

## PROGRAM BRIEF: Associate Certificate in [Name]

*[Note: this template is only for new Associate Certificates that qualify for an expedited process. A maximum of 25% of the credits can be composed of new courses. Please be as succinct as possible, no more than 2 pages.]*

## Description of the Profession/Industry

[Briefly describe the profession/industry.]

## Primary Reasons why the Program is Needed

[Describe what needs the program will meet, and its importance to stakeholders (i.e. students, employers). Describe employment opportunities for graduates.]

## Program Aim

[Write a brief statement that succinctly describes the overall purpose of the program and the needs it will meet.]

## Program Goals

[Identify the program goals for the proposed program. Program goals are program level statements that articulate what a graduate is able to do on program completion. Program goals are the foundation for courses and course-level learning outcomes.]

## Program Structure

[List which courses are proposed to be included, and overall program credits. Complete the table below which can serve as the program map *(note a maximum of 25% of credits can be new (non-existing) courses*).]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Number & Name | # credits | Existing course(s) | New Course(s) | Comments |
| Eg. FMGT 1152 (Accounting for the Manager) | 3 | X |  |  |
| Eg. SUST 2XXX | 3 |  | X | New course focussed on … |
|  |  |  |  |  |
| … |  |  |  |  |
|  |  |  |  |  |
| TOTAL | # |  |  |  |

## Delivery Methods and Location

[State whether the program will be offered full-time and/or part-time. Describe the planned delivery methods, such as face-to-face, blended, and online. Identify whether the program will be delivered using a cohort model. Identify at which campus the program will be offered.]

## Potential Students

[Describe the potential students for the program, including anticipated backgrounds (e.g. completed credentials, certifications, work experience, etc.). Identify anticipated annual student enrolment.]