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| Date Updated:      Pilot Date:       |

**Course Data Sheet**

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| **Course Information** |
| **Program Title**      | **Length of Program**      | **Intended Audience *(All Staff, Leaders Only, Clinical Only, External Audiences)***      | **Delivery Method:** [ ]  Classroom [ ]  Blended Learning [ ]  Simulation [ ]  Conference [ ]  Panel  |

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| **Individual Resources** |
| **Instructional/Program Designer**      |  **Subject Matter Expert:**       | **Presenter(s)/Educator(s)**       | **Reviewer**      |
| **Phone/Email**      | **Phone/Email**      | **Phone/Email**      | **Phone/Email**      |

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| **MCLI Information** |
| **Classroom Type Needed/Preferred**      | **Max Students**      | **Min Students**      | **Catering Needed?**[ ]  Yes [ ]  No |
| **Set Up Time** ***(30 minutes standard)***      | **Tear Down Time** ***(30 minutes standard)***      | **Breakout Sessions?** [ ]  Yes [ ]  No | **Technology Needs** [ ]  Teleconferencing [ ]  Video-Conferencing [ ]  PowerPoint[ ]  Music/Video [ ]  Other       |
| **Pre-Class** | **Post-Class** |
| **Task Owner** | **Task** | **Task Owner** | **Task** |
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| **Special Notes** |

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| **Course Objectives/Description** |
| **Course Description *(to be used in HealthStream and in catalog)***      |
| **Course Objectives *(At the conclusion of the course, learners will be able to…)***1.
 |
| **Behavior/Job Standards and Competencies**      | **Prerequisites**      |  **Application for CE Complete?**[ ]  Yes [ ]  No |

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| **Lesson Plan** |
| **The Hook***Type Instructions for Opening Here* |
| **Objectives**  | **Course Outline** | **Learning Activity** | **Duration** | **Evaluation Tool** | **Supplies/****Materials** |
| Type Objective Here | Type Outline Here | * Type Description Here
 |       Min | * Type Description Here
 | * Type Description Here
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| Type Objective Here | Type Outline Here | * Type Description Here
 |       Min | * Type Description Here
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| Type Objective Here | Type Outline Here | * Type Description Here
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 |
| **Big Picture and Close***Type Instructions Here* |