

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. On the left is a sidebar with the Northern College logo and navigation links for 'Dashboard' and 'Mapping'. The main content area is titled 'Dashboard' and features a section for 'My Course Outlines'. This section includes a search bar, filter options for 'Program', 'Access Level', and 'Status', and a table of course outlines. The table lists three courses: ZOO2000, ZOO3000, and ZOO4000, all with 'Owner' access level and 'Draft' status. A legend at the top of the table indicates the status of reviews: Approved (0), Department Review (0), and Program Review (0). A checkbox for 'Show only outlines requiring attention' is also present.

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 left sidebar contains the Northern College logo and navigation links for Dashboard and Mapping. The main content area is titled 'Dashboard' and features a section for 'My Course Outlines'. This section includes a search bar, filters for Program, Access Level, and Status, and a status legend for Approved (0), Department Review (0), and Program Review (0). A checkbox for 'Show only outlines requiring attention' is also present. Below these elements is a table with columns for Course, Title, Access Level, and Status. The table lists three courses: ZOO2000, ZOO3000, and ZOO4000, all with the title 'Animal Husbandry I, II, III' and 'Owner' as the access level. All three are in 'Draft' status. Each row has a vertical ellipsis menu icon to its right.

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).

The screenshot shows the 'Program Map Selector' interface. On the left is a sidebar with navigation links: Dashboard, Mapping (selected), Map revisions, and Maps. The main content area has a header with the Northern College logo, a search bar, and notification icons. Below the header, the 'Program Map Selector' form contains three dropdown menus: 'Map Type' (set to 'Program Learning Outcomes (PLO)'), 'Academic Year' (set to '2024-2025'), and 'Program' (set to 'B287 (B287) - BFUND-1YR-PC'). A blue 'Load Map' button is at the bottom of the form.

The screenshot displays the 'B287 - BFUND-1YR-PC' PLO Program Map for the 2024-2025 academic year. The interface includes the same sidebar and header as the previous screenshot. The main content area shows the program title and a subtitle 'PLO Program Map - 2024-2025'. Below this, there are filter, lock, and download icons. The mapping is organized into two sections: 'Level 1' and 'Level 2'. Each section contains a table with columns for Course Code, Title, and semesters 1 through 8.

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

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 sidebar with 'Dashboard' and 'Mapping' links. The main area is titled 'Dashboard' and contains a section 'My Course Outlines'. This section has a search bar, filter buttons for 'Program', 'Access Level', and 'Status', and a status legend: 'Approved (0)', 'Department Review (0)', and 'Program Review (0)'. Below this is a table with columns 'Course', 'Title', 'Access Level', and 'Status'. The table lists three courses: ZOO2000 (Animal Husbandry I), ZOO3000 (Animal Husbandry II), and ZOO4000 (Animal Husbandry III), all with 'Owner' access level and 'Draft' status. The 'Course' column is highlighted with a red box.

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 a sidebar with 'Dashboard' and 'Mapping' links. The main area displays the course title and 'Course Outline' for the 2024-2025 academic year. Below this is a table with fields: '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.), and 'Normative hours' (60.00). At the bottom, there is a table for 'Applicable Program' (2615X01FWO - Zoo Management), 'Level' (1), and 'Core/Elective' (Core). On the right side, there is a 'Northern College' dropdown menu with a 'Print' button. At the bottom right, there are icons for 'Share', 'Edit', 'Settings', and a 'Submit' button.

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	Level	Core/Elective
2615X01FWO - Zoo Management	1	Core

Northern College
Print

- Course Outline
- Course Description
- Course Learning Requirements
- Essential Employability Skills
- Vocational Learning Outcomes
- Indigenous Learning Outcomes
- Learning Resources
- Evaluation / Earning Credit
- Other Information
- Course Related Information
- Program Information
- Department Information
- College Related Information
- Course Content

Share Edit Settings Submit

Northern COLLEGE

Dashboard

Mapping

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

Submit

Course Outline

Course Description

Course Learning Requirements

Essential Employability Skills

Vocational Learning Outcomes

Indigenous Learning Outcomes

Learning Resources

Evaluation / Earning Credit

Other Information

Course Related Information

Program Information

Department Information

College Related Information

Course Content

Northern COLLEGE

Dashboard

Mapping

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 O 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.	☒	☒	☐
VL O 2	develop a daily animal care plan that meets the needs of a selected number of large and small animals.	☒	☐	☐
VL O 3	promote activities to the public and other stakeholders.	☐	☒	☐
VL O 4	establish and maintain policies and procedures to ensure the safety and security of staff, visitors, and the animals.	☐	☐	☐
VL O 5	manage the maintenance, development, and expansion of the physical footprint of a zoo or theme park with a diverse animal population.	☐	☐	☐

Cancel Save

Course Outline

Course Description

Course Learning Requirements

Essential Employability Skills

Vocational Learning Outcomes

Indigenous Learning Outcomes

Learning Resources

Evaluation / Earning Credit

Other Information

Course Related Information

Program Information

Department Information

College Related Information

Course Content

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

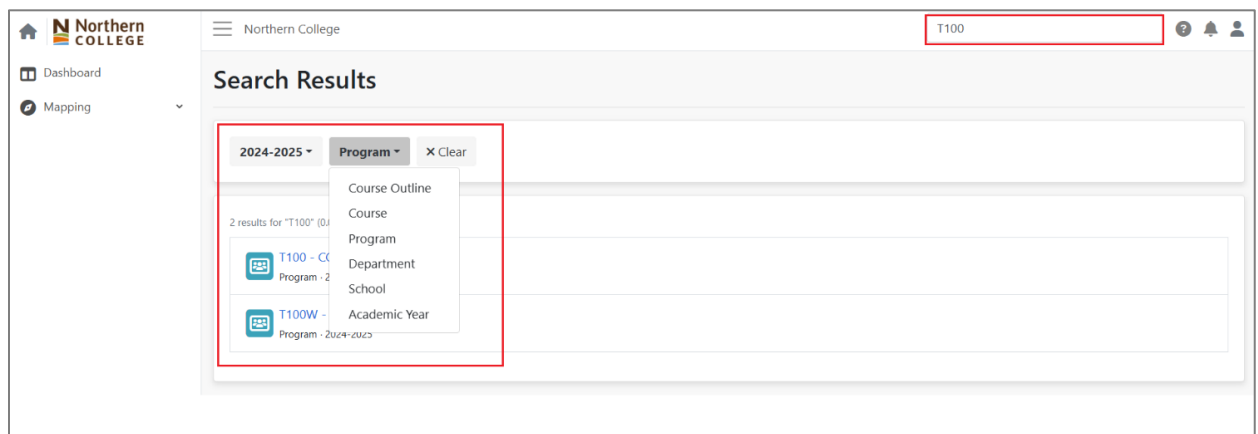
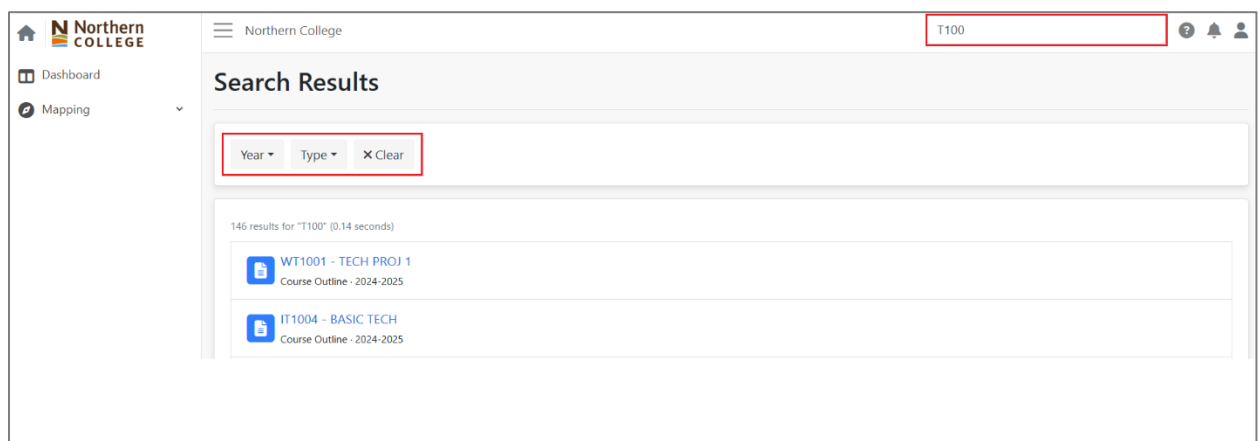
If the Department or Program Owner returns a course outline for editing:

- 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

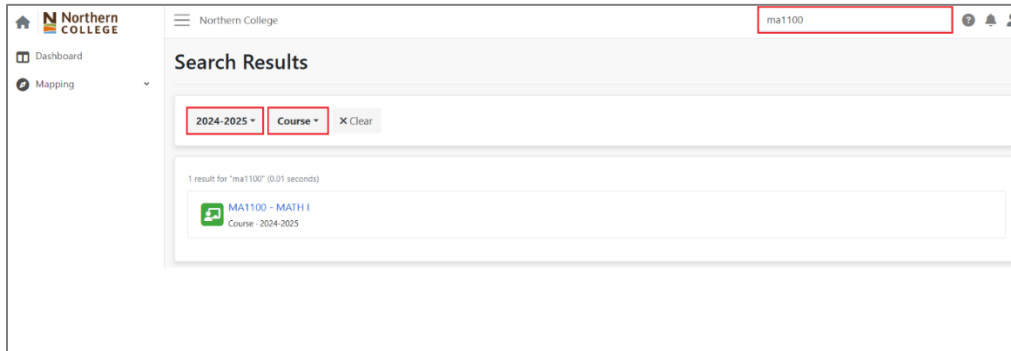
Academic Year / **Course Outline** / course code in the search field

The screenshot shows the Northern College web application interface. On the left is a sidebar with a home icon, the Northern College logo, and menu items for 'Dashboard' and 'Mapping'. The main header area displays 'Northern College' and a search bar containing 'ma1100'. Below the header, the 'Search Results' section features filters for '2024-2025' and 'Course Outline', along with a 'Clear' button. A single result is displayed: 'MA1100 - MATH I' with a document icon, and 'Course Outline - 2024-2025' below it. The text '1 result for "ma1100" (0.03 seconds)' is shown above the result.

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

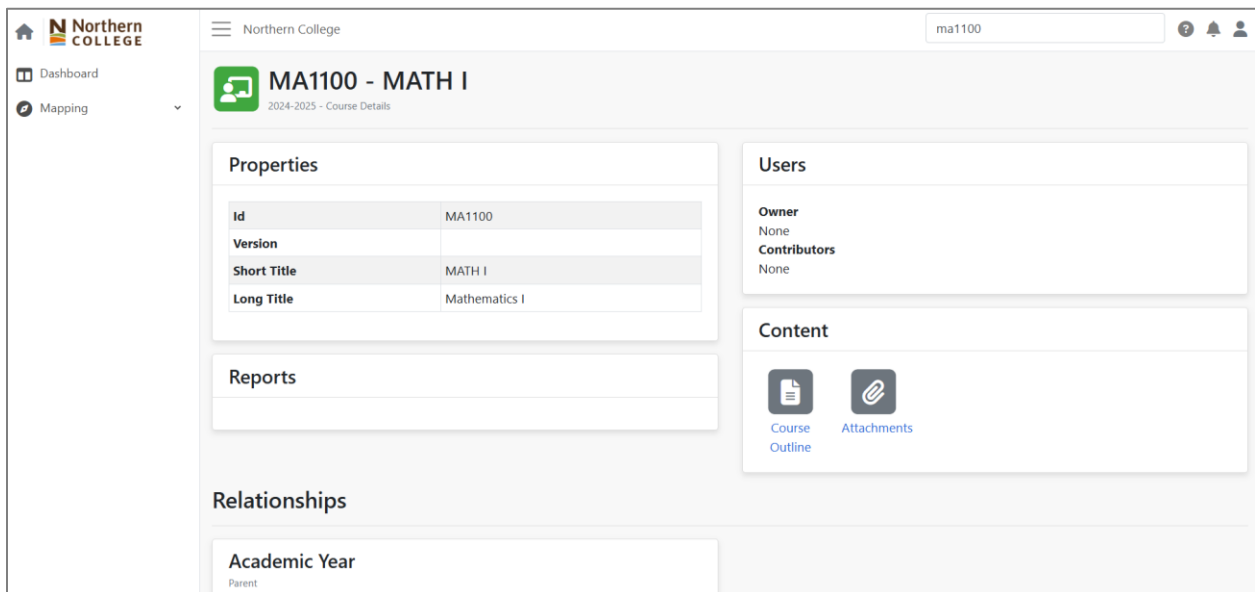
2. Course Search

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

The screenshot shows the Northern College search interface. The search bar at the top contains 'T100'. Below the search bar, the results are displayed for the '2024-2025' academic year and the 'Program' category. Two results are shown:

- T100 - COMP.2YR-PC
Program - 2024-2025
- T100W - COMP.2YR-PC
Program - 2024-2025

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

The screenshot shows the Northern College program details page for T100. The page is divided into several sections:

- Properties:** A table with the following data:

Id	T100
Version	T100
Short Title	COMP.2YR-PC
Long Title	Computer Engineering Technician
Load Indicator	F
PLO Map Locked	False
Degree Program	False
- Reports:** A grid of report icons including Program Overview, Enhanced Learning Resource Module Summary, Course Outlines, CLO/VLO Program Summary, ILO Program Summary, and Learning Resource Summary.
- Users:** A list of owners: Jamie Johnston and Denise Morrisette.
- Content:** A grid of content icons including Program Information, PLO, and PLO Map.

The screenshot shows the Northern College program details page for T100, focusing on the Academic Year and Courses sections.

Academic Year: The parent is '2024-2025'.

Department: The parent is 'ENG' (Engineering Technology).

Related Programs: A table showing org units of the same type with a matching identifier T100 in other years.

Year	Version	Short Title
2023-2024	T100	COMP.2YR-PC
2022-2023	T100	COMP.2YR-PC

Courses: A table showing the list of courses linked to the program.

Id	Level	Version	Short Title	Core
CM1323	1		PROF COMM	Yes
CM2303	2		COMM FR WKPL	Yes
CP1025	1		INTRO 2 PROG	Yes
EE4013	3		DATA CABLING	Yes
GN1033	1		HLTH&SAFETY	Yes
GN1443	3		CAD IND CULT	No
IN1045	1		CISCO NET 1	Yes
IN1104	1		IT ESSENT.1	Yes
IN2004	4		SYS SECURITY	Yes
IN2034	2		CISCO NET II	Yes
IN2054	2		WINI CENI & PHL	Yes

a) Program Overview Report

T100 - COMP.2YR-PC					
2024-2025 - Program Overview					
1234					
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					
1234					
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					
1234					
Course Code	CM1323	CP1025	IN1045	IN1104	MA1100
Course Learning Outcomes (CLO)	1. Apply professional etiquette for effective communication and interpersonal working relationships. 2. Conduct effective research to select appropriate sources to create accurate documentation with appropriate citation. 3. Plan and produce clear, concise written documents that fulfill the purpose and meet the needs of the audience. 4. Respond to written, spoken or visual messages effectively through appropriate forms of communication. 5. Critique, edit and proofread written work to produce error-free documents tailored to specific audiences. 6. Use electronic communication tools proficiently to communicate professionally using contemporary communication methods. 7. Present information in appropriate formats to effectively communicate with specific audiences, adapting to content and delivery methods for maximum clarity, engagement and impact.	1. Analyze programming problems, and use pseudo-code to write algorithms for solving problems. 2. Use logical operators and evaluate logic expressions. 3. Describe the role of data types in computer programs and use variables in coding programs. 4. Understand and implement the basic control	1. Explain the modern converged data network and how it affects the way that we work and live. 2. Describe the OSI and the TCP/IP network models and how they are used in modern networks. 3. Explain the relationship of hardware and software to each of the layers of the OSI model. 4. Explain how to design logical and physical network topologies.	1. Describe the different work environments in which an IT technician may work. 2. Describe the purpose and function of various computer components. 3. Select, install and configure computer hardware from motherboard and CPU level to simply adding in more memory. 4. Select, install and configure an operating system. 5. Select, install and configure peripheral devices such as printers, scanners, monitors 6. Use proper problem diagnosis and troubleshooting skills in determine the solution to various hardware and software problems. 7. Use proper communication and customer service skills to deal with problems that customers present to them.	1. The successful student will apply the basic principles of mathematics to the solution of problems in the particular fields of study. 2. He or she will be able to solve equations with one or two unknowns. 3. 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. 4. He or she will also

T100 - COMP.2YR-PC

2024-2025 - Program Overview

1	2	3	4		
Course Code	CM1323	CP1025	IN1045	IN1104	MA1100
Evaluation Plan	- Assignments - 50% - Quizzes - 50%	- Quizzes - 5% - Programming Labs - 10% - Assignments - 15% - Semester Tests - 35% - Final Test - 35%	- Skills Based Assessment - 30% - Labs - 30% - Quiz - 6% - Tests - 34%	- Professionalism/Labs/Assignments - 25% - Tests/Quizzes - 45% - Skills Based Assessment - 30%	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

1	2	3	4		
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	- Portfolio - Challenge Exam - Performance Test - Project/Assignment				

b) Course Outlines Report

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Program Course Outlines

2024-2025 - T100 (T100)

Filter course outlines

LevelTermX

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

Total 23

Download

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						
Download						
		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	Introduction to Java Programming, Brief Version, 11th Edition Y. Daniel Liang ISBN: 9780134611037
		Programming Logic and Design, 10th Edition Joyce Farrell ISBN: 9780357880999
ENG	IN1045	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 Networking Academy. Lab material would be available digitally through the course on the Cisco Networking Academy/Northern College Blackboard website.

e) CONTENT - PLO Map

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T100 - COMP.2YR-PC

PLO Program Map - 2024-2025

Level 1

Course Code	Title	1	2	3	4	5	6	7	8	9	10	11	12	13
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

Course Code	Title	1	2	3	4	5	6	7	8	9	10	11	12	13
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



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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

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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Program Learning Outcomes

1

Identify, analyze, develop, implement, verify and document the requirements for a computing environment.

2

Contribute to the diagnostics, troubleshooting, documenting and monitoring of technical problems using appropriate methodologies and tools.

3

Implement and maintain secure computing environments.

4

Implement robust computing system solutions through validation testing that aligns with industry best practices.

5

Communicate and collaborate with team members and stakeholders to ensure effective working relationships.

6

Select and apply strategies for personal and professional development to enhance work performance.

7

Apply project management principles and tools when working on projects within a computing environment.

8

Adhere to ethical, legal, and regulatory requirements and/or principles in the development and management of computing solutions and systems.

9

Support the integration of multiple software and hardware components using appropriate systems, methodologies and connection protocols.

10

Install, configure, troubleshoot, and maintain a variety of computing devices and networked systems (software or hardware) in accordance with documented functional requirements and standards.

11

Apply principles of digital and analog circuits to troubleshoot computing devices, including embedded components and systems.

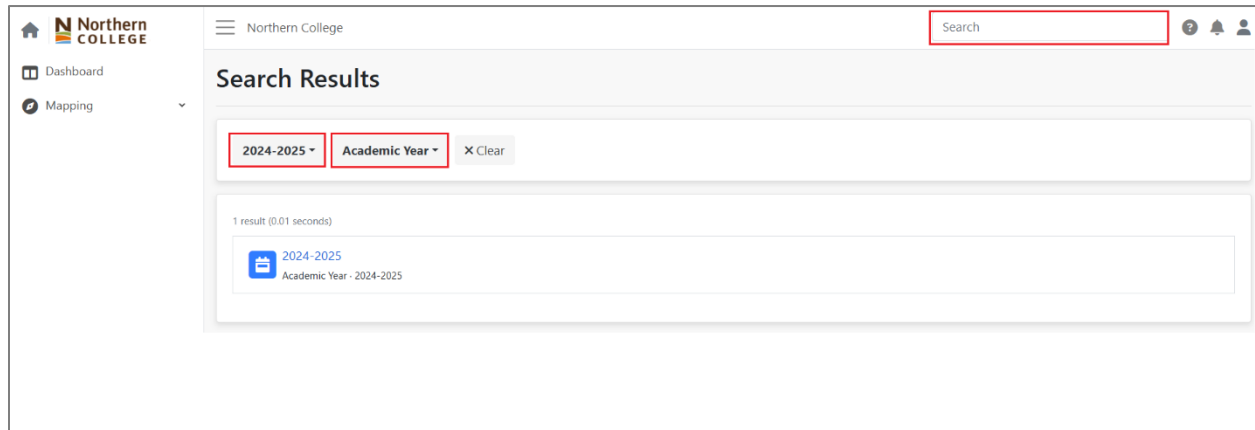
12

Contribute to the analysis, building, testing, implementation, and maintenance of embedded (including IoT) devices and applications.

Assessment Levels	
T	Taught
A	Assessed
I	Introduce

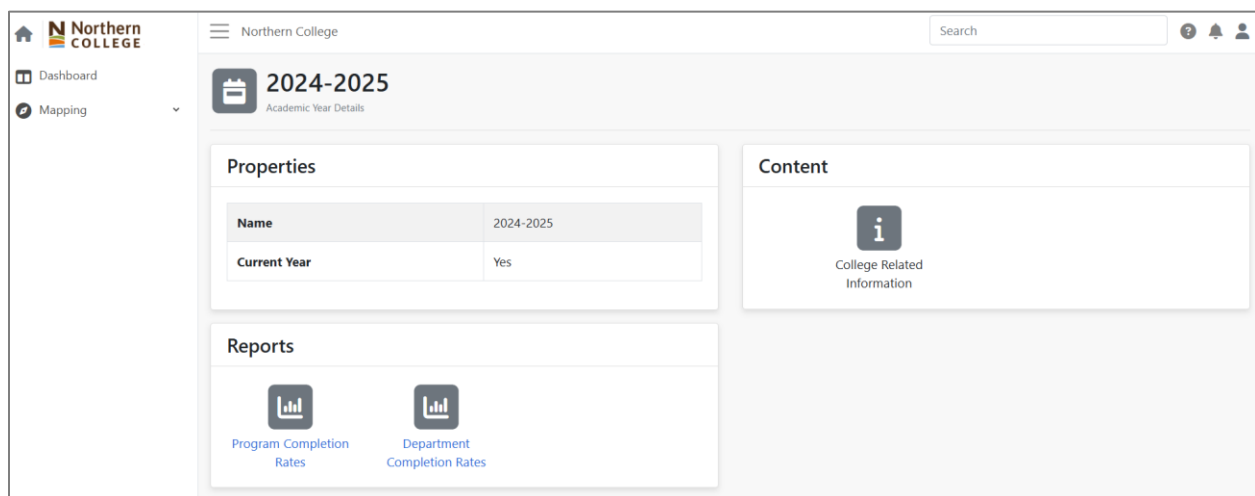
4. Academic Year Search

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



An academic search provides the following information:

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



a) Program Completion Rates

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Program Completion Rates

2024-2025

Filter programs

Level Department X

Total 429

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

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Department Completion Rates

2024-2025

Filter Department

Department X

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