

Course Outline Mapping and Management System (COMMS 3.0) Resources

Entering Course Outline Information 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

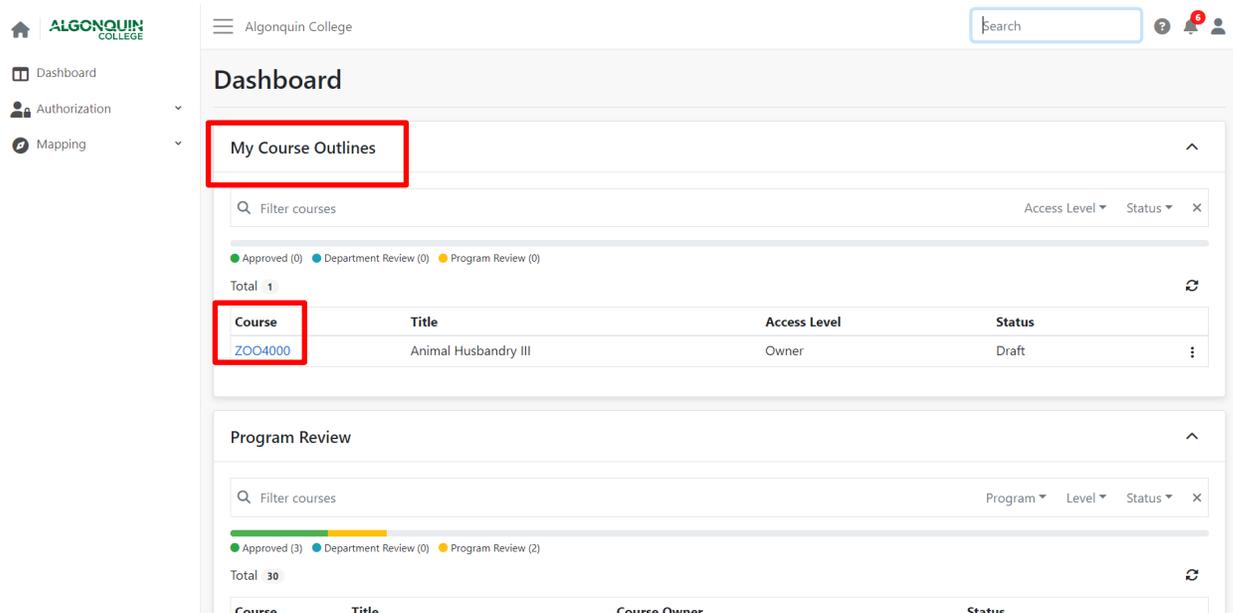
Continue with Quicklaunch

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!

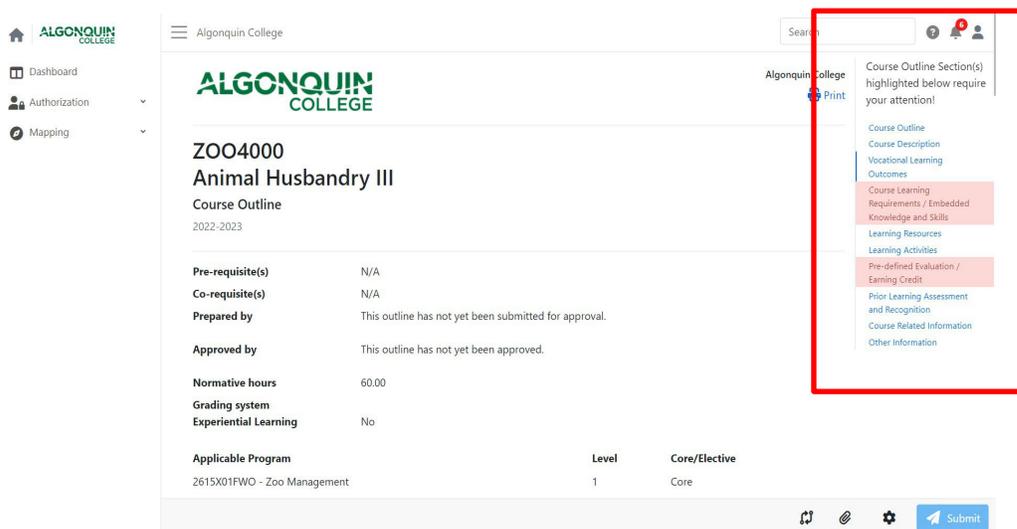
1. Locate Course Outline

A. Logging in will take you to your **Dashboard**. You will see your assigned course(s) under **“My Course Outlines.”**

B. Click the **course code** to view or edit the Course Outline.



C. Sections not yet completed will appear in a menu on the right side of the screen, highlighted in red. Click the item to immediately navigate to that section, or simply scroll down the page.



Note: some sections, such as **Vocational Learning Outcomes**, may be **locked** for editing as they have already been approved. If you need assistance with this please email the administrator at mal@algonquincollege.com.

ALGONQUIN COLLEGE

Algonquin College

Search

Applicable Program
2615X01FWO - Zoo Management

Level
1

Core/Elective
Core

Course Outline Section(s) highlighted below require your attention!

- Course Outline
- Course Description
- Vocational 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
- Other Information

Course Description

Though not requiring the same amount of physical space when held in captivity, amphibians, reptiles, and snakes all require appropriate care to remain healthy. Students move away from a more direct focus on nutritional requirements and consider the importance of environmental factors that contribute to an animal's well being. In addition, the distinct method of reproduction used by these animals provides students with the opportunity to explore current trends in caring for and protecting eggs so that the stress of captivity does not have a negative impact on animal populations.

Vocational Learning Outcomes

Section has been locked by your administrator

This course provides the opportunity for you to achieve the following outcomes:

2615X01FWO - Zoo Management

VLO 2 develop a daily animal care plan that meets the needs of a selected number of large and small animals. (A, CP)

VLO 8 augment educational and entertainment opportunities through the successful recruitment, retention and deployment of volunteers. (T, A, CP)

Assessment Levels — T: Taught A: Assessed CP: Culminating Performance

Submit

D. Confirm that the Course Outline is set to the appropriate template. To do so, click the **gear icon** in the bottom right corner of the screen.

ALGONQUIN COLLEGE

Algonquin College

Search

ALGONQUIN COLLEGE

ZOO6000
Management Principles
Course Outline
2025-2026

Pre-requisite(s)
Co-requisite(s)
Prepared by
Approved by
Approval date
Normative hours
Grading system

N/A
N/A
This outline has not yet been submitted for approval.
This outline has not yet been approved.
This outline has not yet been approved.
60.00

Applicable Program
2615X01FWO - Zoo Management

Level
1

Core/Elective
Core

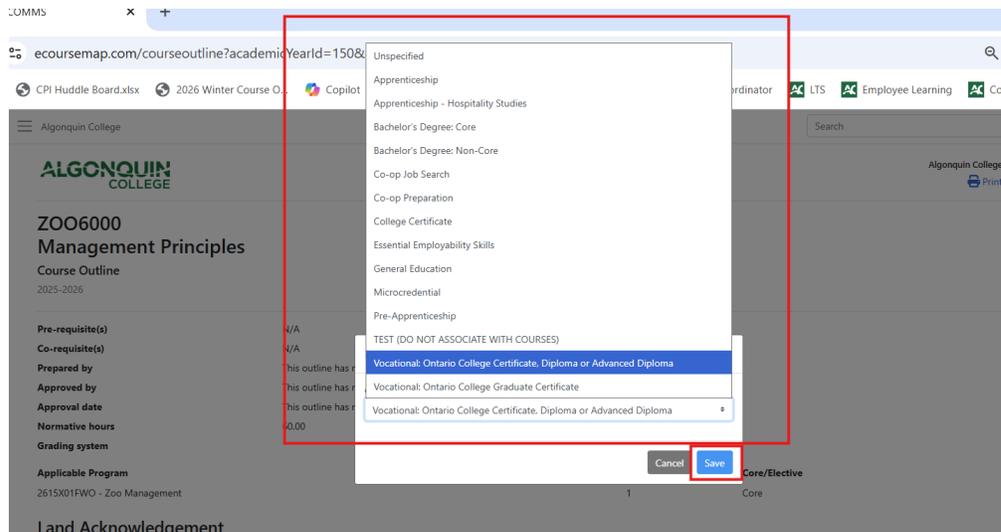
Course Outline
Land Acknowledgement
Vocational Learning Outcomes
Learning Resources
Learning Activities
Pre-defined Evaluation / Earning Credit
Prior Learning Assessment and Recognition
Other Information
Course Related Information
Program Information
Department Information
College Related Information

Print

Submit

15156 AXK

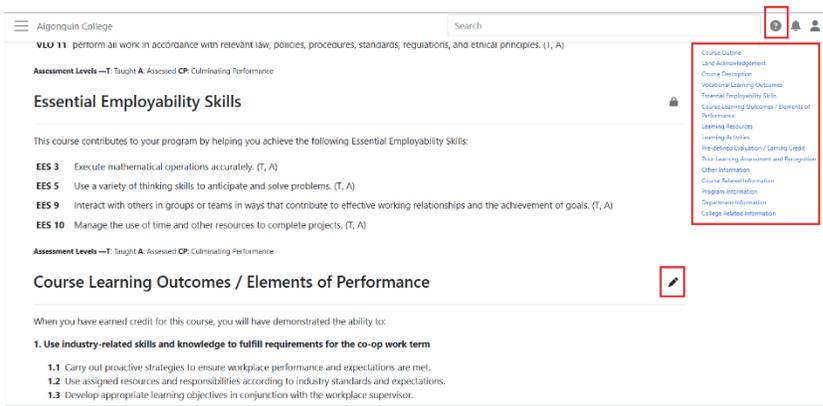
- E. The “**Document Properties**” box will appear. Use the drop-down menu to select the most appropriate template.
- F. Click “**Save.**” The Course Outline Template will change to the new template you chose.



2. Enter Course Outline Information

General notes for navigating the Course Outline

- The Course Outline can be edited-in-place.
- 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.
- To edit or revise any section of the Course Outline, click on the **pencil icon** next to its title. This will open the corresponding section of the Outline.
- If you require support, click the **question mark icon** in the top right corner of the page, then “**Get Support.**” This creates a support ticket that is sent to the COMMS Administrator.



3. Enter Course Learning Outcomes (CLO)/Elements of Performance (EofP)

- A. Click the pencil icon to open the **Course Learning Outcomes/Elements of Performance** section. Click **“Add Course Learning Outcome.”**

Assessment Levels —T: Taught A: Assessed CP: Culminating Performance

Course Learning Outcomes / Elements of Performance

When you have earned credit for this course, you will have demonstrated the ability to:

Add Course Learning Outcome

- B. Enter the first Course Learning Outcome (CLO) into the text box. There is no need to number CLOs in the text box, as COMMS automatically numbers the CLOs based on the order of entry.

- C. Once you have entered the CLO, click **“Add.”**

Note: CLOs must be added **one at a time**. Please do not copy and paste all CLOs into the text box at once.

Course Learning Outcomes / Elements of Performance

When you have earned credit for this course, you will have demonstrated the ability to:

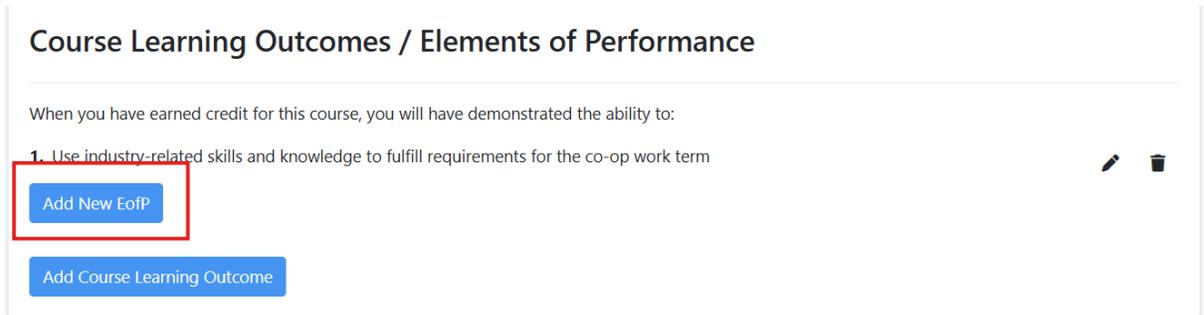
New Course Learning Outcome Description:

Cancel

Add

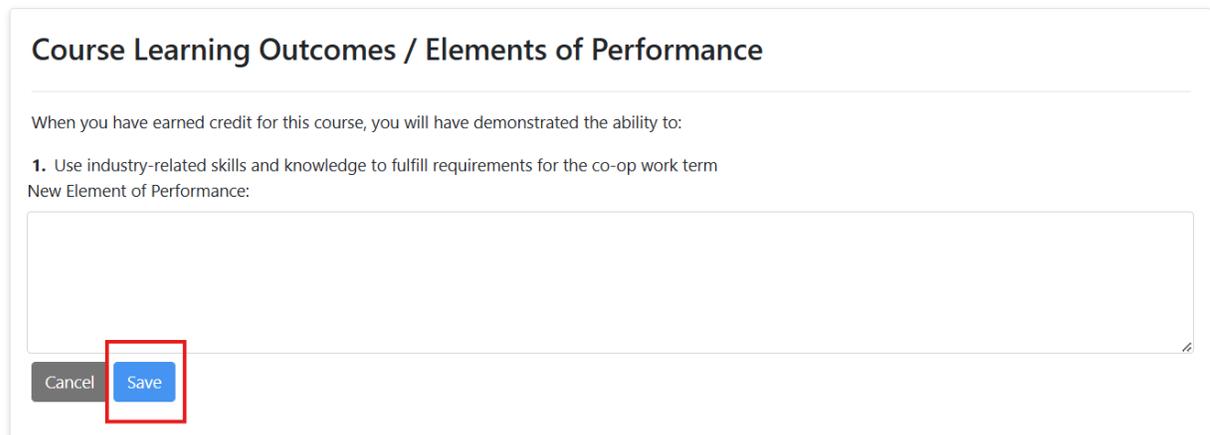
- D. The CLO will then appear on the outline.

- E. From within the CLO/EofP section, click “**Add New EofP**” to enter the EofP associated with that CLO.



- F. Enter the first EofP into the text box. There is no need to number the EofP, as it will be formatted automatically number the EofP.

- G. Once you have entered the EofP, click “**Save.**”



Note: EoPs must be added **one at a time**.

- H. The EofP will then appear below its CLO. To add additional EofP, repeat Steps E through G.

Bulk Entry of EofPs

Alternatively, you can enter EofPs **as a bulk entry**. Users must type each EofP on its own line, with a hear line break between entries.

When you have earned credit for this course, you will have demonstrated the ability to:

1. Use industry-related skills and knowledge to fulfill requirements for the co-op work term

- 1.1 Carry out proactive strategies to ensure workplace performance and expectations are met.
Use assigned resources and responsibilities according to industry standards and expectations.
Develop appropriate learning objectives in conjunction with the workplace supervisor.

Cancel Save

Once you click “Save”, COMMS will automatically separate each line and create an individual EofP for each one.

When you have earned credit for this course, you will have demonstrated the ability to:

1. Use industry-related skills and knowledge to fulfill requirements for the co-op work term
- 1.1 Carry out proactive strategies to ensure workplace performance and expectations are met.
- 1.2 Use assigned resources and responsibilities according to industry standards and expectations.
- 1.3 Develop appropriate learning objectives in conjunction with the workplace supervisor.

I. To revise an EofP, click the **pencil icon**.

J. To delete an EofP, click the **trash icon**.

K. Once you have entered multiple EofP, arrow buttons will appear. These allow you to reorder the EofP. Click the **arrow button** underneath an EofP to move it up or down.

Course Learning Outcomes / Elements of Performance

When you have earned credit for this course, you will have demonstrated the ability to:

1. Use industry-related skills and knowledge to fulfill requirements for the co-op work term

1.1 Carry out proactive strategies to ensure workplace performance and expectations are met.

1.2 Use assigned resources and responsibilities according to industry standards and expectations.

1.3 Develop appropriate learning objectives in conjunction with the workplace supervisor.

Add New EofP

The screenshot shows a list of three EofP items. To the right of each item are three icons: a pencil (edit), a trash can (delete), and a downward arrow (reorder down). The second item's icons are highlighted with a red box. Below the list is a blue button labeled 'Add New EofP' which is also highlighted with a red box.

L. You can add additional CLOs by repeating Steps A through C.

M. Once all CLOs and their corresponding EofP have been entered, click “**Save**” in the bottom right corner of the screen.

Course Learning Outcomes / Elements of Performance

When you have earned credit for this course, you will have demonstrated the ability to:

1. Use industry-related skills and knowledge to fulfill requirements for the co-op work term
 - 1.1 Carry out proactive strategies to ensure workplace performance and expectations are met.
 - 1.2 Use assigned resources and responsibilities according to industry standards and expectations.
 - 1.3 Develop appropriate learning objectives in conjunction with the workplace supervisor.

[Add New EoFP](#)
2. Apply concepts, principles and skills learned in the academic environment to a real world context
 - 2.1 Integrate theoretical concepts with practical workplace experience to fulfill co-op work term requirements.
 - 2.2 Adapt college learning to adhere to the industry environments.
 - 2.3 Show a strong knowledge of the company and work environment.

[Add New EoFP](#)
3. Participate, as a member of a working team, to achieve team goals and objectives

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

Tip: To avoid losing your work, it's strongly recommended that you click **“Save”** in the bottom-right corner of the screen after entering each CLO and its corresponding EoFPs.

3. Enter Learning Resources

- Open the **Learning Resources** section of the Course Outline by clicking the **pencil icon**.
- Using [APA citation format](#), list any required Learning Resources for the course. You can use the text formatting feature to italicize or bold as required.
- Once complete, click **“Save.”**

Learning Resources

Required Textbooks for **SPRING 2022**:
 Algonquin College (n.d.). Co-op Handbook: Student. Ottawa: Algonquin College.
 and
 Algonquin College. Guide to Successful Interviews. Algonquin College
 and
[Simon & Schuster](#). Building A Successful Career. Ottawa ON. AC Press. 2023.

Required Textbooks for **WINTER 2022**:
 Algonquin College (n.d.). Co-op Handbook: Student. Ottawa: Algonquin College.
 and
 Algonquin College. Guide to Successful Interviews. Algonquin College

Required Textbook for **FALL 2022**:
 Algonquin College (n.d.). Co-op Handbook: Student. Ottawa: Algonquin College.

To access your course list, learning resources and costs, visit [Booklist](#).
 Please note that a learner must be registered in a specific course or program to view this information.
 Program tuition and fees can be found on the [Tuition and Fees Estimator for Full-time Programs](#) page.

B I U

Learning Activities

During this course, you are likely to experience the following activities:

- Work-integrated Learning experience
- Creating workplace goals and objectives
- Module evaluations and self-evaluations

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

4. Enter Learning Activities

- A. Open the **Learning Activities** section of the Course Outline by clicking the **pencil icon**.
- B. Enter your Learning Activities into the text box. You can use the text formatting features to create bullet points for ease of reading.
- C. Once complete, click **“Save.”**

The screenshot shows a web interface for editing course information. A red box highlights the 'Learning Activities' section header. Below it is a text area containing a list of activities: 'Work-integrated Learning experience', 'Creating workplace goals and objectives', 'Workplace evaluations and self-evaluations', and 'Self-Reflection activities'. A rich text editor toolbar is visible below the text area. To the right, a sidebar contains navigation links: 'Prior Learning assessment and recognition', 'Other Information', 'Course Related Information', 'Program Information', 'Department Information', and 'College Related Information'. Below the text area is a section for 'Pre-defined Evaluation / Earning Credit' with a text box containing the sentence 'The following list provides evidence of this course's learning achievements and the outcomes they validate:'. Underneath is a label 'Assignment(s) (Pass/Fail)' and a table with one empty row. At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box.

Learning Activities

During this course, you are likely to experience the following activities:

- Work-integrated Learning experience
- Creating workplace goals and objectives
- Workplace evaluations and self-evaluations
- Self-Reflection activities

B **I** **U** **≡** **↶**

Prior Learning assessment and recognition
Other Information
Course Related Information
Program Information
Department Information
College Related Information

Pre-defined Evaluation / Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Assignment(s) (Pass/Fail)

Cancel Save

5. Enter Pre-defined Evaluation/Earning Credit

1. Open the **Pre-defined Evaluation/Earning Credit** section of the Course Outline by clicking the **pencil icon**.
2. Click **“Add New Earning Credit”** to enter a new evaluation item.

Pre-defined Evaluation / Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates Outcomes
The following will provide evidence of your learning achievement:	This activity validates the following course learning outcome and/or EES learning outcomes:

[Add New Earning Credit](#)

3. Select an evaluation definition from the dropdown menu.

Pre-defined Evaluation / Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates
The following will provide evidence of your learning achievement:	This activit

Select an evaluation definition:

- Assignment(s)
- Assignment(s)
- Essay(s)
- Final Exam
- Final Project
- Midterm Exam(s)
- Participation
- Presentation(s)
- Quiz(zes)
- Test(s)
- Written Assignment(s)

4. Select an evaluation scheme from the dropdown menu. An evaluation scheme indicates whether this evaluation will be graded as a **percentage**, or **pass/fail**.

Pre-defined Evaluation / Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates
The following will provide evidence of your learning achievement:	This act

Select an evaluation definition:

Assignment(s)

Select an evaluation scheme:

- Percentage
- Percentage
- Pass/Fail

[Cancel](#) [Add](#)

5. Indicate the percentage weighting of this evaluation item in the context of the course's overall grade. You may type the percentage into the textbox or use the arrows on the right side of the box.
6. Once complete, click **"Add."**

Pre-defined Evaluation / Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates Outcomes
The following will provide evidence of your learning achievement:	This activity validates the following course learning outcome and/or EES learning outcomes:
Select an evaluation definition: Assignment(s)	Course Learning Outcomes None selected Essential Employability Skills None selected
Select an evaluation scheme: Percentage	
What percentage does this evaluation contribute to your course's grade scheme? 25	
<input type="button" value="Cancel"/> <input type="button" value="Add"/>	

Note: The percentage of each evaluation should **NOT** be more than 40%.

- G. To add additional evaluation items, repeat Steps B through F.
- H. Next, you will need to match CLOs and, if applicable, EES (Essential Employability Skills) to each evaluation item/earning credit. Click the **pencil icon** under **"Course Learning Outcomes"** to open this section of the Course Outline.

Pre-defined Evaluation / Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates Outcomes
The following will provide evidence of your learning achievement:	This activity validates the following course learning outcome and/or EES learning outcomes:
Assignment(s) (25%) <div style="float: right;"> <input type="button" value="edit"/> <input type="button" value="delete"/> </div>	Course Learning Outcomes None selected Essential Employability Skills None selected <div style="text-align: center; margin-top: 10px;"> <input type="button" value="edit"/> </div>
<input type="button" value="Add New Earning Credit"/>	

I. The course's CLOs, as entered in Steps A through C, will appear. If applicable, EES will also appear. Click the checkboxes to indicate which CLOs & EES are addressed by this particular evaluation item.

J. When you are done, click **“Close.”**

K. Complete steps H through J for each evaluation item/earning credit.

Pre-defined Evaluation / Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates Outcomes
The following will provide evidence of your learning achievement:	This activity validates the following course learning outcome and/or EES learning outcomes:
Assignment(s) (25%)	<div style="border: 2px solid red; padding: 5px;"> <p>Course Learning Outcomes</p> <p><input type="checkbox"/> [CLO 1] - Use industry-related skills and knowledge to fulfill requirements for the co-op work term</p> <p><input type="checkbox"/> [CLO 2] - Apply concepts, principles and skills learned in the academic environment to a real world context</p> <p><input type="checkbox"/> [CLO 3] - Participate, as a member of a working team, to achieve team goals and objectives</p> <p><input type="checkbox"/> [CLO 4] - Respond effectively in written and verbal formats using the style, methods and communication tools required in the workplace</p> <p><input type="checkbox"/> [CLO 5] - Use critical thinking to analyze situations, solve problems, and make decisions</p> <p><input type="checkbox"/> [CLO 6] - Reflect on your performance during the workplace experience</p> <p>Essential Employability Skills</p> <p><input type="checkbox"/> [EES 3] - Execute mathematical operations accurately.</p> <p><input type="checkbox"/> [EES 5] - Use a variety of thinking skills to anticipate and solve problems.</p> <p><input type="checkbox"/> [EES 9] - Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.</p> <p><input type="checkbox"/> [EES 10] - Manage the use of time and other resources to complete projects.</p> </div>
	<input type="button" value="Close"/>

Note: [Per Policy AA13](#), students should be given multiple opportunities to demonstrate evidence of achievement of each CLO. Thus, each CLO should be matched to an evaluation item/earning credit more than once. If you have not used all CLOs/EES, a red banner will appear indicating that section validation has failed.

Pre-defined Evaluation / Earning Credit

Section Validation Failed! Not all of the Course Learning Requirements defined are used in the Earning Credit section.

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates Outcomes
The following will provide evidence of your learning achievement:	This activity validates the following course learning requirement and/or EES learning outcomes:

L. As you add more evaluation items, you can reorder by using the arrows to move items up or down.

M. To revise an item, click the **pencil icon**.

N. To delete an item, click the **trash icon**.

O. Once all items have been entered, click **“Save.”**

Pre-defined Evaluation / Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates Outcomes
Assignment(s) (Pass/Fail)   	Course Learning Outcomes <ul style="list-style-type: none">[CLO 1] - Use industry-related skills and knowledge to fulfill requirements for the co-op work term[CLO 2] - Apply concepts, principles and skills learned in the academic environment to a real world context[CLO 4] - Respond effectively in written and verbal formats using the style, methods and communication tools required in the workplace Essential Employability Skills <ul style="list-style-type: none">[EES 3] - Execute mathematical operations accurately.[EES 5] - Use a variety of thinking skills to anticipate and solve problems.[EES 9] - Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.[EES 10] - Manage the use of time and other resources to complete projects. 
Self/Peer Evaluation(s) (Pass/Fail)    	Course Learning Outcomes <ul style="list-style-type: none">[CLO 1] - Use industry-related skills and knowledge to fulfill requirements for the co-op work term[CLO 3] - Participate, as a member of a working team, to achieve team goals and objectives[CLO 5] - Use critical thinking to analyze situations, solve problems, and make decisions[CLO 6] - Reflect on your performance during the workplace experience Essential Employability Skills <p>None selected</p> 
Journal/Reflective Assignment(s) (Pass/Fail)    	Course Learning Outcomes <ul style="list-style-type: none">[CLO 1] - Use industry-related skills and knowledge to fulfill requirements for the co-op work term[CLO 2] - Apply concepts, principles and skills learned in the academic environment to a real world context

Course Outline
Land Acknowledgment
Course Description
Vocational Learning Outcomes
Essential Employability Skills
Course Learning Outcomes / Elements of Performance
Learning Resources
Learning Activities
Pre-defined Evaluation / Earning Credit
Prior Learning Assessment and Recognition
Other Information
Course Related Information
Program Information
Department Information
College Related Information

Cancel Save

6. Enter Prior Learning Assessment and Recognition Information

- A. Open the **Prior Learning Assessment and Recognition (PLAR)** section of the Course Outline by clicking the **pencil icon**.
- B. Using the checkboxes, select the PLAR method that best suits this course. PLAR assessment methods should generally align with the course’s primary assessment method. Thus, if a course is largely exam-based, an exam may be the most appropriate PLAR assessment method; if a course is more project-based, a portfolio or project/assignment may be most appropriate. As [Policy AA06](#) indicates that, outside of exceptional cases, all College courses should allow candidates to earn credit through PLAR, a rationale must be provided if a course cannot be challenged.
- C. Click **“Save.”**

The screenshot shows a web form titled "Prior Learning Assessment and Recognition" which is highlighted with a red box. Below the title, there is a paragraph of text: "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:". This is followed by a list of checkboxes: "Not Applicable", "Portfolio" (checked), "Challenge Exam" (checked), "Performance Test", "Project/Assignment", and "Other". Below this list is a section titled "Other Information" with a text area. At the bottom right of the form, there are "Cancel" and "Save" buttons, with the "Save" button highlighted by a red box.

7. Enter Course Related Information

- A. Open the **Course Related Information** section of the course outline by clicking the **pencil icon**.
- B. Enter Course Related Information into the text box. This may include information related to assignment format and submission requirements, late submission procedures and penalties, assignment extension procedures, attendance, etc.

Cooperative Education work terms facilitate the application of knowledge and skills students learn within their program of study. They support the development of essential employability and sector specific skills.

Please refer to the Co-op Handbook for Students and the Course Section Information (CSI) weekly schedule that outlines assignment due dates.

Course Related Information

Program Information

2615X01FWO - Zoo Management
Program info for zoos.

Department Information

The **School of Animal Studies** considers the educational process an integral piece in our on-going responsibility for the health and welfare of the animals that provide us with companionship, entertainment and a livelihood.

As indicated at the time of registration in the program, Zoo Management is a research site for curriculum delivery models. To maintain the integrity of the research and a high quality experience for learners, the following situations may arise:

Cancel Save

Note: That this information will be binding across all sections of the course, if the course has multiple sections. If you prefer to leave such information to the discretion of each section’s professor/instructor, omit it here so that they may include their own variations in their Weekly Schedule/Course Section Information. If so, include only a statement saying, “Please refer to the Weekly Schedule for course-related information.”

8. Enter Other Course Information

A. Open the **Other Information** section of the course outline by clicking the **pencil icon**.

Other Information

Grade Scheme Display: Do not display grade scheme

Other Information To Include:

Select	Description
<input checked="" type="checkbox"/>	Students are required to respect the confidentiality of employer, client and/or patient information, interactions, and practices that occur either on Algonquin College premises, or at an affiliated clinical/field/co-op placement site. Concerns regarding clients, patients, and/or employer practices are to be brought to the attention of the program coordinator, or designated field/clinical/co-op placement supervisor so that they may be resolved collaboratively. Such concerns are not to be raised publically either verbally, in writing, or in electronic forums. These matters are to be addressed through established program communication pathways.

ZOOS Specific Statements:

Select	Description
<input checked="" type="checkbox"/>	In all of the Zoo Management learning environments--theoretical, experiential, clinical, or work placement--the following behaviours will not be tolerated: rough or overly physical horseplay. destructive or malicious monkey business. unwanted advances that are akin to fawning over clients, colleagues, or classmates. using peer pressure or other dishonest means to ferret out answers for tests and assignments. excessive badgering of faculty and staff for additional marks or assessment opportunities. disruption of classes using non-linguistic means (i.e., cat calls and wolf whistles), or collaborating in a herd, flock, pod, pack, band, or group on an individual assignment. If these, or related behaviours, are observed they should be reported to department officials as soon as possible.

B. Click the “**Grade Scheme Display**” dropdown to select the appropriate grade scheme. *(Please note: The default according to [Policy AA14: Grading System](#) is 50% Pass. Only in exceptional circumstances is this higher in some courses. This is information that should be communicated and confirmed with the Program Coordinator. This should be the same information in the Student Information System.)*

The screenshot shows a web form titled "Other Information". It contains several sections:

- Grade Scheme Display:** A dropdown menu with the following options: "Do not display grade scheme" (selected), "50% Pass", "60% Progression Requirement", "70% Progression Requirement", "Pass/Fail", "TEST Only: Apprenticeship Program", and "Display General Grade Scheme".
- Other Information To Include:** A table with columns "Select" and "Description". The first row has a checked checkbox and the description "Students are required to complete placement supervision established program".
- ZOOS Specific Statements:** A table with columns "Select" and "Description". The first row has a checked checkbox and the description "In all of the Zoo Management learning environments--theoretical, experiential, clinical, or work placement--the following behaviours will not be tolerated: rough or overly physical horseplay, destructive or malicious monkey business. unwanted advances that are akin to fawning over clients, colleagues, or classmates. using peer pressure or other dishonest means to ferret out answers for tests and assignments. excessive badgering of faculty and staff for additional marks or assessment opportunities. disruption of classes using non-linguistic means (i.e., cat calls and wolf whistles), or collaborating in a herd, flock, pod, pack, band, or group on an individual assignment. If these, or related behaviours, are observed they should be reported to department officials as soon as possible."
- Navigation:** "Cancel" and "Save" buttons at the bottom right.
- Right Sidebar:** A list of navigation links including "Course Outline", "Land Acknowledgment", "Course Description", "Vocational Learning Outcomes", "Essential Employability Skills", "Course Learning Outcomes / Elements of Performance", "Learning Resources", "Learning Activities", "Pre-defined Evaluation / Earning Credit", "Prior Learning Assessment and Recognition", "Other Information", "Course Related Information", "Program Information", "Department Information", and "College Related Information".

C. Any additional information available will appear in clickable boxes. Select those you would like to include.

D. Once complete, click “**Save.**”

9. Submit Course Outline for Approval

- A. To submit a course outline for approval, click the “Submit” button in the lower right corner of the screen.

The screenshot shows the Algonquin College website interface for the ZOO6000 Management Principles course outline (2025-2026). The page includes a navigation menu, course details, and a table for applicable programs. A red box highlights the 'Submit' button in the bottom right corner of the page.

Pre-requisite(s)	N/A
Co-requisite(s)	N/A
Prepared by	This outline has not yet been submitted for approval.
Approved by	This outline has not yet been approved.
Approval date	This outline has not yet been approved.
Normative hours	60.00
Grading system	

Applicable Program	Level	Core/Elective
2615X01FWO - Zoo Management	1	Core

- B. A second menu will appear, confirming you are ready to submit the Course Outline. You can add comments. When done, click “Yes.”

The screenshot shows the Algonquin College website interface for the ZOO6000 Management Principles course outline (2025-2026). A dialog box titled 'Submit Course Outline' is open, asking for confirmation and allowing for a submission comment. The 'Yes' button is highlighted in a red box.

Submit Course Outline

Are you sure we want to submit this outline?

Submission Comment (optional):

Enter any comments about this submission...

No Yes