides important documentation for accrediting bodies. The CDW shows internal and external evaluators that courses are carefully planned using a backward design process. Within the CDW, evaluators can see the cognitive level attributed to each learning activity along with the estimated number of engagement minutes for each activity.

When a course has a complete, accompanying CDW, we can be confident that the course is designed to meet the expectation of the institutions and society at large.

## [Course Design Worksheet Tutorials](https://calbaptist.mediaspace.kaltura.com/playlist/dedicated/1_vnhyn7q5/) (Video Playlist)

### Directions

1. Open the Course Design Worksheet. A link to the Course Design Worksheet (Google Sheet format) will be sent to the Course Planner by the CBU Teaching and Learning Center (TLC).
2. Complete each of the 9 tabs in the Course Design Worksheet.
   1. The “Overview” tab will include the Course Description and Course Level Objectives (CLOs) for the course.
   2. The “Situational Factors” tab is used to describe the context of the class for design purposes.
   3. The “Topics” tab is used to list the key topics to be covered in the course, considering whether each topic builds on prior information, represents new information, and/or presents information that will be built upon in future courses.
   4. The “Required Text and Materials” tab is used to list the course’s required materials, including textbooks, lab kits, Open Educational Resources, etc.
   5. The “Critical Assessment Rubric” tab is used to describe the scoring criteria and expectations for the course’s Critical Assessment. In most cases, the Critical Assessment functions as the course’s Final Project.
   6. The “Assignments” tab is used to describe the types of assignments offered in the course and display the alignment between those assignments and the Course Level Objectives.
   7. The “Faith Integration” tab is used to plan how Christian faith will intersect with course content.
   8. The Weekly Course Structure tabs are used to describe the Learning Activities that students will engage in as part of each Course Module. The CDW will contain either 8 or 14 Weekly Course Structure tabs, depending on the academic program that the course is associated with.
   9. The “Course Summary” tab displays totals of the course’s points and engagement minutes.

Detailed instructions for each tab are posted in the [Course Design Modules](https://calbaptist.blackboard.com/ultra/organizations/_132810_1/cl/outline) (Blackboard login required).

### Big Ideas and Core Tasks

The Course Design Worksheet will be completed by a “Course Planner.” The Course Planner is the faculty member that serves as the Subject Matter Expert (SME) for a Course Design Project. While the “Overview” tab appears as the first tab in the CDW, it is recommended that Course Planners start the CDW process by completing the “Topics” tab first (the “Topics” tab is the third tab in the document. Once the “Topics” tab has been completed, Course Planners will be able to compare the course’s expected learning objectives with the topics that they have intended for the course. By comparing the planned Topics with the expected learning objectives, the Course Planner will be able to determine whether the topics are appropriate/necessary.