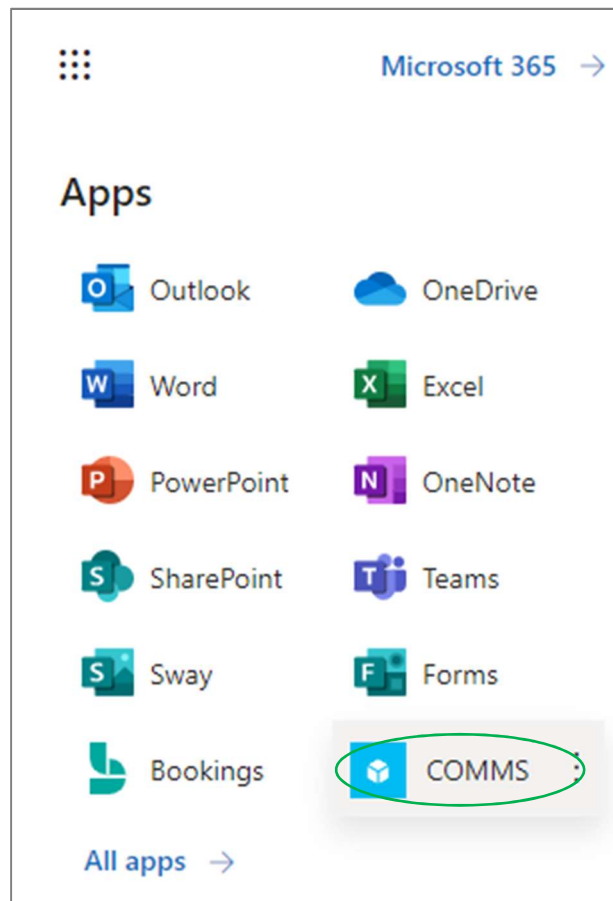


Approving Course Outlines in Course Outline Mapping and Management System (COMMS 3.0)

Log in

- A. Navigate to COMMS at www.algonquincollege.com/comms. Alternately, you can access COMMS through the **Tools** menu of MyAC.



- B. If accessing COMMS through a URL, a log in page will appear. Click "**Continue with Microsoft**" to log in. Do NOT sign in with your username and password. You are already signed into the Algonquin network so "Continue with Microsoft" is the option for you!

Sign in - COMMS

ecoursemap.com/Identity/Account/Login?returnUrl=%2F

COMMS

Sign in

fostert@algonquincollege.com


Password

Sign in

[Forgot password](#)

[Resend email confirmation](#)

OR

 Continue with Microsoft

Locate Program to Review

- Logging in will take you to your **Dashboard**. You will see course outline(s) to review under **“Program Review.”**
- Click the **course code** to review.

Program Review

Filter courses

Program ▾ Level ▾ Program Review ▾ ×

Approved (3) Department Review (0) Program Review (1)

Total 30 Filtered 1

Show only outlines requiring attention ↻

Course	Title	Course Owner	Status
ZOO1200	Introductory Zoology	Patrick Borkowicz	Program Review

Note: You can use the “Filter courses” to enter a course code or a partial course code. You can also filter by “Program” or “Level”

Program Review

Filter courses

Program ▾ Level ▾ Program Review ▾ ×

Approved (3) Department Review (0) Program Review (1)

Total 30 Filtered 1

Show only outlines requiring attention ↻

Course	Title	Course Owner	Status
ZOO1200	Introductory Zoology	Patrick Borkowicz	Program Review

- Once you have clicked on the Course Code, you will see the course outline. The Course Outline sections are listed down the right-hand side and serve as a menu to quickly move between sections, or you can simply scroll through the entire document to review.

Algonquin College

ALGONQUIN COLLEGE

ZOO1200
Introductory Zoology
Course Outline
2022-2023

Pre-requisite(s) N/A
Co-requisite(s) N/A
Prepared by Patrick
Approved by This outline has not yet been approved.
Normative hours 60.00

Algonquin College Print

- Course Outline
- Course Description
- Relationship to Degree
- Program Learning Outcomes
- Course Learning Requirements / Embedded Knowledge and Skills
- Learning Resources
- Learning Activities
- Pre-defined Evaluation / Earning Credit
- Prior Learning Assessment and Recognition
- Course Related Information
- Department Information
- College Related Information
- Other Information

- D. Once you have reviewed the entire document and are ready to “Approve” or “Return” to the Course Writer, click on the appropriate action at the bottom right-hand side of the page.

Outline Management

Although a passing grade is 50%, as outlined in the grade table below, and will allow you to achieve the course credit, **the progression requirement for this course is 60%**. If you do not meet the minimum 60% grade, you are not eligible to continue/progress to the next level in the program. For additional details visit [Algonquin College Policy AA14: Grading System](#), or speak with your Program Coordinator.

Percent Grade	Letter Grade	Numeric Grade
90-100	A+	4.0
85-89	A	3.8
80-84	A-	3.6
77-79	B+	3.3
73-76	B	3.0
70-72	B-	2.7
67-69	C+	2.3
63-66	C	2.0
60-62	C-	1.7
57-59	D+	1.4
53-56	D	1.2
50-52	D-	1.0
Below 50	F	0

Organization

Knowledge and Skills
Learning Resources
Learning Activities
Pre-defined Evaluation / Earning Credit
Prior Learning Assessment and Recognition
Course Related Information
Department Information
College Related Information
Other Information

🔄 Approve ✖ Return

- E. If you click “Approve”, a box will appear that will allow you to make a comment if you wish, and then click on “Approve”.

Grade

Although **requirement** in the pr

Approval Comment (optional):

Course Code: ZOO1200
Course Title: Introductory Zoology

Cancel Approve

Although a passing grade is 50%, as outlined in the grade table below, and will allow you to achieve the course credit, **the progression requirement for this course is 60%**. If you do not meet the minimum 60% grade, you are not eligible to continue/progress to the next level in the program. For additional details visit [Algonquin College Policy AA14: Grading System](#), or speak with your Program Coordinator.

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70-72	B-	2.7
67-69	C+	2.3
63-66	C	2.0
60-62	C-	1.7
57-59	D+	1.4
53-56	D	1.2
50-52	D-	1.0

- F. If you click "Return", a box will appear that will require a Return Reason. Type in the reason and then click on "Return".

Return Course Outline [X]

Course Code: ZOO1200
Course Title: Introductory Zoology

Return Reason:

Cancel Return

Grade
Although
require
in the pr
Percent
90-100
85-89
80-84
77-79
73-76
70-72
67-69
63-66
60-62
57-59
53-56 D 1.2
50-52 D- 1.0

progression
ss to the next
ordinator.