

# Course Outline Mapping and Management System (COMMS 3.0) Resources

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## Levels of Data in COMMS 3.0

Log in

A. Navigate to COMMS at [www.algonquincollege.com/comms](http://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!

## Types of Data

On the Dashboard top right-corner is a search bar.

To search type in the search bar:

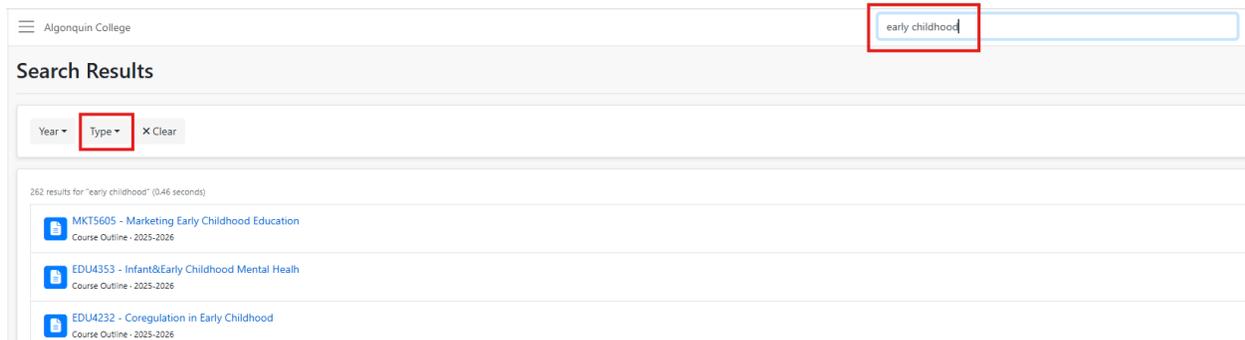
- The full or partial name of the course or program
- The Course Code
- The Program Code
- The Department name
- School/Faculty name

\*Please note: the best way to search for a program is by program number, as COMMS uses the Short Title of programs from Genesis.



The screenshot shows the top navigation bar of the Algonquin College dashboard. On the left, there is a hamburger menu icon and the text "Algonquin College". In the center, it says "Dashboard" and "2025-2026". On the right, there is a search bar with the word "Search" inside, highlighted by a red box. To the right of the search bar are three icons: a gear, a bell, and a person.

After entering your search term, press 'Enter'. You'll be taken to the **Search Results** page where you can select the appropriate item **Type**.



The screenshot shows the "Search Results" page. At the top, there is a search bar with the text "early childhood" inside, highlighted by a red box. Below the search bar, there is a filter section with "Year" and "Type" dropdown menus, and a "Clear" button. The "Type" dropdown menu is highlighted by a red box. Below the filter section, there is a list of search results. The first result is "MKT5605 - Marketing Early Childhood Education" with a subtext "Course Outline - 2025-2026". The second result is "EDU4353 - Infant&Early Childhood Mental Health" with a subtext "Course Outline - 2025-2026". The third result is "EDU4232 - Coregulation in Early Childhood" with a subtext "Course Outline - 2025-2026".

**Tip:** You can also Filter by Year if you are looking up older course outlines/programs.

## The Different levels of data include:

- A. Course Outline
- B. Course
- C. Program
- D. Department
- E. School/Faculty

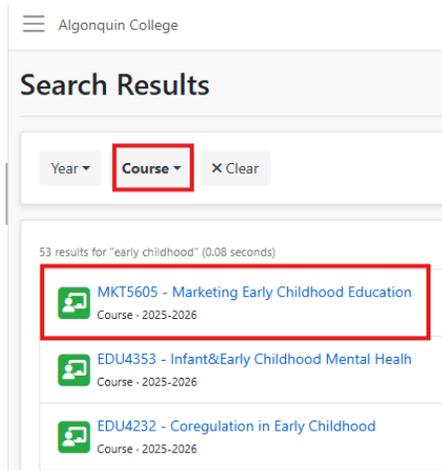
## A. Course Outline Level

The Course Outline search will bring up all the Course Outlines that exist in COMMS. When selecting the course outline ensure you are selecting the correct **Academic Year**.

## Example of a Course Outline:

ALGONQUIN COLLEGE		Algonquin College		Course Description		Learning Resources			
<b>EDU4353</b> <b>Infant and Early Childhood Mental Health</b> Course Outline 2025-2026		Pre-requisite(s) EDU4102 and EDU4123 and HMA4034 Co-requisite(s) N/A Proposed by Lisa Lubinski Approved by Rodney NASH, Academic Chair, Community Studies Approved date Thursday, June 24, 2025 Number of hours 42.00 Grading system A+ Through F		When working with infants and their families, educators often provide welcoming and supportive environments while creating collaborative opportunities to facilitate the families' wellbeing. Students develop further understanding of infant and early childhood mental health, including adverse childhood experiences and trauma informed practices. Learners gain insight into how practitioners use their programs as both prevention and intervention as well as an understanding of the impact of delivering sensitive information to families. An emphasis is placed on effective communication skills, both oral & written, active listening skills, presentation skills and children to advocate for quality early learning programs and services. (E, A)  <b>Relationship to Degree Vocational Learning Outcomes</b>  This course contributes to your program by helping you achieve the following Degree Vocational Learning Outcomes:  <b>1617B01FWO - Bach Early Learn &amp; Comm Dev-Pathway ECE</b> 1. Contribute to early learning and community development for children and families using research and evidence based practice from the fields of psychology, early learning, education, sociology, and social work. (E, A) 2. Communicate professionally in all modalities to support children, their families and their communities to document research findings and inform the public and profession. (E, A) 3. Use cross cultural competencies and evidence-based practice to initiate and develop supportive, respectful, responsive and professional relationships when working with children, families and the broader community including Indigenous peoples and Francophone culture. (E, A) 4. Develop inclusive curricula by using observation strategies and applying research and evidence based practices in early learning and community development pedagogy. (E, A) 5. Identify and analyze local, national and international standards, trends and directions in the early learning profession to inform leadership practices. (A) 6. Develop a personal philosophy of early learning and community development using methodologies of reflective practice and evidence based theoretical perspectives. (E) 7. Apply a variety of leadership skills to work collaboratively with community partners and stakeholders, families and children to advocate for quality early learning programs and services. (E, A)		4. Develop inclusive curricula by using observation strategies and applying research and evidence based practices in early learning and community development pedagogy. (E, A). 5. Identify and analyze local, national and international standards, trends and directions in the early learning profession to inform leadership practices. (A) 6. Develop a personal philosophy of early learning and community development using methodologies of reflective practice and evidence based theoretical perspectives. (E) 7. Apply a variety of leadership skills to work collaboratively with community partners and stakeholders, families and children to advocate for quality early learning programs and services. (E, A)		Clinical, Jean (2005). Love Buddies Brosn, 'Tall Five Plus.  To access your course file, learning resources and tools, visit <a href="#">Canvas</a> . Please note that classes must be registered in a specific course or program to view this information. Program tuition and fees can be found on the <a href="#">Tuition and Fees website for full-time Postmates page</a> .  <b>Learning Activities</b>  Samples of learning activities include: • Lectures • Small group activities • Group discussions • Case study • Quizzes and tests	
<b>Land Acknowledgement</b>  Algonquin College campuses in Ottawa, Perth and Pembroke are located on the traditional unceded, and unremunerated territories of the Anishinabe Algonquin People. The Algonquin People have inhabited and cared for these lands since time immemorial. We take this time to express our gratitude and respect to them and to the land for all that it has provided and will continue to provide.  As a post secondary institution, we acknowledge the terms about Indigenous Peoples and are committed to learning from the past. We pledge to promote healing and resilience as we move forward in partnership with the Algonquin Nations, First Nations, Métis, and Inuit Peoples in a spirit of reconciliation.  While we recognize that territorial acknowledgements are only one step in cultivating greater respect and inclusion of Indigenous Peoples, we commit to accompanying these words with actions. We are dedicated to building a future and community that is better for all.  We pledge to continue exploring and making meaningful contributions to the Truth and Reconciliation Commission of Canada's Calls to Action.  Learn more about the College's commitment to Truth and Reconciliation: <a href="https://www.algonquincollege.com/true">https://www.algonquincollege.com/true</a>		<b>1617X01FWO - Bach. Early Learning &amp; Comm Dev(Honours)</b> 1. Contribute to early learning and community development for children and families using research and evidence based practice from the fields of psychology, early learning, education, sociology, and social work. (E, A) 2. Communicate professionally in all modalities to support children, their families and their communities to document research findings and inform the public and profession. (E, A) 3. Use cross cultural competencies and evidence-based practice to initiate and develop supportive, respectful, responsive and professional relationships when working with children, families and the broader community including Indigenous peoples and Francophone culture. (E, A)		<b>Course Learning Outcomes / Elements of Performance</b>  When you have earned credit for this course you will have demonstrated the ability to:  <b>1. Demonstrate knowledge of child development and adult learning principles to enhance parents' understanding of early childhood mental health.</b> 1.1. Describe and evaluate key developmental issues in the infant and early childhood period (0-6). Link infant development to observable behaviours and skills in the children. Evaluate adult learning principles. <b>2. Analyze and develop an understanding of the principles of early childhood mental health, and their importance to the wellbeing of the entire family.</b> 2.1. Identify principles and foundations of infant and early childhood mental health, and the importance of links to early childhood practice. Use evidence informed practice to identify effective adult learning strategies. Link infant and early childhood development to observable behaviours and skills in children and apply this knowledge in the development of programs and services for children and their families. <b>3. Analyze the use of appropriate development based screening and assessment tools.</b> 3.1. Identify the characteristics of effective observations strategies for children. Compare and contrast common used screening and assessment tools, primarily nationally and internationally. Identify contextual factors that influence on screening and assessment tools and how this impacts marginalized communities. <b>4. Apply effective communication skills to deliver sensitive information to parents and other stakeholders regarding development and intervention.</b> 4.1. Use theories of lifespan development and grieving to review the impact of developmental delay or developmental delay on parents of infants. Relate parent and caregiver responses to communication styles and language used to convey assessment results. Identify strategies for enhancing parent-staff collaboration. Use theories of conflict management and resolution to locate and extend personal responses of conflict management skills. <b>5.1. Evaluate local, provincial and national services to recommend appropriate referrals or interventions for infants, children and families.</b> 5.1. Make appropriate recommendations for the involvement of assessment, intervention and/or support services for infants and families. Investigate the impact of fragmented community services, diverse service delivery models, and overlap of gaps in service for infants and their families. Collaboratively communicate outcomes for referral or intervention verbally and/or in writing to parents, caregivers, and other stakeholders.		<b>Prior Learning Assessment and Recognition</b>  Students who wish to apply for Prior Learning Assessment and Recognition (PLAR) need to demonstrate competency at a post secondary level in all outlined course learning outcomes. Evidence of learning achievement for PLAR candidates includes: • Portfolio • Challenge Exam			

## B. Course Level



Algonquin College

### Search Results

Year ▾ **Course ▾** X Clear

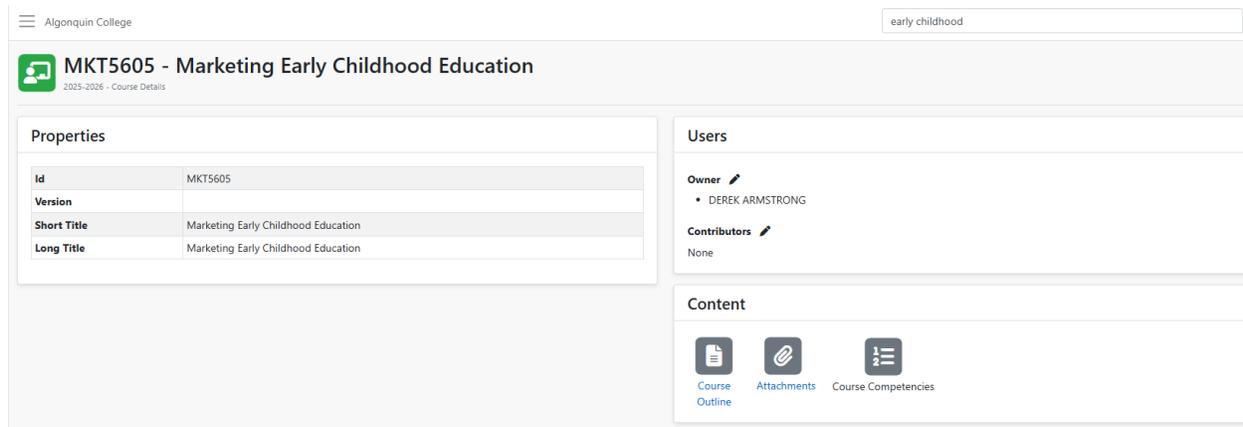
53 results for "early childhood" (0.08 seconds)

-  [MKT5605 - Marketing Early Childhood Education](#)  
Course - 2025-2026
-  [EDU4353 - Infant&Early Childhood Mental Health](#)  
Course - 2025-2026
-  [EDU4232 - Coregulation in Early Childhood](#)  
Course - 2025-2026

The Course search will bring up all the Course pages that exist in COMMS. When selecting the Course ensure you are selecting the correct **Academic Year**.

Some items on the Course Page:

- **Properties** – ID, Version, Short Title and Long Title
- **User** – Owner and Contributor
- **Content** – Course Outline (Brings you to the course outline), Attachments – Where you can attach the Weekly Schedule and Course Competencies.



Algonquin College

early childhood

### MKT5605 - Marketing Early Childhood Education

2025-2026 - Course Details

#### Properties

<b>Id</b>	MKT5605
<b>Version</b>	
<b>Short Title</b>	Marketing Early Childhood Education
<b>Long Title</b>	Marketing Early Childhood Education

#### Users

**Owner** 

- DEREK ARMSTRONG

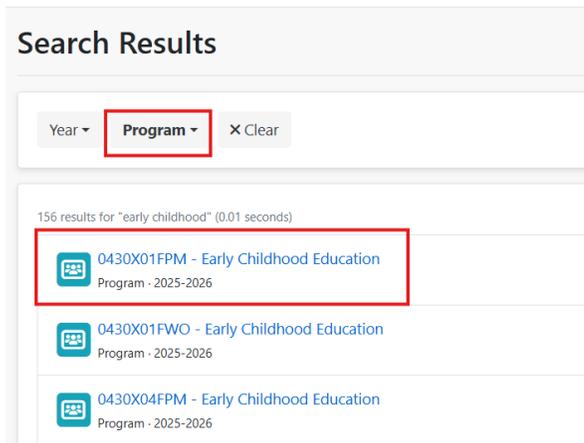
**Contributors** 

None

#### Content

 [Course Outline](#)  [Attachments](#)  [Course Competencies](#)

## C. Program Level



Search Results

Year ▾ **Program ▾** × Clear

156 results for "early childhood" (0.01 seconds)

-  [0430X01FPM - Early Childhood Education](#)  
Program - 2025-2026
-  [0430X01FWO - Early Childhood Education](#)  
Program - 2025-2026
-  [0430X04FPM - Early Childhood Education](#)  
Program - 2025-2026

The Program search will bring up all the Program pages that exist in COMMS. When selecting the Program ensure you are selecting the correct **Academic Year**.

Some items on the Program Page:

- **Properties** – ID, Version, Short Title and Long Title, Load Indicator (Full time, Part time), VLO Map Locked, Degree Program (False if other credential, True if it's a degree program)
- **User** – Owners (Usually, this is the program coordinators)
- **Content**
  - Program Information – where you can edit the information and it will show up on the course outline
  - VLO – the Vocational Learning Outcomes are listed
  - VLO/EofP – The Vocational Learning Outcomes and Elements of Performance are listed.
  - Program Competencies – The Program Competencies are listed.
  - EES Map – Mapping of the Essential Employability Skills
  - VLO Map – Mapping of the Vocational Learning Outcomes

- **Reports**

- Program Overview
- Enhanced Learning Resource Module Summary
- CLO/VLO Program Summary
- ILO Program Summary
- Learning Resources Summary
- Degree Level Summary
- Course Description Summary
- Program Competencies Report

### 0430X01FWO - Early Childhood Education

#### Properties

<b>Id</b>	0430X01FWO
<b>Version</b>	0430X01FWO
<b>Short Title</b>	Early Childhood Education
<b>Long Title</b>	Early Childhood Education
<b>Load Indicator</b>	F
<b>VLO Map Locked</b>	True
<b>Degree Program</b>	False

#### Reports

- Program Overview
- Enhanced Learning Resource Module Summary
- Course Outlines
- CLO/VLO Program Summary
- ILO Program Summary
- Learning Resource Summary
- Degree Level Summary
- Course Description Summary
- Program Competencies Report

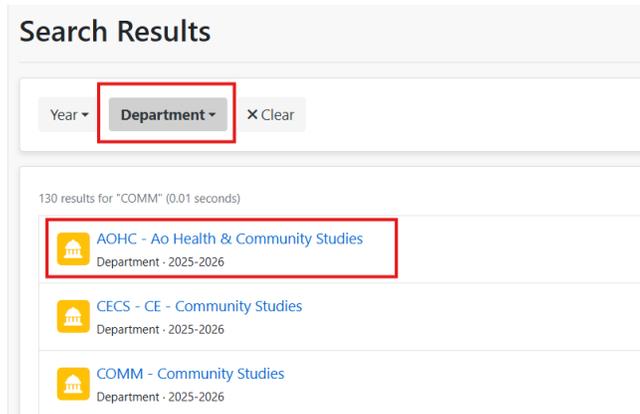
#### Users

- Owners**
- Cecelia Volk
  - Amanda Keon
  - Tamara Faires
  - Rodney Walsh

#### Content

- Program Information
- VLO
- VLO / EoP
- Program Competencies
- EES Map
- VLO Map

## D. Department Level



Search Results

Year ▾ **Department ▾** × Clear

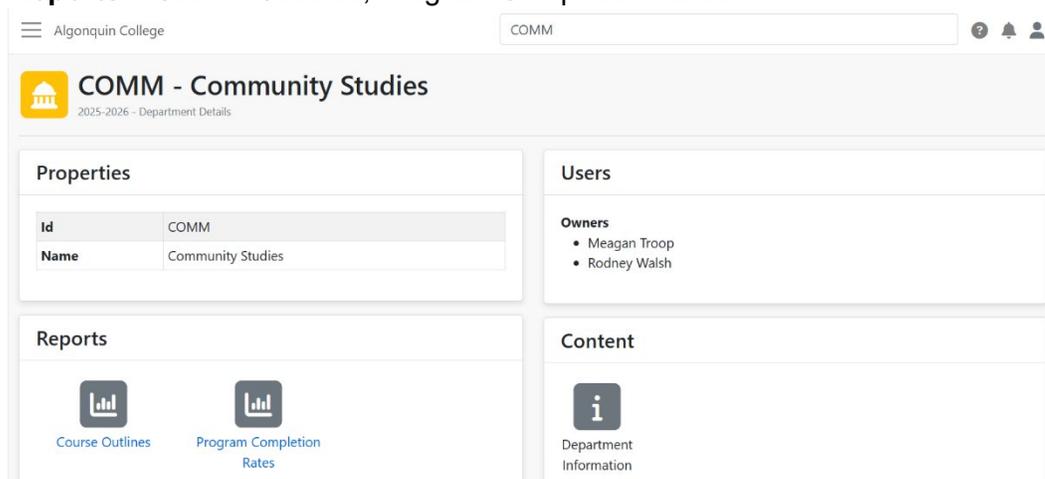
130 results for "COMM" (0.01 seconds)

-  **AOHC - Ao Health & Community Studies**  
Department · 2025-2026
-  **CECS - CE - Community Studies**  
Department · 2025-2026
-  **COMM - Community Studies**  
Department · 2025-2026

The Department search will bring up all the Department pages that exist in COMMS. When selecting the Department ensure you are selecting the correct **Academic Year**.

Here are some items on the Department Page:

- **Properties** – ID (Department Code), Name (Department Name)
- **User** – Owners (Chair/Academic Manager)
- **Content – Department Information** – you can edit the information and it will automatically show up on all course outlines in the department.
- **Reports** – Course Outlines, Program Completion Rates



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COMM

### COMM - Community Studies

2025-2026 - Department Details

Properties	
<b>Id</b>	COMM
<b>Name</b>	Community Studies

**Users**

**Owners**

- Meagan Troop
- Rodney Walsh

**Reports**

-  Course Outlines
-  Program Completion Rates

**Content**

-  Department Information