Enter Course Title

Enter Course Number

Course Design Document

Enter Month and Year

Version x.x



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## Course Description

### Overview

[Enter a short course overview provide the purpose of the course, overall outcomes to be achieved by the course, and central course topics.]

### Scope

[Enter a statement concerning the scope of the course.]

### Target Audience

[Enter a description of the course target audience.]

### Prerequisites

[List the prerequisite courses or knowledge/skills learners are required complete or have before taking the course (as necessary).]

### Course Length

[Enter the estimated time it takes to complete the course.]

### Required Materials/Facilities

[Enter any required course materials, technology or facilities are required to deliver this course.]

### Testing/Certification

[Enter a description of the testing strategy to be used with the course, including pre/post tests, certification, mastery requirements, final tests and required score/percentage for passing.]

### Evaluation Strategy

[Enter a brief overview of the formative and summative course assessment strategy.]

## Course Progression (WBT Only)

[The course progression represents a comprehensive flow of the modules/lessons/topics for a WBT course. Provide a description of how the course will be organized along with a graphic that visually represents the flow of modules/lesson/topics.]

## Course Design Matrix

[The Course Design Matrix provides an overview of each proposed module/lesson within the course including objectives, lesson topics, instructional strategies, assessment strategies and practical exercises. Please complete one matrix template below per lesson (this will require you to cut and paste a matrix for each lesson and complete one matrix per lesson). Please delete this paragraph prior to submitting the document for review.]

### [Module #: Title]

#### **Scope Statement**

[Enter a brief statement concerning the scope of the lesson.]

#### Terminal Learning Objective (TLO)

[Describe what learners will be able to do at the end of the module.]

#### Enabling Learning Objectives (ELOs)

[Define the skills, knowledge and behaviors that learners must master to successfully achieve the TLO.]

#### Lesson Topics:

1. [List the lesson modules or topics.]

#### Instructional Strategy

[Provide an overview of how the content will be presented, and the learner’s interaction with the content (e.g., tutorial, drill and practice, practical exercise, case study etc.).]

#### Assessment Strategy

[Describe the assessment strategy.]

## Course Agenda

[Course agenda refers to the duration of each module. Please delete this paragraph prior to submitting the document for review.]

## Estimated Contact Time (WBT Only)

[Estimated contact time refers to the amount of time the average user would require to view all of the content including summary screens, content screens, knowledge check, and practical exercise screens. Please use the matrix below as a guide to determine the length of the course. Estimate the following per screen:

* Introduction/Summary/Objective Screens: .5 min.
* Content Screens: 1 min.
* Knowledge Check (KC) / Practical Exercises (PE) Screens: 2 min.

Please delete this paragraph prior to submitting the document for review.]

### [Module #: Title]

**Objective Screens (min.):** [Enter # of Objective Screens and Minutes]

**Content Screens (min.):** [Enter # of Content Screens and Minutes]

**Knowledge Check (KC)/Practical Exercises (PE) Screens (min.):** [Enter # of KC/PE Screens and Minutes]

**Total Screens/Minutes:** [Enter the Total Number of Screens and Minutes.]

### [Enter the Modules/Lessons Title]

**Objective Screens (min.):** [Enter # of Objective Screens and Minutes]

**Content Screens (min.):** [Enter # of Content Screens and Minutes]

**Knowledge Check (KC)/Practical Exercises (PE) Screens (min.):** [Enter # of KC/PE Screens and Minutes]

**Total Screens/Minutes:** [Enter the Total Number of Screens and Minutes.]

## Totals

**Objective Screens (min.):** [Enter the total # of objective screens and total minutes]

**Content Screens (min.):** [Enter the total # of content screens and total minutes]

**Knowledge Check (KC)/Practical Exercises (PE) Screens (min.):** [Enter the total # of KC/PE screens and total minutes]

**Total Screens/Minutes:** [Enter the total Number of Screens and Minutes.]

## Reference List

[Enter the reference documents used during the writing of this module content. Type “None” if the module authors did not use any references.

Reference List entries, and blank spaces in between each entry, are in Reference List Text style. Use the Emphasis style to apply italics character formatting as needed.

For 508 compliance, web URLs and any hyperlinked text should be active, that is, when you mouse over the link, a message should appear about holding the CTRL key and clicking the link to access the web page. An active web link can also be created by applying the Hyperlink style to the full URL text.]