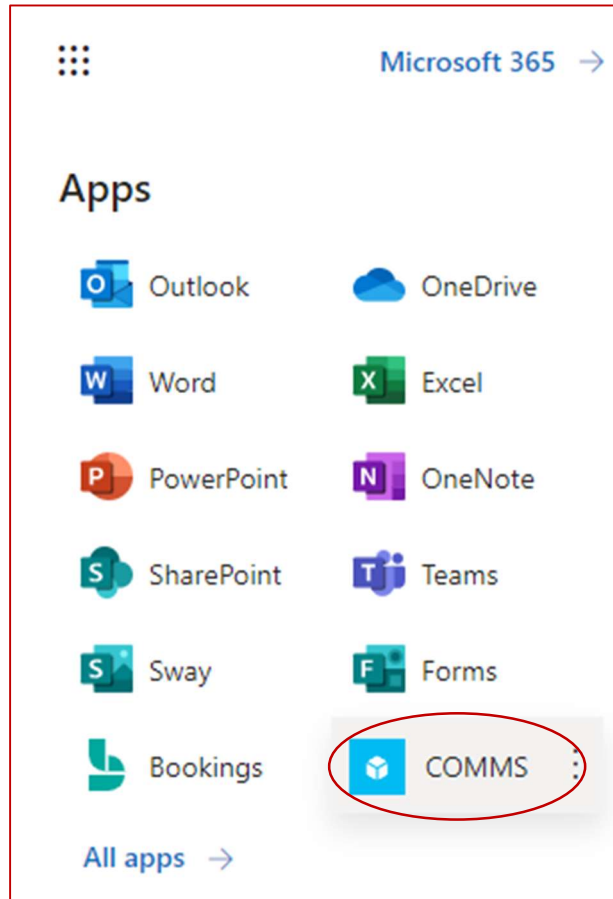


# Updating Program Information in Course Outlines (COMMS 3.0)

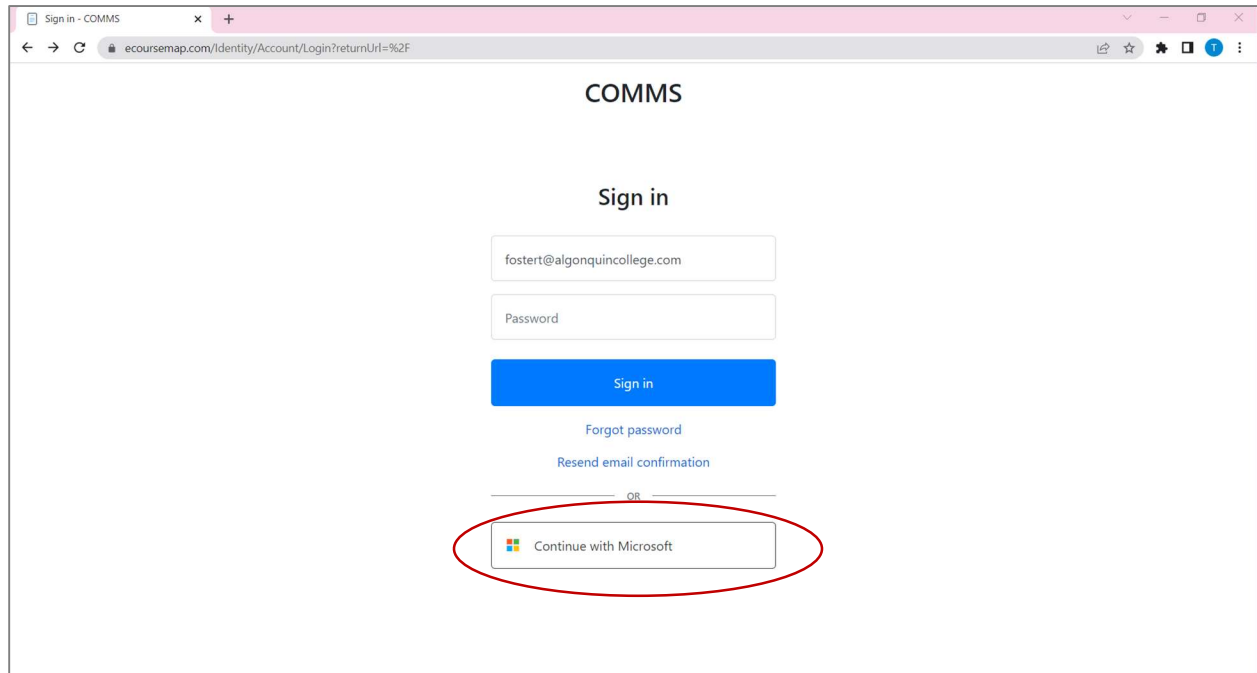
**Note:** Only Chairs and Program Coordinators can update Program Information

## Log in

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

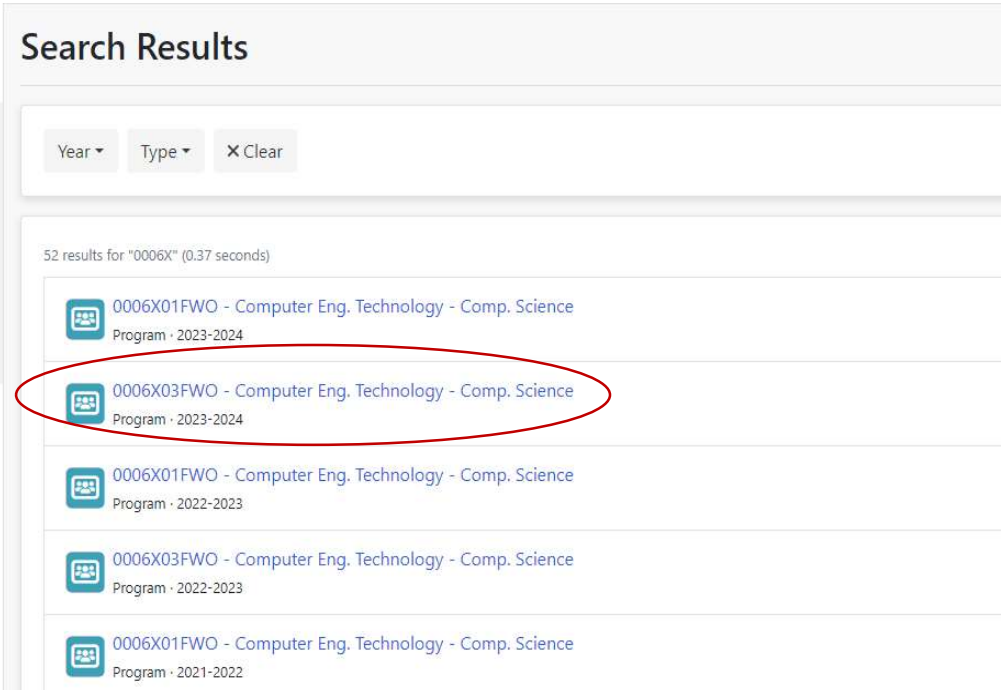


B. If accessing COMMS through a URL, a log in page will appear. Click **“Continue with Microsoft”** to log in. Do NOT sign in with your username and password. You are already signed into the Algonquin network so “Continue with Microsoft” is the option for you!



## Search for the Program

- A. Logging in will take you to your **Dashboard**. You will see a search function in the upper right-hand side. Enter the **Program Code** in this search area and hit enter. (Note: You can enter the Program Name; however, the list of results may be lengthy and include programs, course outlines, courses, etc. and you will then have to use the 'Type' drop-down to select only Programs.)
- B. Click on **the correct Program, delivery, and year**.

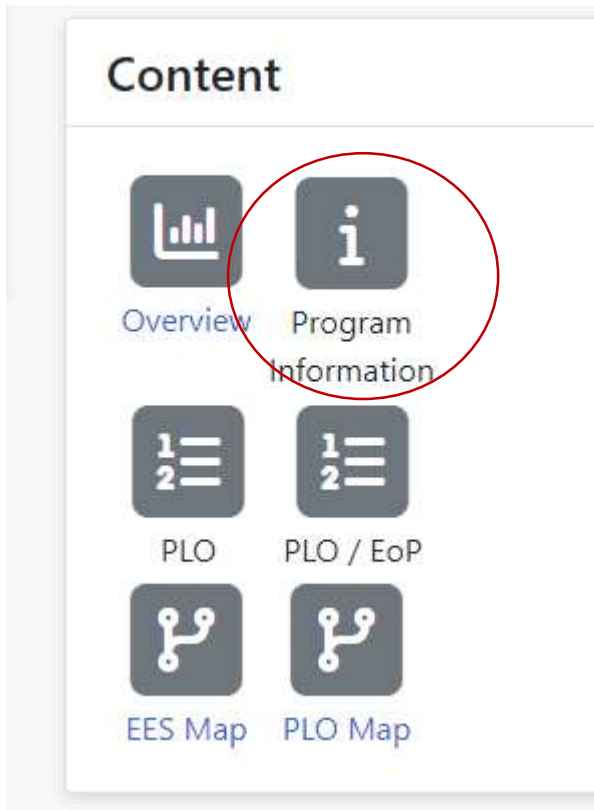


The screenshot displays a search results page titled "Search Results". At the top, there are filters for "Year" and "Type", along with a "Clear" button. Below the filters, it indicates "52 results for '0006X' (0.37 seconds)". The results are listed as follows:

- 0006X01FWO - Computer Eng. Technology - Comp. Science Program - 2023-2024
- 0006X03FWO - Computer Eng. Technology - Comp. Science Program - 2023-2024** (circled in red)
- 0006X01FWO - Computer Eng. Technology - Comp. Science Program - 2022-2023
- 0006X03FWO - Computer Eng. Technology - Comp. Science Program - 2022-2023
- 0006X01FWO - Computer Eng. Technology - Comp. Science Program - 2021-2022


In this example, we will click on 0006X03FWO for the year 2023-2024.


c. The next screen has a Content section with a link to Program Information.



Click on Program Information

- D. You are now seeing the Program Information as it is currently stated. To edit the information, click on the pencil.

Program Information 

This following text will appear in the "Program Information" outline section. All outlines using this outline section in the current academic year will be updated regardless of status. 

---


**Program Progression Policies**

It is very important to everyone at Algonquin College that students are registered in the programs that best fit their skills, abilities and interests to enable the realization of their goals. As such, the following progression policies are in place in the Computer Engineering Technology - Computing Science program to help ensure this:

1. Through careful analysis of student grades over several years, the following courses have been identified as key indicators that students will successfully graduate from the program: CST8116 Introduction to Computer Programming, MAT8001C Technical Math for Computer Science and CST8132 Object Oriented Programming. Students who fail these courses will be issued a Learning Contract and given one more opportunity to register for and pass the course. Students who fail any other course in the program will be given two more opportunities to register for and pass the course.
2. Level 1 students who fail any two of the following courses will be required to re-apply to the program through OCAS if they wish to continue: CST8116 Introduction to Computer Programming, MAT8001C Technical Math for Computer Science, CST8118 Computer Essentials and CST8215 Introduction to Database.

[Close](#)

- E. You can edit just like you would in a Word document. When you are finished editing, click Save.




Program Information 

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**B I U**   

[Cancel](#) [Save](#)