Session Description

• Recently added as a course writer in the COMMS system? Can’t remember what to add or edit where in COMMS? Learn about the capabilities and functions of the Course Outline Mapping and Management System (COMMS) for faculty and coordinators. This session will be held in a computer lab for a hands-on opportunity to work within the COMMS system.

• Please see Jaspreet for questions about additional coordinator responsibilities.
Outcomes

• Log into COMMS
• Add/Edit/Select:
  – course information
  – T,A,R to VLOs, EESs, ESs
  – Course learning outcomes and elements of performance
  – Validated evaluation/earning credit
  – Experiential Learning
  – Learning Resources
  – Delivery Format
  – PLAR assessment tools
  – Course related information
Agenda

• Welcome and Overview
• COMMS Refresher
• Common Concerns in COMMS
• Support for Faculty
• Next Steps
• Questions
Who We Are

• Curriculum Development Specialists:
  – Dawn Danko, Ext. 6974

• Jaspreet Dhindsa, COMMS Support Specialist
  – Ext. 3971

• Cebert Adamson, Dean, CE, Academic Quality, and CTL
  – Ext. 4784
COMMS Refresher

• To access COMMS, log into MyMohawk
  → Select Faculty/Employee Tab
  → Scroll to Course Outlines
  → Click the COMMS Heading
  → Click the COMMS URL
    → Quick Edit

• Course “writers” are set by program coordinators
Welcome to COMMS, your Course Outline Mapping and Management System

### Course Outline Writer

You are responsible for writing and editing the following course outlines:

<table>
<thead>
<tr>
<th>Approved PDF</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BUSN 10124</td>
<td>Enterprise Resource Planning</td>
</tr>
<tr>
<td>Approved PDF</td>
<td>BUSN 10125</td>
<td>Business Connections</td>
</tr>
<tr>
<td>Quick Edit</td>
<td>BUSN 10132</td>
<td>Solution Assess and Validation</td>
</tr>
<tr>
<td>Quick Edit</td>
<td>BUSN 10135</td>
<td>Bus Analytics Intelligence</td>
</tr>
<tr>
<td>Approved PDF</td>
<td>BUSN 10140</td>
<td>Enterprise Analysis &amp; Planning</td>
</tr>
<tr>
<td>Quick Edit</td>
<td>BUSN BE306</td>
<td>Mgmt Information Sysstms</td>
</tr>
<tr>
<td>Quick Edit</td>
<td>BUSN BE402</td>
<td>Enterprise applica Integration</td>
</tr>
</tbody>
</table>
COMMS Help

• Click “Help” in the upper right corner of each page for page-specific tips, tricks, and definitions.
Best Practices: Outcomes-Based Education

- A **student-centred** learning philosophy that focuses on measuring student performance (**outcomes**)
- Clearly specifies what **students are expected to learn** at the **course** and **program** level
- Answers the question: **What should students be able to do** after completing the learning activities and assessments in this course? **program**?
Course Information

Currently Editing: BUSN 10135 Business Analytics And Intelligence

### COURSE INFORMATION

**Contribution to Program:**
Ontario College Certificate, Diploma, Advanced Diploma, Graduate Certificate with Accreditation

**Course Level:**
Foundational

**Course Description:** Utilize industry standard tools, such as SPSS, Cognos, and "R", and formalized techniques to transform raw data into meaningful information for making evidence-based decisions about strategic priorities, customer relationships, and other business requirements, products intended to improve information generation and flow.

[Edit]  [Next ->]
Course Descriptions

• Pre-populated from Banner
• Edits made through the Program of Studies (POS) cycle via the ADO
• POS cycle occurs in October for implementation in the following September
• Draft now for submission in October

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Course Descriptions continued

• Use brief, outcomes-based, descriptive phrases (Active Verbs - e.g., design, create, plan, analyze)
• Be clear and concise ($\leq 80$ words)
• Detail significant learning experiences (think CLOs!)
• Don’t include obvious, redundant, or repetitive language
• Don’t include marketing language

**ACCT CB340:** Prepare and analyze financial information of a business to develop sound managerial decisions relating to Corporate Finance, including the valuation of securities, working capital management, and short term financing
T,A,R to VLOs

Currently Editing: BUSN 10135 Business Analytics And Intelligence

### VOCATIONAL LEARNING OUTCOMES

Select the program for which you want to associate Vocational Learning Outcomes:

334 - Business Analysis

This course contributes to your program by helping you achieve the following Vocational Learning Outcomes:

<table>
<thead>
<tr>
<th>Vocational Learning Outcomes Description</th>
<th>T</th>
<th>A</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop new or improved innovative business processes from gap analysis through process design in support of a company's strategic objectives in a socially responsible manner.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Utilize effective and established research, documentation methods, and business improvement procedures in order to develop and document business processes and business models according to established timelines and project goals.</td>
<td>✔</td>
<td>✔</td>
<td></td>
</tr>
</tbody>
</table>
VLOs and EESs

• Identify which **program-level outcomes** this course contributes to
• Identify whether those outcomes are Taught, Assessed, or Reinforced
• **Taught (T)** means a concept is explicitly taught in the course
• **Assessed (A)** means you give students feedback, either formally or informally (includes anything you grade, pass/fail, requirements met/not met)
• **Reinforced (R)** means you build on prior learning from another course/context (e.g., scaffolding from the previous semester)
VLOs and EESs

• Pick the outcomes this course focuses on
• If you teach it, you should be assessing it (T, A)
• If you assess it, you should be teaching or reinforcing it (T, A) or (A, R)
• To teach is:
  – To impart knowledge of or skill in
  – To give instruction in

http://www.kristianstill.co.uk/wordpress/2014/04/07/the-right-way-to-teach-mr-wilshaw/
When might you want to ensure that you are teaching a skill?

• Early within a program design (i.e. Foundational courses)
• When you are introducing a brand new concept to students (no matter what the semester)
• When scaffolding and building depth to students knowledge and skill
To assess is:
- To determine the extent of
- To appraise
- To evaluate

*If it is worthy of being taught or reinforced…it must be assessed – this is a measure of program quality!

(T,A) or (A,R)
To reinforce is:

- To give strength or support to
- To add emphasis to, stress, promote, or increase
- To consolidate previous learning

*If a VLO/CLO/EES/ES is specifically Taught, you do not need to indicate R.
When to “R”

- When might you want to ensure that you are reinforcing a skill?
- Later within a program design
- When feedback is from a community member (such as field placement mentor)
- Standard skills that are repeated (such as lab safety)
- When concepts that are taught earlier need to be applied in a new setting (i.e. An Integrational or a Capstone course)
Course Learning Outcomes (CLOs) and

• Identify the **essential, significant, transferable performances**
• Use “Learning Outcomes” handout to identify the **highest level** of Cognitive, Affective, or Psychomotor learning
• Include **one action verb** and the **subject content** for that outcome
• EOPs are the elements or steps that build up to a specific CLO
• CLOs should use equal or higher level verbs than their EOPs
  – Typically **3-5 CLOs** for a 42 hour course
  – Typically **4-8 EOPs** for each CLO
CLOs and EOPs

Course Outline Mapping and Management System

Currently Editing: BUSN 10135 Business Analytics And Intelligence

**Course Learning Outcomes**
When you have earned credit for this course, you will have demonstrated the ability to:

1. Solve business problems using data mining and business intelligence tools and techniques.

**Elements of Performance**

- Differentiate, design and assess various business intelligence (BI) and data mining models.
- Identify and translate real-world business problems into BI and data mining problems.
- Exhibit ability in preparing and visualizing the right data towards these problems.
- Implement efficient BI strategies to solve these problems.

**Quick Links**

- Course Outline
- Course Information
- Vocational Learning Outcomes
- Essential Employability Skills
- External Standards
- Course Learning Outcomes/Elements of Performance and Relationship to Vocational Learning Outcomes
- Predefined Evaluation/Assessment and Recognition
- Learning Resources
- Delivery Format
- Prior Learning Assessment and Recognition
- Other Information
- Course Related Information
- Submit
Experiential Learning

If experiential learning is included in your course, select “Include Experiential Learning in your Course”.

If experiential learning is not included in your course, select “Next” and continue to move through the COMMS system as normal. No other steps are required.
Add new EL

Select “Add New Experiential Learning”.

EXPERIENTIAL LEARNING

Experiential Learning (EL) is an educational activity facilitated and supported by Mohawk College through which students learn while doing. Students participate in workplaces, or simulated workplaces, where they are exposed to authentic professional demands and expectations. The goal of an EL experience is to improve students’ employability and interpersonal skills and to support their transition to the workforce.

- Include Experiential Learning in your Course
- Add New Experiential Learning

QUICK LINKS

- Course Outline
- Course Information
- General Education Theme
- Essential Employability Skills
- Course Learning
- Outcomes/Elements of Performance and Relationship to Vocational Learning Outcomes
- Mohawk College Experiential Learning
Identify type and hours

Experiential Learning (EL) is an educational activity facilitated and supported by Mohawk College through which students learn while doing. Students participate in workplaces, or simulated workplaces, where they are exposed to authentic professional demands and expectations. The goal of an EL experience is to improve students’ employability and interpersonal skills and to support their transition to the workforce.

EL Term: Field Experience/Trip
EL Description: Students explore academic content in a purposeful way outside the classroom through short-term field trips/field-work/site visits or through intensive and immersive experiences.

Approximately EL Hours: 3.00
Additional Comments: Add comments if desired.

Quick Links:
- Course Outline
- Course Information
- General Education Theme
- Essential Employability Skills
- Course Learning Outcomes/Elements of Performance and Relationship to Vocational Learning Outcomes
- Mohawk College Experiential Learning
- Predefined Evaluation/Earning Credit
- Learning Resources
- Delivery Format
- Prior Learning Assessment and Recognition
- Other Information
- Course Related Information
- Submit
- Options
  - Preview Course Outline
  - Compare to Previous Academic Year
  - Go Back
Validated evaluation/earning credit

**Predefined Evaluation/Earning Credit**

**Earning Credit**
The following will provide evidence of your learning achievement.

- Quiz(ies)/Test(s) (50%)

**Validates Outcomes**
This activity validates the following course learning outcome and/or EES learning outcomes.

**Course Learning Outcomes**
- [CLO 1] - Solve business problems using data mining and business intelligence tools and techniques.

**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.
- [EES 5] - Use a variety of thinking skills to anticipate and solve problems.
- [EES 7] - Analyze, evaluate and apply relevant information from a variety of sources.

**Vocational Learning Outcomes**
- [334] - Business Analysis
  - [VLO 2] - Utilize effective and established...
Assessment and Evaluation

- Used to measure students’ achievement of specific outcomes
- Provide an authentic representation of students’ abilities
- Balance a realistic student workload with multiple opportunities to demonstrate learning and receive feedback
- Reflect the outcomes (VLOs, EESs, CLOs, EOPs) for the course

CLO: Develop a business plan for a small business
Evaluation: Students write a business plan based on a case study

CLO: Apply conflict resolution strategies in a variety of settings
Assessment: Students demonstrate strategies during a series of simulations in class
Learning Resources

- Provide as much detail as possible so students are able to locate resources.
- Ideally use the proper referencing format as example. Usually APA

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Reptile of your choice
```
Grade Scheme

Include the following information in the course outline

Include College Grading Numerical Equivalent Table

Do Not Display Grade Scheme

Include Program Related Information

Quick Links:
- Course Outline
- Course Information
- Vocational Learning Outcomes
- Essential Employability Skills
- External Standards
- Course Learning Outcomes/Elements of Performance and Relationship to Vocational Learning Outcomes
- Predefined Evaluation/Earning Credit
- Learning Resources
- Delivery Format
- Prior Learning Assessment and
Delivery Format

On an average week, the hourly delivery format for this course is: (Ex. 2 hours in class, 1 hour online):

2 hours per week will be face-to-face. 1 hour per week will require self-directed learning in an online learning environment.
Students who wish to apply for prior learning assessment and recognition (PLAR) need to demonstrate competency at a post-secondary level in all of the course learning requirements outlined above. Evidence of learning achievement for PLAR candidates includes:

- Portfolio
- Challenge Exam
Course Specific Information

Currently Editing: BUSN 10135 Business Analytics And Intelligence

COURSE SPECIFIC INFORMATION (PRACTICES AND PROCEDURES)

Refer to course learning plan.

<- Previous  Edit  Next ->

Department Related Information:

There is no department specific information defined.

College Related Information:

Mohawk College is committed to creating a learning community where all students and staff experience a safe and respectful work and study environment. College policies and procedures respect individual rights and responsibilities, promote accountability, fairness and due process. Students are expected to familiarize
Submit for Approval

Currently Editing: BUSN 10135 Business Analytics And Intelligence

**SUBMIT COURSE OUTLINE**

Fill out your name and title in the fields below.

If the course outline is complete, submit it for departmental approval or come back at another time to continue editing.

**Prepared By:**

**Title (of Outline Creator):**

**QUICK LINKS**

- Course Outline
- Course Information
- Vocational Learning Outcomes
- Essential Employability Skills
- External Standards
- Course Learning Outcomes/Elements of Performance and Relationship to Vocational Learning Outcomes
- Predefined Evaluation/Earning Credit
- Learning Resources
- Delivery Format
- Prior Learning Assessment and Recognition
Next Steps – Post Secondary

• Review, tweak, and submit course outlines for approval annually
  – By mid June (if here in May/June)
  – By mid August (if here in July/August)

• This way, courses are complete and approved for the September start of the academic year.
Approval Process

- Course Writer submits course outline
- Program Coordinator Reviews and either submits course outline for AD approval or returns to writer for editing
- AD approves and the Course Outline and the system generates an email to course writer with a PDF link
- Course Writer uploads approved PDF link to MyCanvas course
Other Assets/Options of COMMS

- Finding outlines
- Retrieving reports
- Optional Reports
- Other
Search Outlines

 Course Outline Mapping and Management System

COMMS Home » Search Course Outlines

SEARCH COURSE OUTLINES

This section allows you to search for Course Outlines by Course Codes or Titles

- [ ]

Find Course Outline
Optional Reports

COMMS Home » Generate Reports

GENERATE REPORTS

Use the drop down boxes provided below to select the report you want to run.

- **Report:** Vocational Learning Outcomes by Program, Level and Course
- **Academic Year:** 2019-2020
- **Department:** Social Srv & Justice Studies (1292)
- **Program:** 174 - Advanced Security Mgmt

**NOTE:** Disable your pop up blocker to allow reports to display properly.

Follow the instructions provided [HERE](#)
## Optional Reports – Year to year

### Previous selected Academic Year:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Contribution to Program</th>
<th>Normative Hours:</th>
<th>Approval Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 10135</td>
<td>Ontario College Certificate, Diploma, Advanced Diploma, Graduate Certificate with Accreditation</td>
<td>42.00</td>
<td>12/23/2015</td>
</tr>
</tbody>
</table>

### Current Academic Year:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Contribution to Program</th>
<th>Normative Hours:</th>
<th>Approval Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 10135</td>
<td>Ontario College Certificate, Diploma, Advanced Diploma, Graduate Certificate with Accreditation</td>
<td>42.00</td>
<td>Not Approved</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicable Program(s):</th>
<th>Level</th>
<th>Core/Elective:</th>
<th>Prepared by:</th>
<th>Co-Requisites</th>
<th>Pre-Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>334 Business Analysis</td>
<td>2</td>
<td>Core</td>
<td>Lisa Pegg</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Approved by:</td>
<td>Co-Requisites</td>
<td>Pre-Requisites</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Art Domenicucci</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Approved for Academic Year: 2015-2016</td>
<td>Approved for Academic Year: 2016-2017</td>
<td></td>
</tr>
</tbody>
</table>
Questions/Comments

Thank You!!!