

How to get a course outline

Instruction Guide

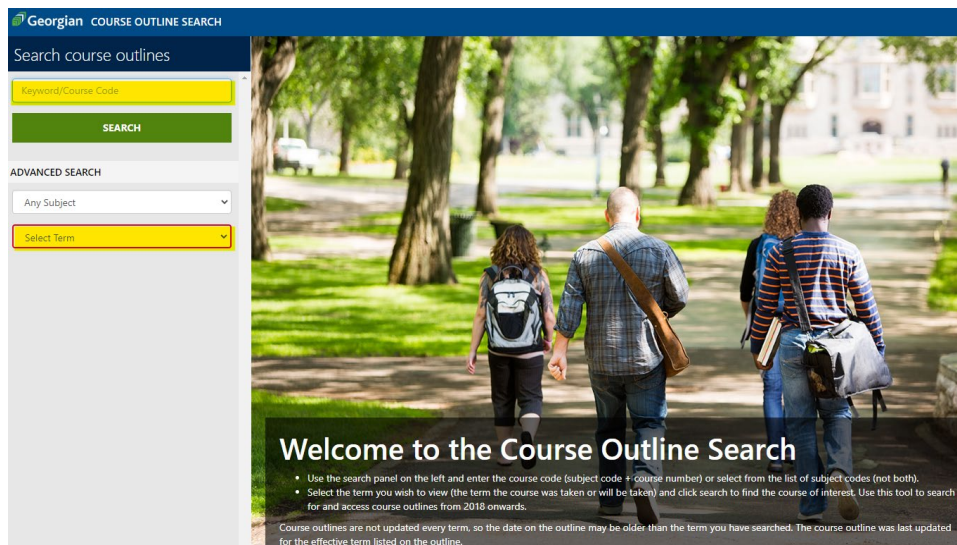
Course outlines provide essential information about your courses. They outline what you'll learn, the topics covered, and how you'll be evaluated. Essentially, a course outline is an agreement between you and the college regarding your learning outcomes.

How to access your course outline:

- **If you are currently enrolled in a course:** You can access your course outline directly on Blackboard for the duration of your course.
- **For courses from 2018 and above:** Use our [Course Outline Search \(COR\) tool](#), accessible from the [Academics page on MyGCLife](#).
- **For courses taken prior to 2018:** Submit the [Request for Course Outline form](#), available on the [Important Forms page](#) of the Georgian College website. There may be a fee; please follow the instructions on the form.

How to use the Course Outline Search (COR) Tool:

Georgian College's Course Outline Search (COR) provides detailed course information about the courses with our programs. Course Outlines can be retrieved in this tool typing in the course code or keyword search along with the appropriate effective term.



Georgian COURSE OUTLINE SEARCH

Search course outlines

Keywords/Course Code

SEARCH

ADVANCED SEARCH

Any Subject

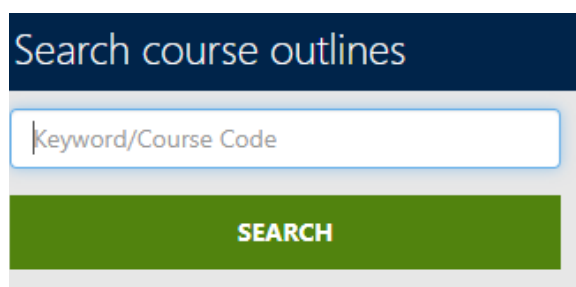
Select Term

Welcome to the Course Outline Search

- Use the search panel on the left and enter the course code (subject code + course number) or select from the list of subject codes (not both).
- Select the term you wish to view (the term the course was taken or will be taken) and click search to find the course of interest. Use this tool to search for and access course outlines from 2018 onwards.

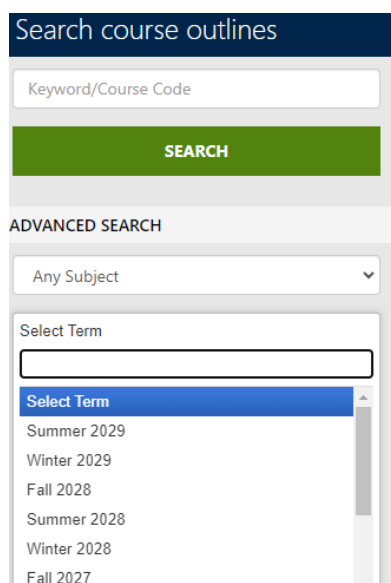
Course outlines are not updated every term, so the date on the outline may be older than the term you have searched. The course outline was last updated for the effective term listed on the outline.

1. Use the search panel on the left to enter the course code (subject code + course number) or select from the drop-down list of subject codes (not both).



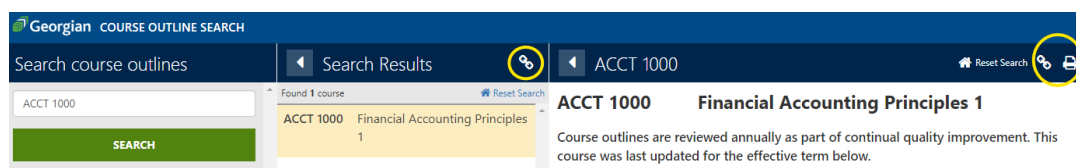
A search panel titled "Search course outlines" with a dark blue header. Below the header is a white input field with the placeholder text "Keyword/Course Code". Underneath the input field is a green button with the word "SEARCH" in white capital letters.

2. Select the term you wish to view (the term the course was taken or will be taken) and click search to find the course of interest using the drop-down box.



An advanced search panel titled "Search course outlines" with a dark blue header. Below the header is a white input field with the placeholder text "Keyword/Course Code". Underneath the input field is a green button with the word "SEARCH" in white capital letters. Below the "SEARCH" button is a section titled "ADVANCED SEARCH". Inside this section is a dropdown menu labeled "Any Subject" with a downward arrow. Below the dropdown menu is a section titled "Select Term" with a white input field. Below the input field is a dropdown menu with the following options: "Select Term", "Summer 2029", "Winter 2029", "Fall 2028", "Summer 2028", "Winter 2028", and "Fall 2027".

3. Access and Save/Print: Open the course outline directly. You can print it or save it as a PDF by clicking the printer icon or save the link for future reference by clicking the link icon.



A screenshot of the "Georgian COURSE OUTLINE SEARCH" interface. The top bar is dark blue with the "Georgian" logo and "COURSE OUTLINE SEARCH" text. Below the top bar is a navigation bar with "Search course outlines", "Search Results", and "ACCT 1000". The "Search Results" and "ACCT 1000" tabs are highlighted. The "Search Results" tab shows a search for "ACCT 1000" and a result for "ACCT 1000 Financial Accounting Principles 1". The "ACCT 1000" tab shows the course title "ACCT 1000 Financial Accounting Principles 1" and a note: "Course outlines are reviewed annually as part of continual quality improvement. This course was last updated for the effective term below." There are icons for "Reset Search", "Print", and "Save" in the top right corner.