Business Plan for New Programs of Study

All Business Plans for new programs must be submitted with their corresponding Concept Paper to the Enrolment Management Team, the College Executive Team and the Board of Governors for review and approval.

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Table 1 Program Map: Vocational Program Learning Outcomes

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| **Provincial Vocational Program Outcomes**  \_\_ Provincial Program Standard, or  \_\_ Provincial Program Description  *MAESD Code:* | **Proposed Program Vocational Learning Outcomes** | **Course Title/Course Code** |
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Table 2 Program Map: Essential Employability Skills Outcomes

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| **Skill Categories** | **Defining Skills**  Skill areas to be demonstrated by the graduates | **Essential Employability Skills Outcomes**  The graduate has reliably demonstrate the ability to: | **Course Title/Course Codes**  (As indicated in the VLO map) |
| **Communication** | * Reading * Writing * Speaking * Listening * Presenting * Visual literacy | * Communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the purpose and meets the needs of the audience |  |
| * Respond to written, spoken, or visual messages in a manner than ensures effective communication |  |
| **Numeracy** | * Understanding and applying mathematical concepts and reasoning * Analysing and using numerical data * Conceptualizing | * Execute mathematical operations accurately |  |
| **Critical Thinking & Problem Solving** | * Analysing * Synthesizing * Evaluating * Decision-making * Creative and innovative thinking | * Apply a systematic approach to solve problems |  |
| * Use a variety of thinking skills to anticipate and solve problems |  |
| **Skill Categories** | **Defining Skills**  Skill areas to be demonstrated by the graduates | **Essential Employability Skills Outcomes**  The graduate has reliably demonstrate the ability to: | **Course Title/Course Codes**  (As indicated in the VLO map) |
| **Information Management** | * Gathering and managing information * Selecting and using appropriate tools and technology for a task or a project * Computer literacy * Internet skills | * Locate, select, organize, and document information using appropriate technology and information systems |  |
| * Analyse, evaluate, and apply relevant information from a variety of sources |  |
| **Interpersonal** | * Team work * Relationship management * Conflict resolution * Leadership * Networking | * Show respect for the diverse opinions, values, believe systems, and contributions of others |  |
| * Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals |  |
| **Personal** | * Managing self * Managing change and being flexible and adaptable * Engaging in reflective practice * Demonstrating personal responsibility | * Manage the use of time and other resources to complete projects |  |
| * Take responsibility for one’s own actions, decisions, and consequences |  |

Table 3 Program Curriculum

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| --- | --- | --- | --- | --- | --- |
| **Semester** | **Course Code/Course Title**  (As indicated in the VLO map) | **General Education Course**  (Indicate with an ‘X’) | **Total Course Hours** | **Course Description** | **Type of instruction/delivery method** |
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| **Semester** | **Course Code/Course Title**  (As indicated in the VLO map) | **General Education Course**  (Indicate with an ‘X’) | **Total Course Hours** | **Course Description** | **Type of instruction/delivery method** |
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Table 4 Program Delivery Information (PDI) for Weight Calculation

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Total Hours Required per Student:** | | | | | | | |
| **Program Name:** | | | | | | | |
| **Semester** | **1** | **2** | **3** | **4** | **5** | **6** | **Total** |
| Classroom Instruction |  |  |  |  |  |  |  |
| Laboratory/workshop/fieldwork |  |  |  |  |  |  |  |
| Independent (self-paced) learning |  |  |  |  |  |  |  |
| One-on-one instruction |  |  |  |  |  |  |  |
| Clinical placement |  |  |  |  |  |  |  |
| Field placement/work placement  \*\* \_\_ Mandatory \_\_ Optional |  |  |  |  |  |  |  |
| Co-op work placement  \*\* \_\_ Mandatory \_\_ Optional |  |  |  |  |  |  |  |
| Small group tutorial |  |  |  |  |  |  |  |
| Other (specify) |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |

## Professional, Accrediting Bodies Consulted in Program Development

Include evidence that they support the program as described in the proposal.

## Program Financial Matrix

Please see separate Excel document.