

Course Outline Mapping and Management System (COMMS 3.0) Resources

CHAIR APPROVAL in Course Outlines in COMMS 3.0

Log in

A. Navigate to COMMS at www.algonquincollege.com/comms.

COMMS

Sign in

Email address

Password

Sign in

[Forgot password](#)

[Resend email confirmation](#)

Continue with Microsoft

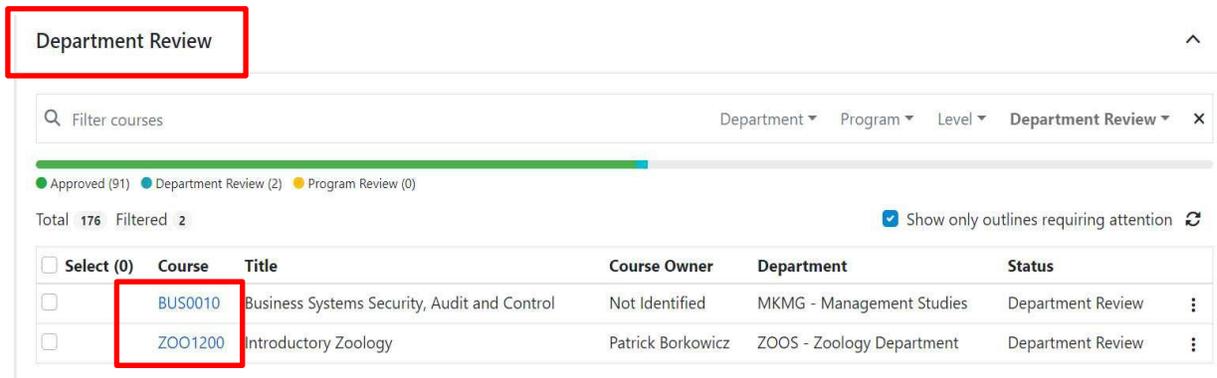
Continue with Quicklaunch

B. If you access 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!

Locate Department for Review

A. Logging in will take you to your **Dashboard**. You will see course outline(s) to review under **“Department Review.”**

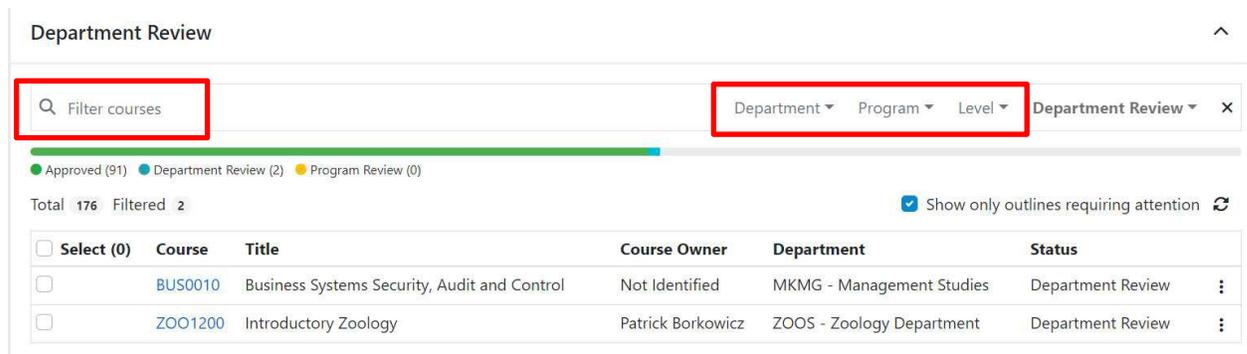
B. Click the **course code** to review.



The screenshot shows the 'Department Review' dashboard. At the top, the title 'Department Review' is highlighted with a red box. Below it is a search bar labeled 'Filter courses' and several filter dropdowns: 'Department', 'Program', 'Level', and 'Department Review'. A progress bar indicates 91 Approved, 2 Department Review, and 0 Program Review items. Below the progress bar, it shows 'Total 176 Filtered 2' and a checkbox for 'Show only outlines requiring attention'. The main content is a table with columns: 'Select (0)', 'Course', 'Title', 'Course Owner', 'Department', and 'Status'. Two rows are visible: one for 'BUS0010' (Business Systems Security, Audit and Control) and one for 'ZOO1200' (Introductory Zoology). Both course codes are highlighted with red boxes.

Select (0)	Course	Title	Course Owner	Department	Status
<input type="checkbox"/>	BUS0010	Business Systems Security, Audit and Control	Not Identified	MKMG - Management Studies	Department Review
<input type="checkbox"/>	ZOO1200	Introductory Zoology	Patrick Borkowicz	ZOOS - Zoology Department	Department Review

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



This screenshot is similar to the one above, but with red boxes highlighting the 'Filter courses' search bar and the filter dropdowns ('Department', 'Program', 'Level', 'Department Review'). The table content is identical to the previous screenshot.

Select (0)	Course	Title	Course Owner	Department	Status
<input type="checkbox"/>	BUS0010	Business Systems Security, Audit and Control	Not Identified	MKMG - Management Studies	Department Review
<input type="checkbox"/>	ZOO1200	Introductory Zoology	Patrick Borkowicz	ZOOS - Zoology Department	Department Review

- C. 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

- 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

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”.

Approve Course Outline

Course Code: ZOO1200
Course Title: Introductory Zoology

Approval Comment (optional):

Cancel Approve

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

Course Code: ZOO1200
Course Title: Introductory Zoology

Return Reason:

Cancel Return

Grade	Percent	Credits
	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