CURRICULUM/PROGRAMME PLAN TEMPLATE

# COVER PAGE

|  |
| --- |
| PROGRAMME TITLE: |
| QUALIFICATION (Certificate/Diploma/Degree): |
| ACADEMIC DEPARTMENT THAT WILL OFFER/MANAGE PROGRAMME: |
| DELIVERY MODE: |
| TOTAL PROGRAMME CREDITS: |
| DURATION/LENGTH OF PROGRAMME: |
| PROPOSED START DATE: |

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PROGRAMME DESCRIPTION

## INTRODUCTION

### Description

<Insert programme description>

### Purpose/Need

<Describe need for programme>

### Target Audience

<Describe proposed audience for programme>

## AIM

### Programme Learning Outcomes

<Provide list of learning outcomes>

### Support for Academic/Strategic Plan

<Explain guidance from institutional plans>

## RATIONALE

### Market Analysis Results (See Appendix Three)

<Provide overview of market>

### Programme Status (New/Modification/Addition)

<Identify type of programme this plan is addressing>

### 

### Potential Social/Economic/Educational Impact

<Examine the impact of this programme on the local community, business or others impacted by its future graduates>

### Enrolment Projections

<Provide a three to five year projection of potential enrolments. This will impact the budget>

### Potential Areas of Employment for Graduates

<Description potential graduate employment areas/industries>

## ACCESS AND SUPPORT

### Programme Admission Requirements

<List minimum admission standards>

### Marketing Strategies

<Describe how you propose to market the programme>

### Mode of Delivery (Campus/Online/Blended)

<Describe the proposed delivery media, methods and technologies>

### Library Requirements/Support

<Describe impact on library and requirements for new databases, journals, resources, etc. Will impact budget>

### Technology Requirements/Support

<Describe any new or updated technologies required. Include a description of the type of technology support that must be provided to faculty and learners>

# COURSE OF STUDY AND FACULTY

### Total Credits

<Insert total program credits>

### Course Descriptions

<Insert course list and brief description>

### Course Flow/Sequence By Semester

<Insert diagram/table with titles to illustrate flow of Courses>

### Research/Major Project/Thesis Requirements

<If graduate level programme insert description>

### Proposed Core Faculty

<Provide names of faculty to teach courses>

### Proposed Part-Time Faculty

<Identify potential part-time faculty to support new program>

### Selection of Part-Time Faculty

<Describe the selection criteria for part-time faculty>

# REGULATIONS AND ASSESSMENT PROCEDURES

<Insert list of regulations and assessment guidelines that will be used during the design and delivery of the course>

<Insert assessment procedures for the programme>

# QUALITY ASSURANCE

<Insert QA guidelines or quality framework to be used>

# PROPOSED BUDGET

| **INCOME/EXPENSES** | **ACADEMIC YEAR 1** | **ACADEMIC YEAR 2** | **ACADEMIC YEAR 3** | **3 YEAR PROJECTION** |
| --- | --- | --- | --- | --- |
| Income from Campus  New:  Existing: | + | + | + | + |
| Income from Donors  New: | + | + | + | + |
| Projected Student Fees ($XXX per course X no. courses per year)  Full time:  Part time: | + | + | + | + |
| Other income (specify and estimate) | + | + | + | + |
| Design and Development Expenses | - | - | - | - |
| Non-Instructor Delivery Expenses | - | - | - | - |
| Faculty Delivery Expenses  Full time:  Part time: | - | - | - | - |
| QA and Revision  Expenses | - | - | - | - |
| Grand Total  Income:  Expenses:  Difference: | +/- | +/- | +/- | +/- |

# APPENDIX 1: COURSE TITLES AND OVERVIEW

**Course Title 1 (X Credits)** – Insert an overview of the course.

**Course Title 2 (X Credits)** – Insert an overview of the course.

**Course Title 3 (X Credits)** – Insert an overview of the course.

**Course Title 4 (X Credits)** – Insert an overview of the course.

# APPENDIX 2 – COMPETENCY AND COURSE MATRIX

| List of Competencies [[1]](#footnote-1) to be Mastered Course  **(Note: A competency can be achieved over multiple courses)** | **Courses** | | | | |
| --- | --- | --- | --- | --- | --- |
| Crse 1 | Crse 2 | Crse 3 | Crse 4 | Crse X |
| Competency 1 |  |  |  |  |  |
| Competency 2 |  |  |  |  |  |
| Competency 3 |  |  |  |  |  |
| Competency 4 |  |  |  |  |  |
| Competency X |  |  |  |  |  |
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# APPENDIX 3: MARKET COMPARISONS

## Market Overview

Provide an overview of how you selected the different university programmes as part of this comparison.

## University Index and Programme Titles

Insert University, Program Title and Total Credits that are part of the comparison.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course List Comparison** | **Univ1** | **Univ2** | **Univ3** | **Univ4** | **UnivX** |
| Course Title 1 |  |  |  |  |  |
| Course Title 2 |  |  |  |  |  |
| Course Title 3 |  |  |  |  |  |
| Course Title 4 |  |  |  |  |  |
| Course Title X |  |  |  |  |  |

## Analysis of the Market

Insert detailed analysis of the market/potential competitors.

# APPENDIX 4: COURSE DESCRIPTIONS

## Programme Goal

Insert Program Goals.

## Course Title 1 – Insert Title

### Course Goal

Proposed goal(s).

### Topics

Insert list of topics.

### Assessment Methods

Insert proposed assessment procedure.

### Recommended Textbook

Insert recommended readings/textbook.

### Course SME/Writer

Insert lead faculty name if known.

## Course Title 2 – Insert Title

### Course Goal

Proposed goal(s).

### Topics

Insert list of topics.

### Assessment Methods

Insert proposed assessment procedure.

### Recommended Textbook

Insert recommended readings/textbook.

### Course SME/Writer

Insert lead faculty name if known.

## Course Title 3 – Insert Title

### Course Goal

Proposed goal(s).

### Topics

Insert list of topics.

### Assessment Methods

Insert proposed assessment procedure.

### Recommended Textbook

Insert recommended readings/textbook.

### Course SME/Writer

Insert lead faculty name if known.

## Course Title X – Insert Title

### Course Goal

Proposed goal(s).

### Topics

Insert list of topics.

### Assessment Methods

Insert proposed assessment procedure.

### Recommended Textbook

Insert recommended readings/textbook.

### Course SME/Writer

Insert lead faculty name if known.

## Major Project/Thesis (X Credits)

Insert brief description of proposed program project/thesis if one is required.

1. Competencies are the knowledge, skills and/or abilities that must be mastered by the learners. Competencies are often provided by government or certifying agencies that describe the requirements for trades or professional certification. [↑](#footnote-ref-1)