**Outline and Alignment Section**

The course application must include an outline of non-learning and learning activities and instructional methods and how many minutes each activity or method will require. Learning activities and instructional methods must show alignment to the course’s KS Core Competency(ies) and Learning Objectives.

Each learning activity or instructional method requires a separate line with enough details to show how the learning activity or instructional method supports the identified learning objective and KS Core Competency. Add additional lines as needed to ensure all activities are clearly identified. Information in the Outline Activities and Instructional Methods column should clearly explain the activity or method – details are important here. Non-learning and learning activities and instructional method time must be included. Minutes included in the Activity Time column must equal the requested clock hours. Courses over 2 hours must include a break. Break times cannot be included in the approved clock hours.

For additional guidance, refer to the developer orientation course.

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| **KS Core Competency**  include Domain, Skill Area, and Level (number and letter) for each activity or instructional method | **Learning Objective**  Full learning objective statement | **Outline Activities and Instructional Methods**  Provide a detailed outline of activities and instructional methods used. Provide a brief explanation of the activity or method. | **Activity Time**  (in minutes)  Total time, excluding breaks, must equal the requested clock hours. |
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