

Course Outline Mapping and Management System (COMMS 3.0) Resources

PROGRAM APPROVAL of 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](#)

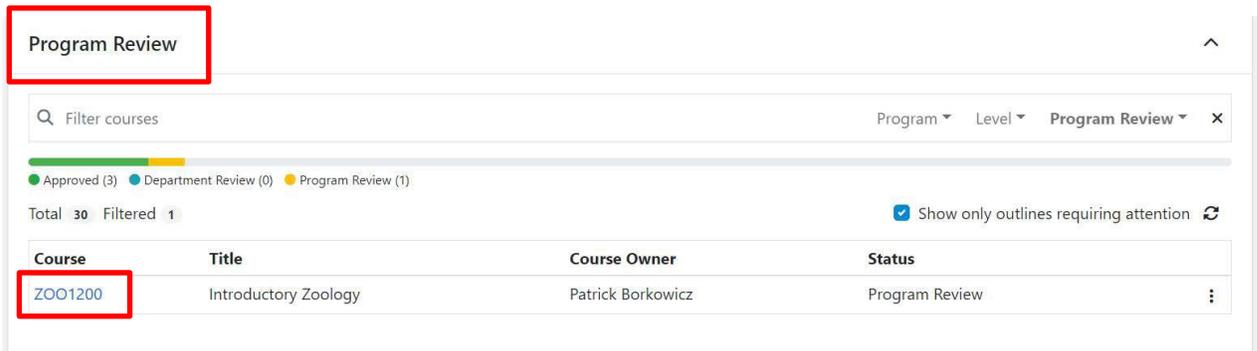
Continue with Microsoft

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 Program to Review

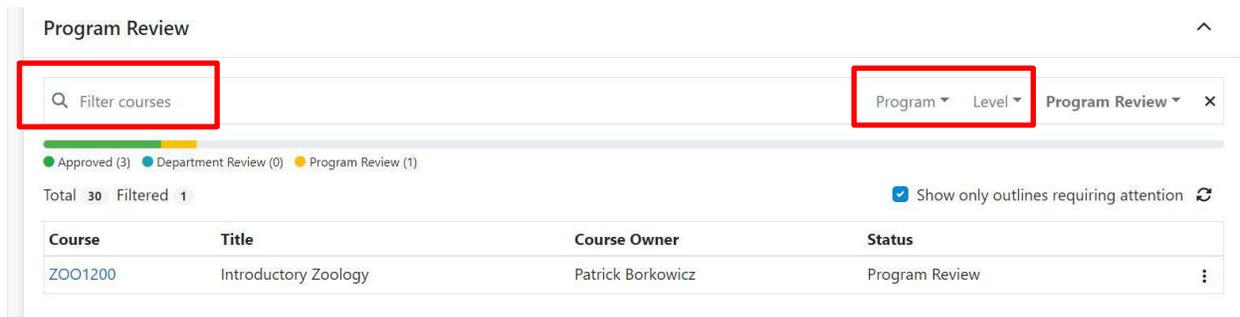
- A.** Logging in will take you to your **Dashboard**. You will see course outline(s) to review under **“Program Review.”**
- B.** Click the **course code** to review.



The screenshot shows the 'Program Review' dashboard. At the top, the title 'Program Review' is highlighted with a red box. Below it is a search bar labeled 'Filter courses' and filter dropdowns for 'Program', 'Level', and 'Program Review'. A progress bar indicates 3 Approved, 0 Department Review, and 1 Program Review. The table below shows one course entry: ZOO1200, Introductory Zoology, Patrick Borkowicz, Program Review. The course code 'ZOO1200' is highlighted with a red box.

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”



This screenshot is identical to the one above, but with the search bar 'Filter courses' and the filter dropdowns 'Program' and 'Level' highlighted with red boxes to illustrate the filtering options.

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

Outline Management

Although a passing grade is 60%, 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

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.

Algonquin College

Search

ALGONQUIN COLLEGE

Algonquin College Print

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

- 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