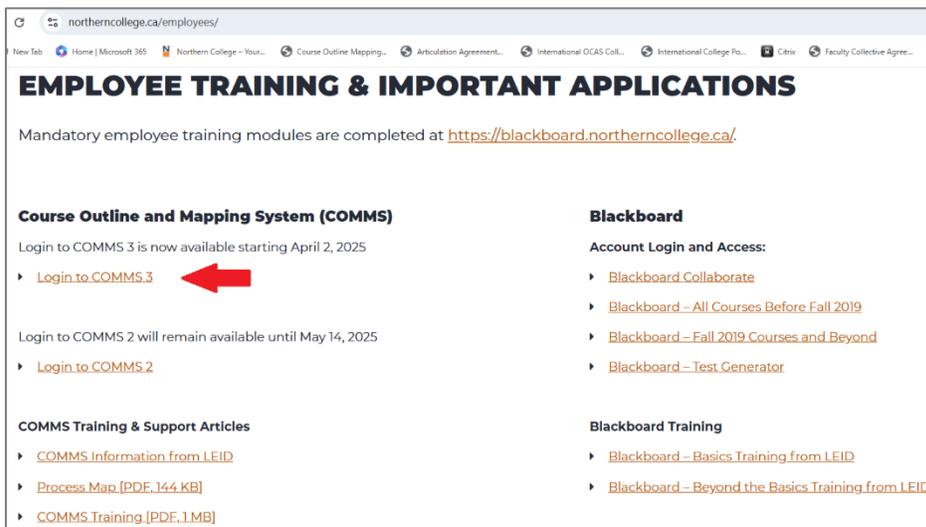


COMMS 3 GUIDELINES

(Faculty – Course Owners)

Logging In

1. Access the COMMS 3 link:
 - On the Employee Portal webpage <https://www.northerncollege.ca/employees/>
 - Clicking the COMMS 3 link sent to your Northern College email <https://ecoursemap.com/Identity/Account/Login>.
2. Choose “Continue with Microsoft” on the Sign In page.
3. Sign in with your Northern College credentials (username and password).



EMPLOYEE TRAINING & IMPORTANT APPLICATIONS

Mandatory employee training modules are completed at <https://blackboard.northerncollege.ca/>.

Course Outline and Mapping System (COMMS)

Login to COMMS 3 is now available starting April 2, 2025

- ▶ [Login to COMMS 3](#) ←

Login to COMMS 2 will remain available until May 14, 2025

- ▶ [Login to COMMS 2](#)

COMMS Training & Support Articles

- ▶ [COMMS Information from LEID](#)
- ▶ [Process Map \[PDF, 144 KB\]](#)
- ▶ [COMMS Training \[PDF, 1 MB\]](#)

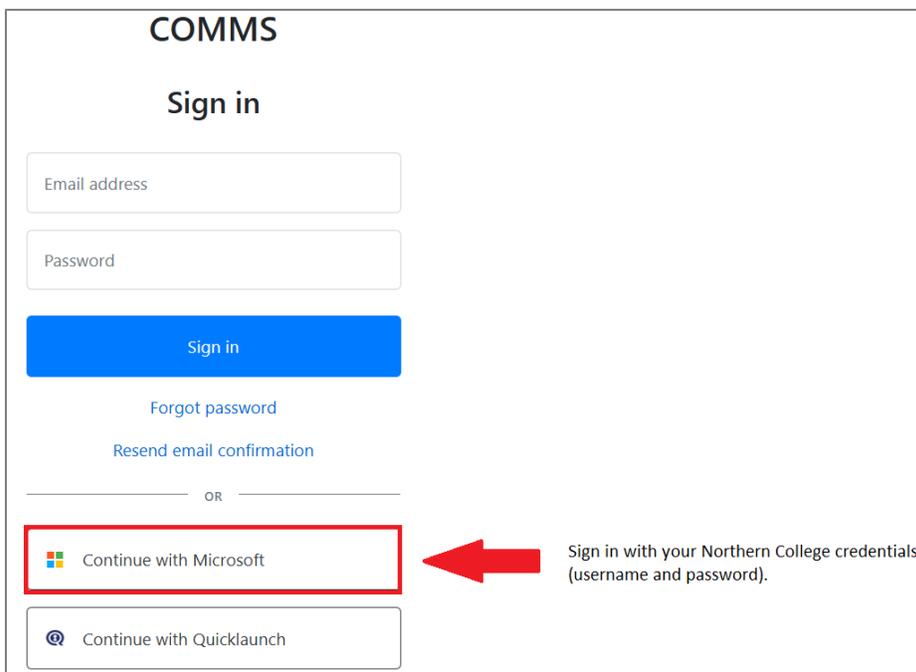
Blackboard

Account Login and Access:

- ▶ [Blackboard Collaborate](#)
- ▶ [Blackboard – All Courses Before Fall 2019](#)
- ▶ [Blackboard – Fall 2019 Courses and Beyond](#)
- ▶ [Blackboard – Test Generator](#)

Blackboard Training

- ▶ [Blackboard – Basics Training from LEID](#)
- ▶ [Blackboard – Beyond the Basics Training from LEID](#)



COMMS

Sign in

Email address

Password

Sign in

[Forgot password](#)

[Resend email confirmation](#)

OR

 [Continue with Microsoft](#) ←

 [Continue with Quicklaunch](#)

Sign in with your Northern College credentials (username and password).

Roles and Authorization

Custom Roles

COMMS 3 * NEW	Usual staff	Permissions
Administrator	IT, QA Manager, Senior Academic Support Coordinator	Full Access
Everyone	Everyone	Limited Access
Dean	Deans, Chairs	Varied Access
Program Assistant	Program Assistants	Varied Access
Coordinator	Coordinators, Course developers	Varied Access
LEID Support	LEID	Varied Access

Outline Approval Workflow / Access Authorization

COMMS 3	COMMS 2 equivalent	Usual staff	Max to assign	Flow of activities
Course Owner	Course Outline Writer	Faculty	One	Update and submit course outlines.
Course Contributors	N/A	Faculty	Multiple	Additional faculty assigned to make changes. NOTE: Only Course Owners can submit.
Program Owners	Program Coordinator	Program Assistants /Coordinators	Multiple	Review submissions and forward for department approval.
Department Owners	Department Chair	Deans/Chairs	Multiple	Review – Return/Approve department course outlines.
Department Owner Delegates	N/A	Deans/Chairs	Multiple	Delegate to Review – Return/Approve specific shared course outlines.

Navigating the Interface

Home Page/Side bar:

- Dashboard
- Mapping

Navigation Bar:

- The navigation bar at the top right of the COMMS interface includes a search function, help menu, notifications and account settings.

Search Function:

- The search function serves as the jumping-off point for many functions in COMMS. Users can search for academic years, courses, programs, departments and outlines.

Help Menu:

- The help menu includes “Get Support” and “Documentation” links.
- By clicking the “**Get Support**” link, it will generate an email addressed to commssupport@northern.on.ca which is monitored by a Northern College COMMS help team.
- The “**Documentation**” link directs users to a COMMS 3 user guide. It includes detailed information about COMMS 3.0 features and changes as well as step-by-step instructions.

Notifications:

- All COMMS notifications are posted in this area.

Account Setting:

- The user can click on their name to view and change account settings such as user profile and notification settings.

The screenshot displays the Northern College COMMS interface. At the top left is the Northern College logo. A navigation sidebar on the left contains 'Dashboard' and 'Mapping' options. The top right features a search bar and icons for help, notifications, and user profile. The main content area is titled 'Dashboard' and shows 'My Course Outlines'. It includes a search filter, status indicators (Approved, Department Review, Program Review), and a table of course outlines.

Course	Title	Access Level	Status
ZOO2000	Animal Husbandry I	Owner	Draft
ZOO3000	Animal Husbandry II	Owner	Draft
ZOO4000	Animal Husbandry III	Owner	Draft

Dashboard

The dashboard serves as the central hub of the application. Course Owners will have access to the 'My Course Outlines' section, where they can find the list of courses that have been assigned to them.

Filter by Courses, Program and Status:

To refine your course search, simply enter keywords in the search bar or select a program or status from the drop-down menus.

Course Outline Status

A status summary of the assigned Course Outlines can be found below the course search bar:

Approved (0) Department Review (0) Program Review (0)

The status of each course can also be found on the main screen listing all courses.

Checkbox to Show only outlines requiring attention:

By default, this checkbox is selected, ensuring that the user will only be presented with courses that necessitate further action. Courses that have already been approved will not be displayed on the list when this checkbox is enabled. Conversely, if you uncheck the box, all courses assigned to the user will be visible, regardless of their approval status.

Refresh button:

The refresh button will update the screen as needed.

Context menu (3 dots):

The three dots located at the far right of the page next to each course provide a variety of course level options.

1. Unsubmit

- Once a Course Outline has been submitted, it can be “unsubmitted” by clicking here.
- The Course Outline can only be unsubmitted if it has not yet been formally reviewed by the Program or Department Owners.

2. Manage course contributors

- A Course Owner can manage Course Contributors in this area by assigning or removing other users as needed.
- To add a course contributor, simply start typing the person’s name and select from a list of possible options.

3. Attachments / Upload CSI

- This section is where CSIs and other course files can be uploaded (any files of any document type).
- CSIs are no longer uploaded based on a course section, allowing for multiple CSIs to be uploaded to a single course outline.

4. Compare

- The comparison tool allows the user to easily compare course outlines, whether it be against the previous academic year or another course from a different year.
- A color-coded legend will indicate any changes made, whether something has been modified, added or removed.
- The tool opens in a separate tab, allowing the user to seamlessly compare it with the current outline being edited.

5. Course Details:

- Assigned Course Owner and Course Contributors
- Current Course Outline and any uploaded documents (CSI)
- The list of programs linked to the course
 - The Program Details page is available by clicking on the program code. Additional program information and reports can be accessed in this way.
- Historical Course Outlines

The screenshot shows the Northern College dashboard. The main content area is titled 'My Course Outlines' and features a search bar, filter options (Program, Access Level, Status), and a table of course outlines. The table has columns for Course, Title, Access Level, and Status. The status column shows 'Draft' for all three courses listed. A checkbox labeled 'Show only outlines requiring attention' is visible. The interface includes a sidebar with 'Dashboard' and 'Mapping' options, and a top navigation bar with a search box and user profile icon.

Course	Title	Access Level	Status
ZOO2000	Animal Husbandry I	Owner	Draft
ZOO3000	Animal Husbandry II	Owner	Draft
ZOO4000	Animal Husbandry III	Owner	Draft

Mapping

Course mapping occurs directly on the Course Outline edit screen and not in this area. This Mapping section offers a program overview of the **Program Learning Outcomes (PLO) mapping**. (Also known as VLO – Vocational Learning Outcomes)

Maps:

- Select Map Type, Academic Year and Program sections and then click the “Load Map” button.
- This will generate the PLO program mapping by semesters.
- The complete list of Program Learning Outcomes and Assessment Level options are available for reference at the bottom of the page.
- Three icons are found on the top right corner of this report:
 - Filter: Include/exclude electives and general education courses.
 - Lock: Indicate if outline mapping is locked or unlocked for changes.
 - Download: Option to download the mapping as a CSV file (Excel).

Program Map Selector

Map Type: Program Learning Outcomes (PLO)

Academic Year: 2024-2025

Program: B287 (B287) - BFUND-1YR-PC

Load Map

B287 - BFUND-1YR-PC
PLO Program Map - 2024-2025

Level 1

Course Code	Title	1	2	3	4	5	6	7	8
AC1034	INTR FIN ACC					T A			
BU1103	INTR TO HR		T A					T A	T A
BU1363	BUS CONCEPTS	T A	T A						T A
CM1323	PROF COMM								
IN1173	COMP AP 4 BU			T A	T A	T A			
MA1024	BUS MATH I					T A			
MR1073	INTRO MARKET	T A	T A	T A	T A		T A		T A

Level 2

Course Code	Title	1	2	3	4	5	6	7	8
AC2034	FINAN ACCTG					T A I			

COURSE OUTLINES

A) Update and Submit an Existing Course Outline

Retrieve and Navigate a Course Outline

- Select the course outline(s) assigned to you from the Dashboard and open it by clicking on the course code.
- This will bring you to a data entry version of the page. Scroll down or use the right-hand side menu to navigate through each section to edit or input information.
- Course Outlines now function as web pages, making them more accessible and easier to update. Web-based outlines allow for in-place editing without the need to generate them first to view changes.
- Outlines may still be downloaded as PDFs by clicking “Print” at the top right of this page.
- At the bottom right, you will find icons to compare two course outlines, attach a document (CSI) and change the course outline template (found under the settings icon).

Edit a Course Outline

- Choose or change your document template by clicking on the Document Properties/Settings Icon located at the bottom right of the screen, next to the submit button. Choose a “Contribution to Program” template.
- To edit a section, click on the pencil icon aligned with the section title (top of each section). Click the Cancel or Save button at the bottom right when finished.
- Department and College Related Information sections are locked and cannot be edited by Course Owners.
 - If changes are required to the Department Information section, please email your Program Coordinator or Program Assistant who have access to edit this information.
 - If changes are required to the College Related Information section, please email the COMMS support team as only an Administrator can edit this information.
- **Mapping**
 - Course Owners are responsible for mapping the following sections in the Course Outline edit screen:
 - Essential Employability Skills (EES)
 - Vocational Learning Outcomes (VLO/PLO)
 - Indigenous Learning Outcomes (ILO)
 - Evaluation /Earning Credit
 - Course Content
 - VLO/PLO changes should be approved by the Deans and Quality Assurance department. Program Assistants and Administrators have access to enter and edit this list.
 - EES and ILO are managed at the institutional level. The Quality Assurance department (Administrator) has access to enter and edit this list.
- **Copy Course Mappings / Copy Course Outline**
 - Course mappings can be copied to an existing course.
 - This feature copies all the outline section data from course A to course B. Course B must already exist.
 - The target course outline data will be permanently deleted and replaced with the new course data. This action is irreversible.
 - This task can only be performed by an Administrator.

Submit a Course Outline

- Once your changes are finished, click 'Submit'.
- If a section is incomplete, a validation error will occur.
- The incomplete section will be highlighted in pink, and the validation error message will specify the missing or incorrect information to be addressed before submission for review.

The screenshot shows the Northern College Dashboard. On the left is a navigation menu with 'Dashboard' and 'Mapping'. The main content area is titled 'Dashboard' and contains a section for 'My Course Outlines'. This section includes a search bar, filters for 'Program', 'Access Level', and 'Status', and status indicators for 'Approved (0)', 'Department Review (0)', and 'Program Review (0)'. A table lists three courses:

Course	Title	Access Level	Status
ZOO2000	Animal Husbandry I	Owner	Draft
ZOO3000	Animal Husbandry II	Owner	Draft
ZOO4000	Animal Husbandry III	Owner	Draft

The screenshot shows the Northern College Course Outline page for ZOO2000 Animal Husbandry I. The page includes the Northern College logo and navigation options. A 'Print' button is visible in the top right. The course details are as follows:

ZOO2000
Animal Husbandry I
 Course Outline
 2024-2025

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

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

At the bottom right, there are icons for 'Print', 'Share', 'Settings', and a blue 'Submit' button.

Northern College

Search

Course Description

Animals held in captivity depend on care givers to meet basic needs and remain healthy. Students are introduced to important principles and concepts that are essential for ensuring the proper care and maintenance of animals being held in captivity. Case studies, discussions and learning activities focus on the needs of land-based animals. Special attention is paid to the nutritional requirements of ruminants and the social interactions of herd and pack animals.

Course Learning Requirements

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

1. **wewe**
2. **we will learn about cages**

Essential Employability Skills

This course contributes to your program by helping you achieve the following Essential Employability Skills:

EES 1 Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience. (T)

EES 2 Respond to written, spoken or visual messages in a manner that ensures effective communication. (A)

Submit

Northern College

Search

Vocational Learning Outcomes

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

2615X01FWO - Zoo Management

ID	Description	T	A	I
VL 1	plan the layout for a small to medium sized zoo or animal-related theme park that is visitor friendly and consistent with local, provincial and national laws and guidelines.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VL 2	develop a daily animal care plan that meets the needs of a selected number of large and small animals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VL 3	promote activities to the public and other stakeholders.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VL 4	establish and maintain policies and procedures to ensure the safety and security of staff, visitors, and the animals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VL 5	manage the maintenance, development, and expansion of the physical footprint of a zoo or theme park with a diverse animal population.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cancel Save

B) Enter a New Course Outline

A new course code must first be generated in MIS following the “New Academic Program Development” or “Program and Curriculum Modification” procedures.

Create Course

- Daily uploads occur from MIS to COMMS. Any new course codes in MIS would be uploaded into COMMS during this process.
- The Course Outline shell is then automatically created in COMMS but requires attention.
- A Course Owner must be assigned the course.
- When opening a new course outline for the first time, the user will be prompted to choose a Course Outline Template.
- The Course Owner must then enter, map and review the course outline content.

Copy Course Mappings / Copy Course Outline

- Course mappings can be copied to an existing course.
- This feature copies all the outline section data from course A to course B. Course B must already exist.
- The target course outline data will be permanently deleted and replaced with the new course data. This action is irreversible.
- This task can only be performed by an Administrator, upon request.

C) “Returned” Course Outlines

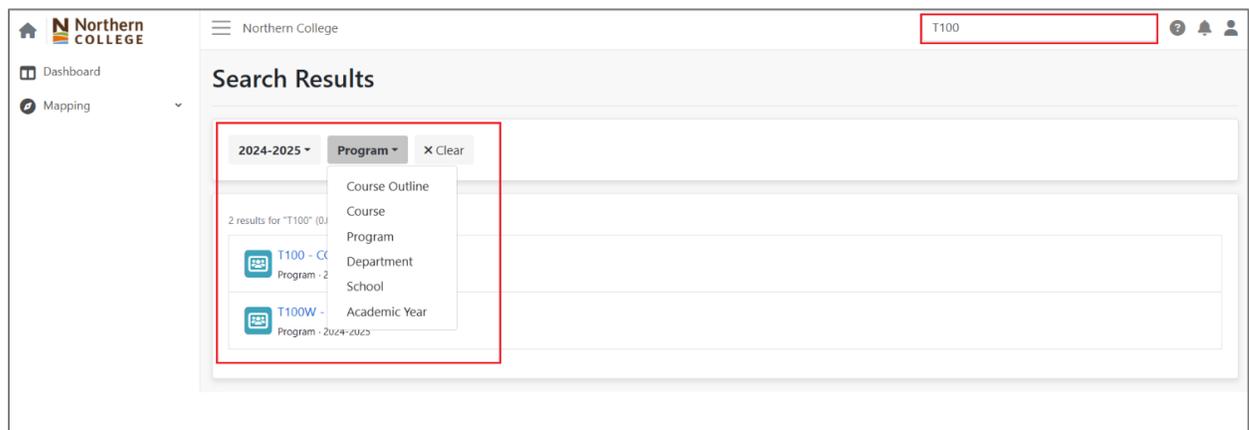
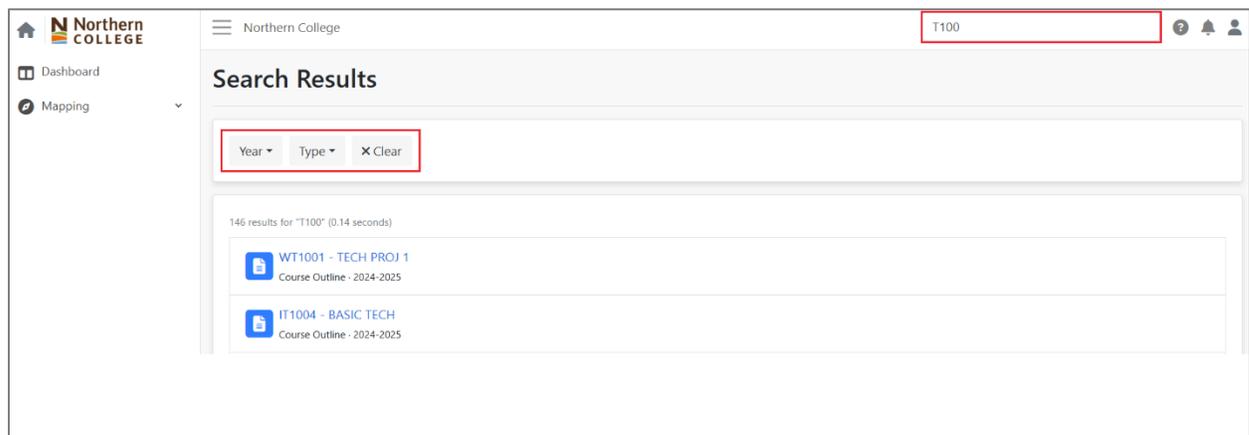
If the Department or Program Owner returns a course outline for editing:

- The Course Owner will receive an email notification with course details and reason for return.
- The Course Owner will have a notification in COMMS.
- The Status of the returned course outline will change to ‘Draft’.

The Course Owner must re-open the draft Course Outline, make the required changes and re-submit it for approval.

Search Function

- a) The Search function is located at the top right of the screen.
- b) Enter a Program Code, Course Code or Program Name in the search field and press 'enter' to open the Search Results page.
- c) The Search Results screen provides the opportunity for additional search refinement.
- d) Search Types include:
 - a. Course Outline
 - b. Course
 - c. Program
 - d. Department
 - e. School
 - f. Academic Year



Searches and Reports

- Enter a Program Code, Course Code or Program Name in the search field to open the Search Results page.
- Most common reports/searches are:

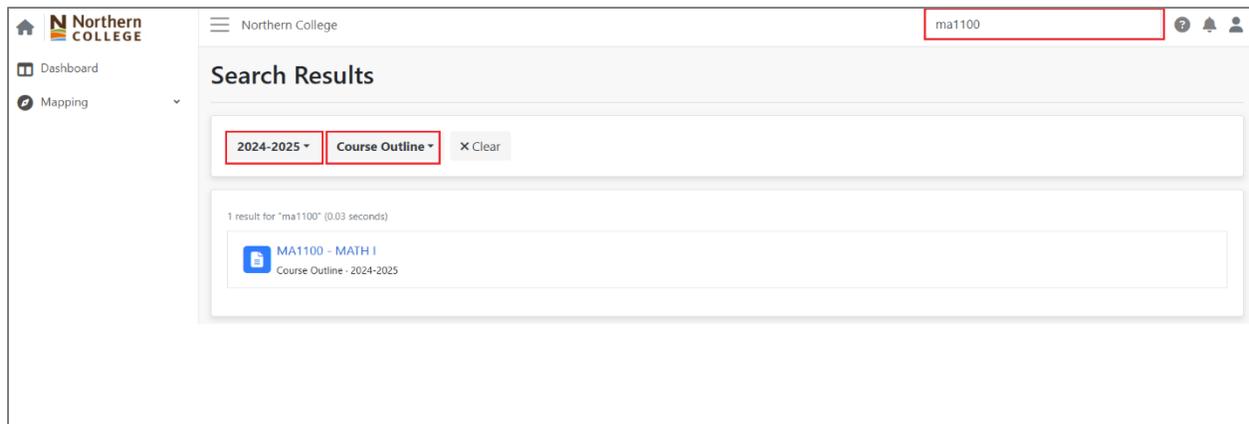
Year ▾Type ▾✕ Clear

Search

- Academic Year / **Course Outline** / course code in the search field
- Academic Year / **Course** / course code in the search field
- Academic Year / **Program** / program code in the search field
- Academic Year / **Academic Year** / search field blank

1. Course Outline Search

Academic Year / **Course Outline** / course code in the search field



The screenshot shows the Northern College search interface. At the top right, a search bar contains 'ma1100'. Below it, the 'Search Results' section displays filters for '2024-2025' and 'Course Outline', along with a 'Clear' button. A single result is shown: 'MA1100 - MATH I Course Outline - 2024-2025'.

A course outline search will find course outlines which can then be viewed, edited, printed or saved.

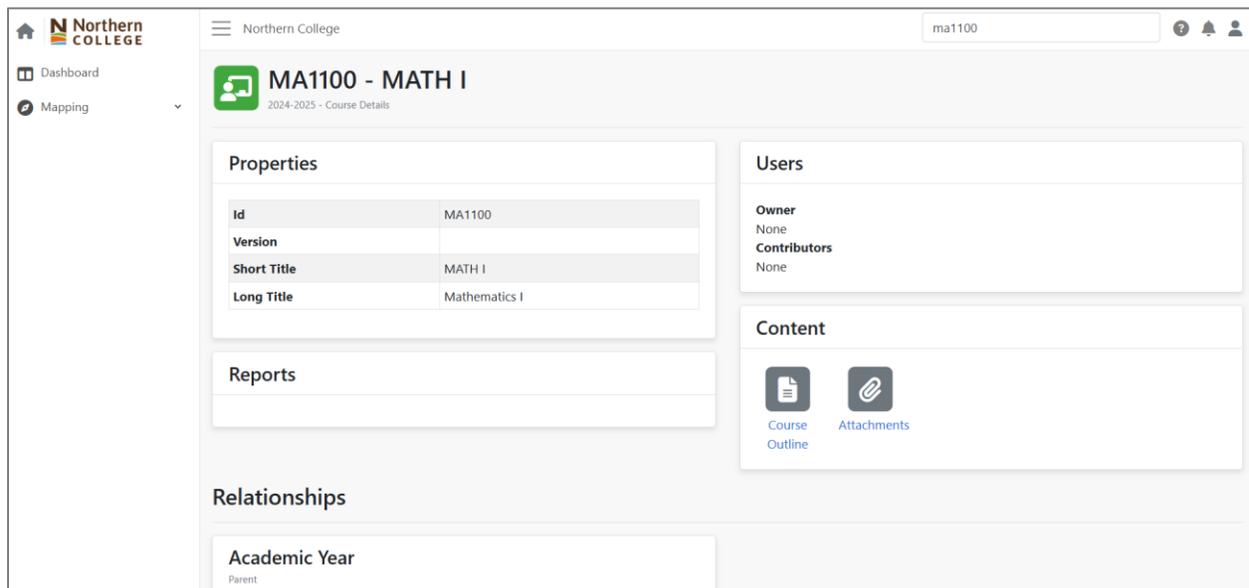
2. Course Search

Academic Year / **Course** / course code in the search field



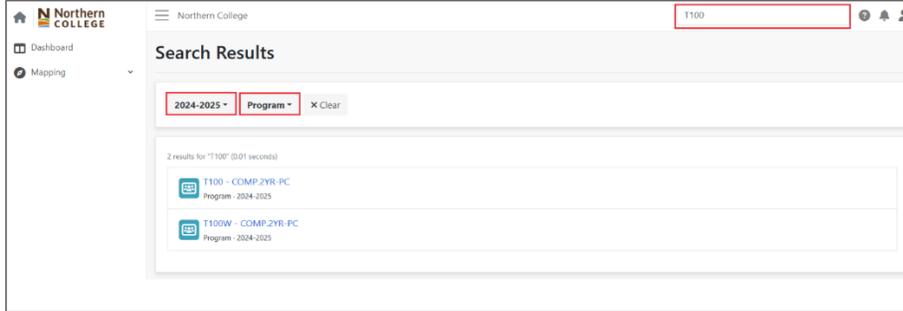
A course search provides the following information:

- Course details
- Assigned course owner and course contributors
- Current Course Outline and any uploaded documents (CSI)
- The list of programs linked to the course
- Historical Course Outlines



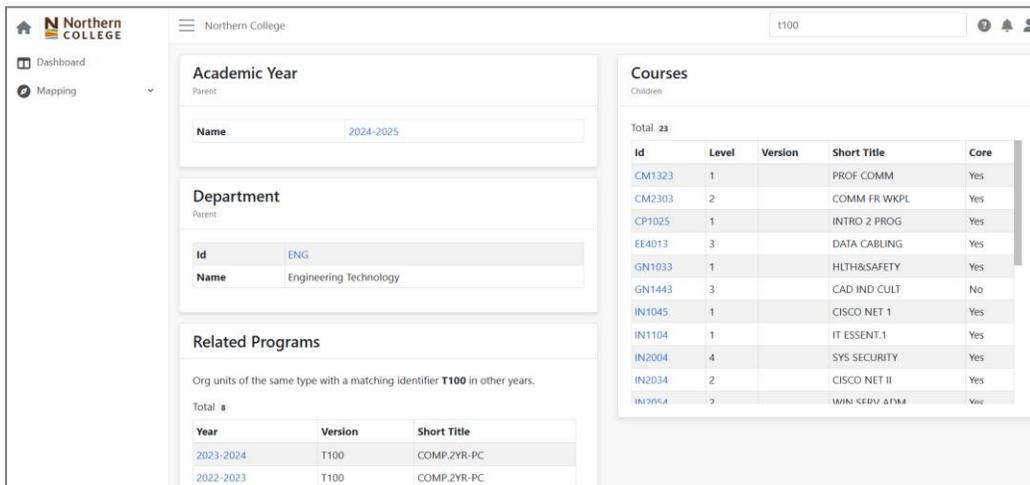
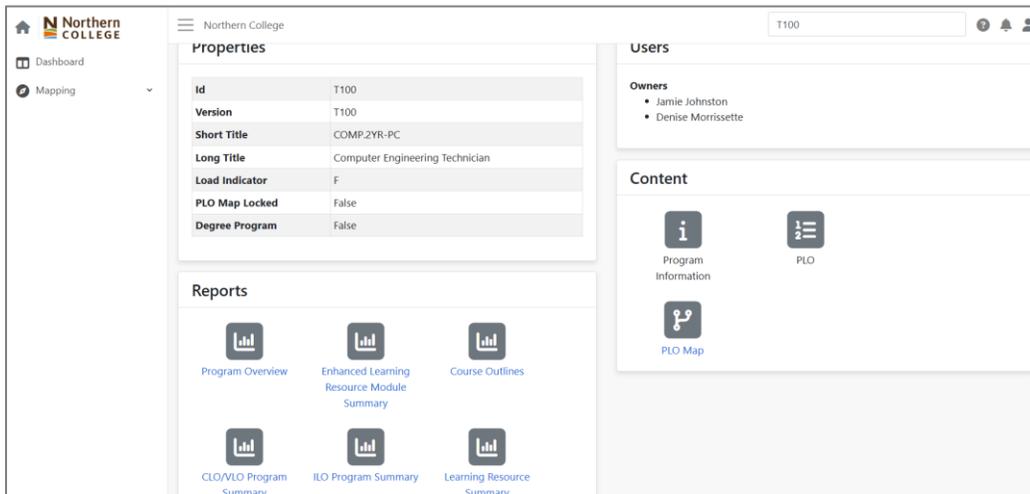
3. Program Search

Academic Year / Program / program code in the search field



A program search provides the following information:

- Program details
- Assigned course owner
- Reports (Program Level)
- Program Information wording (view only)
- The list of courses linked to the program
- Historical program details



a) Program Overview Report

T100 - COMP.2YR-PC					
2024-2025 - Program Overview					
<div style="display: flex; justify-content: space-between; align-items: center;"> 1 2 3 4 ▼ ⬇ </div>					
Level 1					
Course Code	CM1323	CP1025	IN1045	IN1104	MA1100
Title	PROF COMM	INTRO 2 PROG	CISCO NET 1	IT ESSENT.1	MATH I
Description	In this course, students will learn essential skills for success in college and the workplace. This course focuses on developing and strengthening oral and written communication skills, and critical thinking ability. During this course, students will engage in a variety of forms of communication with a focus on upholding the principles of academic integrity. Students will develop the skills necessary to create discipline-specific documents, practice business etiquette and professionalism, and apply critical thinking strategies to practical scenarios. Upon successful completion of this course, students will be able to plan and draft concise, coherent and well-organized writing assignments that are tailored to specific audiences and purposes.	This course provides an introduction to programming using Java. The course will focus on core programming concepts that are universal to all modern programming languages. Students will learn to write programs using proper algorithm design, logic, data types, variables, control structures, and	Cisco Networking I is the first course of the Cisco Networking Academy CCNAv7 curriculum titled Introduction to Networks (ITN). Introduction to Networks is one of three courses that are aligned to the CCNA Certification Exam. ITN contains 17 modules, each with a series of topics. In Introduction to Networks, the student will gain a basic understanding of the	This course covers the fundamentals of computer hardware, software and advanced concepts such as security, networking, and the responsibilities of an IT professional. Students learn how to assemble and configure a computer, install operating systems and software, and finally troubleshoot hardware and software problems. In addition, chapters on networks and communication skills are included. This course helps students prepare for CompTIA's A+ certification. Prerequisite: None.	This course covers basic algebra properties, graphing the straight line, basic geometry and trigonometry, and solving a system of equations graphically and algebraically. It also covers vector addition by components and by the cosine and sine laws.

T100 - COMP.2YR-PC					
2024-2025 - Program Overview					
<div style="display: flex; justify-content: space-between; align-items: center;"> 1 2 3 4 ▼ ⬇ </div>					
Course Code	CM1323	CP1025	IN1045	IN1104	MA1100
General Education	No	No	No	No	No
Core/Elective	Core	Core	Core	Core	Core
Grade Scheme	60% Pass	60% Pass	60% Pass	60% Pass	60% Pass
Program Learning Outcomes (PLO)		1, 2, 4, 7, 8, 9, 10, 11, 13	1, 2, 3, 5, 6, 8, 9, 10	1, 2, 3, 4, 7, 8, 10, 11, 12	1, 2, 3, 4, 6, 8, 9
Essentially Employability Skills (EES)	1, 2, 6, 8, 10, 11	1, 2, 4, 5, 6, 7, 10, 11	1, 2, 4, 5, 6, 7, 9, 10, 11	2, 4, 6, 10	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11
General Education Learning Outcomes (GELO)					
Indigenous Learning Outcomes (ILO)					

T100 - COMP.2YR-PC					
2024-2025 - Program Overview					
<div style="display: flex; justify-content: space-between; align-items: center;"> 1 2 3 4 ▼ ⬇ </div>					
Course Code	CM1323	CP1025	IN1045	IN1104	MA1100
Course Learning Outcomes (CLO)	<ol style="list-style-type: none"> Apply professional etiquette for effective communication and interpersonal working relationships. Conduct effective research to select appropriate sources to create accurate documentation with appropriate citation. Plan and produce clear, concise written documents that fulfill the purpose and meet the needs of the audience. Respond to written, spoken or visual messages effectively through appropriate forms of communication. Critique, edit and proofread written work to produce error-free documents tailored to specific audiences. Use electronic communication tools proficiently to communicate professionally using contemporary communication methods. Present information in appropriate formats to effectively communicate with specific audiences, adapting to content and delivery methods for maximum clarity, engagement and impact. 	<ol style="list-style-type: none"> Analyze programming problems, and use pseudo-code to write algorithms for solving problems. Use logical operators and evaluate logic expressions. Describe the role of data types in computer programs and use variables in coding programs. Understand and implement the basic control 	<ol style="list-style-type: none"> Explain the modern converged data network and how it affects the way that we work and live. Describe the OSI and the TCP/IP network models and how they are used in modern networks. Explain the relationship of hardware and software to each of the layers of the OSI model. Explain how to design logical and physical network topologies. 	<ol style="list-style-type: none"> Describe the different work environments in which an IT technician may work. Describe the purpose and function of various computer components. Select, install and configure computer hardware from motherboard and CPU level to simply adding in more memory. Select, install and configure an operating system. Select, install and configure peripheral devices such as printers, scanners, monitors Use proper problem diagnosis and troubleshooting skills in determine the solution to various hardware and software problems. Use proper communication and customer service skills to deal with problems that customers present to them. 	<ol style="list-style-type: none"> The successful student will apply the basic principles of mathematics to the solution of problems in the particular fields of study. He or she will be able to solve equations with one or two unknowns. The student will be able to examine functions and the graphs of functions and to draw a straight line from the slope and y-intercept. He or she will also

T100 - COMP.2YR-PC

2024-2025 - Program Overview

Course Code	CM1323	CP1025	IN1045	IN1104	MA1100
Evaluation Plan	<ul style="list-style-type: none"> • Assignments - 50% • Quizzes - 50% 	<ul style="list-style-type: none"> • Quizzes - 5% • Programming Labs - 10% • Assignments - 15% • Semester Tests - 35% • Final Test - 35% 	<ul style="list-style-type: none"> • Skills Based Assessment - 30% • Labs - 30% • Quiz - 6% • Tests - 34% 	<ul style="list-style-type: none"> • Professionalism/Labs/Assignments - 25% • Tests/Quizzes - 45% • Skills Based Assessment - 30% 	<ul style="list-style-type: none"> • Assignments/Tests - 100%
Resources	Northern College students in CM1323 Professional Communications require a laptop with a functioning camera and microphone and the following free e-recourse that can be accessed online or in Blackboard. Read it online at: https://ecampusontario.pressbooks.pub/communicationnetwork/	Introduction to Java Programming, Brief Version, 11th Edition Y. Daniel Liang ISBN: 9780134611037 Programming Logic and Design, 10th Edition Joyce Farrell ISBN: 9780357880999	Cisco Networking Academy Online Curriculum Curriculum supplied video and PowerPoints Cisco Packet Tracer Northern College NetLab+ Required Texts Required e-book for Cisco Networking 1 course would be available through Cisco	Cisco Netacademy Online curriculum Curriculum supplied videos and PowerPoints Azure Dev Tools for Teaching - Microsoft Windows 10 and 11 VMware Workstation 17 Recommended Text IT Essentials Companion Guide v8 - ISBN: 978-0-13-816617-5 Cisco Press Web Links Supplied Hardware	Basic Technical Mathematics with Calculus, Washington, Evans, Boué and Martin, 12th Canadian edition, SI Version, Pearson Canada (the ISBN is provided in the professor's CSI document). Class notes on college network.

T100 - COMP.2YR-PC

2024-2025 - Program Overview

Course Code	CM1323	CP1025	IN1045	IN1104	MA1100
Delivery Methods/Learning Activities					
Prerequisites	N/A	N/A	N/A	N/A	N/A
Corequisites	N/A	N/A	N/A	N/A	Program: M002W CH1033 MI1033 MI1103 Program: M042W CH1033 MI1033 MI1103
Hours	42.00	70.00	70.00	56.00	56.00
Experiential Learning					
PLAR	<ul style="list-style-type: none"> • Portfolio • Challenge Exam • Performance Test • Project/Assignment 				

b) Course Outlines Report

Northern College

Search

Program Course Outlines

2024-2025 - T100 (T100)

Filter course outlines

Level Term X

Approved (22) Department Review (0) Program Review (0)

Total 23

Id	Title	Level	Term(s)	Owner	Status	Date Approved	Attachment Count
CM1323	PROF COMM	1			Approved	08/19/2024 16:27:40	2
CM2303	COMM FR WKPL	2			Approved	02/04/2025 04:18:53	1
CP1025	INTRO 2 PROG	1			Approved	08/26/2024 15:36:54	0
EE4013	DATA CABLING	3			Approved	07/19/2024 16:03:42	0
GN1033	HLTH&SAFETY	1			Draft		0
GN1443	CAD IND CULT	3		Kayode Arowolo	Approved	09/04/2024 04:22:59	0
IN1045	CISCO NET 1	1			Approved	06/21/2024 08:49:17	0
IN1104	IT ESSENT.1	1			Approved	08/08/2024 08:32:26	0
IN2004	SYS SECURITY	4			Approved	01/02/2025 18:50:36	0

c) Indigenous Learning Outcomes (ILO) Program Summary Report

T100 - COMP.2YR-PC

2024-2025 - Indigenous Learning Outcome Program Summary

Total

	Level 1	Level 2	Level 3	Level 4	Total	
1 Learners are provided with an opportunity to learn about Indigenous peoples,cultures, and histories (Source: Building a Strong Fire)	T	0	0	1	0	1
	A	0	0	1	0	1
	I	0	0	0	0	0
2 Learners are presented with Indigenous knowledges that are accurate and reflective of Indigenous peoples (Source: Building a Strong Fire)	T	0	0	1	0	1
	A	0	0	1	0	1
	I	0	0	0	0	0
3 Learners are provided opportunities to explore Indigenous understandings of land in relation to self (Source: Building a Strong Fire)	T	0	0	1	0	1
	A	0	0	1	0	1
	I	0	0	0	0	0
4 Learners are provided opportunities to learn about environmental ethics and sustainability (Source: Building a Strong Fire)	T	0	0	0	0	0
	A	0	0	0	0	0

d) Learning Resource Summary Report

T100 - COMP.2YR-PC		
2024-2025 - Learning Resource Summary		
Department Code	Course Code	Learning Resources
ENG	CP1025	<p>Introduction to Java Programming, Brief Version, 11th Edition Y. Daniel Liang ISBN: 9780134611037</p> <hr/> <p>Programming Logic and Design, 10th Edition Joyce Farrell ISBN: 9780357880999</p>
ENG	IN1045	<p>Cisco Networking Academy Online curriculum Curriculum supplied video and PowerPoints Cisco Packet Tracer Northern College NetLab+</p> <p>Required Texts Required e-book for Cisco Networking 1 course would be available through Cisco Networking Academy.</p> <p>Lab material would be available digitally through the course on the Cisco Networking Academy/Northern College Blackboard website.</p>

e) CONTENT - PLO Map

Northern College		T100												
T100 - COMP.2YR-PC		PLO Program Map - 2024-2025												
Level 1		1	2	3	4	5	6	7	8	9	10	11	12	13
Course Code	Title													
CM1323	PROF COMM													
CP1025	INTRO 2 PROG	T A	T A		T A			T A	T A					T A
IN1045	CISCO NET 1	T A	T A	T A		T A	T A		T A	T A	T A			
IN1104	IT ESSENT.1	T A	T	T A	T A			T A	T A		T A	T A	T	
MA1100	MATH I	T A												
Level 2		1	2	3	4	5	6	7	8	9	10	11	12	13
Course Code	Title													
CM2303	COMM FR WKPL													
IN2034	CISCO NET II	T A	T A	T A			T A		T A	T A	T A			
IN2054	WIN SERV ADM	T A	T A	T A	T A				T A	T A	T A			
IN2343	INTERM PROG	T A	T A		T A	T A	T A	T A	T A					T A

Northern College t100

Dashboard Mapping

Level 3

Course Code	Title	1	2	3	4	5	6	7	8	9	10	11	12	13
EE4013	DATA CABLING	T A												
IN3033	MARKUP LANG	T A	T A		T A	T A	T A	T A	T A	T A				T A
IN3084	CISCO NETIII	T A	T A	T A	T A					T A	T A			
IN3094	LINUX SEV AD	T A	T A	T A	T A		T A		T A	T A	T A			
IN3193	DATABASE MGT	T A	T A		T A	T A	T A	T A	T A					T A

Level 4

Course Code	Title	1	2	3	4	5	6	7	8	9	10	11	12	13
IN2004	SYS SECURITY	T A	T A	T A					T		T A			
IN2104	IT ESSENT.2	T A	T A	T A	T A			T A	T	T A	T A	T	T A	
IN4023	VIRT SYS ADM	T	T A	T A	T A			T A		T A	T A			
IN4074	INTERNET PRO	T A	T A	T A	T A			T A	T A	T A				T A
IN6003	SYSTEMS ANA	T A				T A	T A	T A	T A	T A				T A

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Dashboard Mapping

Program Learning Outcomes

- Identify, analyze, develop, implement, verify and document the requirements for a computing environment.
- Contribute to the diagnostics, troubleshooting, documenting and monitoring of technical problems using appropriate methodologies and tools.
- Implement and maintain secure computing environments.
- Implement robust computing system solutions through validation testing that aligns with industry best practices.
- Communicate and collaborate with team members and stakeholders to ensure effective working relationships.
- Select and apply strategies for personal and professional development to enhance work performance.
- Apply project management principles and tools when working on projects within a computing environment.
- Adhere to ethical, legal, and regulatory requirements and/or principles in the development and management of computing solutions and systems.
- Support the integration of multiple software and hardware components using appropriate systems, methodologies and connection protocols.
- Install, configure, troubleshoot, and maintain a variety of computing devices and networked systems (software or hardware) in accordance with documented functional requirements and standards.
- Apply principles of digital and analog circuits to troubleshoot computing devices, including embedded components and systems.
- Contribute to the analysis, building, testing, implementation, and maintenance of embedded (including IoT) devices and applications.

Assesment Levels

T	Taught
A	Assessed
I	Introduce

4. Academic Year Search

Academic Year / **Academic Year** / search field blank

The screenshot shows the Northern College search interface. The search bar at the top right contains the text 'Search'. Below the search bar, the search results are displayed. The results section shows a filter for '2024-2025' and 'Academic Year', with a 'Clear' button. Below the filters, it indicates '1 result (0.01 seconds)'. The result is a card for '2024-2025 Academic Year - 2024-2025'.

An academic search provides the following information:

- Reports (Institutional level)
- College Related Information wording (view only)

The screenshot shows the '2024-2025 Academic Year Details' page. The page is divided into three main sections: Properties, Content, and Reports. The Properties section contains a table with the following data:

Name	2024-2025
Current Year	Yes

The Content section contains an information icon and the text 'College Related Information'. The Reports section contains two report cards: 'Program Completion Rates' and 'Department Completion Rates'.

a) Program Completion Rates

Northern College

2024-2025

Filter programs

Total 420

Department Code	Department Name	Department Owner(s)	Program Code	Title	Level	Draft Count	Draft %	Program Review Count	Program Review %	Department Review Count	Department Review %	Approved Count	Approved %	Total
ZOOS	Zoology Department	Glenn MacDougall	2615X01FWO	Zoo Management	1	30	100.00	0	0.00	0	0.00	0	0.00	30
COMM	Community Services	Christine Raycraft	A003	ECE-2YR-PC	3	2	33.33	0	0.00	0	0.00	4	66.67	6
COMM	Community Services	Christine Raycraft	A003	ECE-2YR-PC	4	1	33.33	0	0.00	0	0.00	2	66.67	3
COMM	Community Services	Christine Raycraft	A003A	ECE-2YR-PC	1	0	0.00	0	0.00	0	0.00	6	100.00	6
COMM	Community Services	Christine Raycraft	A003A	ECE-2YR-PC	2	0	0.00	0	0.00	0	0.00	6	100.00	6
COMM	Community Services	Christine Raycraft	A003A	ECE-2YR-PC	3	0	0.00	0	0.00	0	0.00	3	100.00	3

b) Department Completion Rates

Northern College

2024-2025

Filter Department

Total 17

Department Name	Department Code	Department Owner(s)	Draft Count	Draft %	Program Review Count	Program Review %	Department Review Count	Department Review %	Approved Count	Approved %	Total
Academic Upgrading	ACE		11	68.75	5	31.25	0	0.00	0	0.00	16
Business and Office Administration	BUS	Christine Raycraft	22	20.37	1	0.93	0	0.00	85	78.70	108
Community Services	COMM	Christine Raycraft	24	33.80	2	2.82	0	0.00	45	63.38	71
Emergency Services	EMERG	campbells@northern.on.ca	14	21.54	1	1.54	0	0.00	50	76.92	65
Engineering Technology	ENG	Jamie Johnston Denise Morrisette Glenn MacDougall	40	20.41	0	0.00	8	4.08	148	75.51	196
Environmental Technology	ENV	Douglas Clark	6	31.58	5	26.32	0	0.00	8	42.11	19
General Arts and Science	GAS	Christine Raycraft	9	75.00	1	8.33	0	0.00	2	16.67	12
General Education	GENED		2	40.00	0	0.00	0	0.00	3	60.00	5