

# Course Syllabus

SLS1301: 84136

## Course Syllabus

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Fall 2023



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**More Resources** (<https://gcsc.instructure.com/courses/25599/pages/more-resources>)



## Course Description

Emphasis is placed on academic, personal, and interpersonal skills that will equip the student with the skills necessary to succeed in college and the creation of a sense of career importance. This course will include a study of basic financial principles including federal financial aid, debt management, how to borrow and save money responsibly, how and why to save for retirement, and budget development. This course is highly recommended for students who test into two or more developmental courses.

Credit hours: 3

Prerequisites: None



## Contact Information

### Instructor

- Connie Head
- (850)769-1551 ex 3366
- chead@gulfcoast.edu
- Library Room 308
- Office Hours:
  - On campus Tue & Thu 10:50 am to 11:50 am in LB308
  - On Zoom Mon 4:00 pm to 4:30 pm and as requested
    - Zoom Link for Office Hours
    - <https://gulfcoast-edu.zoom.us/j/95434921055> ↗ (<https://gulfcoast-edu.zoom.us/j/95434921055>)

### Division Chair

- Angelia Reynolds
- (850)872-3852
- areynolds@gulfcoast.edu

Division Administrative Assistant

- Scott Spencer
- (850)747-3229
- [sspencer@gulfcoast.edu](mailto:sspencer@gulfcoast.edu)



## Class Location

This class will meet Tuesday and Thursday at 9:30 to 10:45 in Asbell Building Room 105. Course work will include in class activities and online submissions.



## Student Learning Outcomes

Upon successful completion this course, you will be able to:

1. Apply strategies for organizing their learning
2. Apply critical thinking skills
3. Use a variety of study strategies to comprehend texts
4. Improve test-taking skills
5. Demonstrate the use of available resources
6. Work collaboratively
7. Recognize basic financial principles, including federal financial aid, debt management, and how to borrow and save money responsibly
8. Discuss how and why to save for retirement
9. Explain the fundamentals of a budget, including income, expenses, and savings



## Technology Requirements

This class will use Canvas, an online textbook, and online activities.

For Canvas, passwords, or any other computer-related technical support contact the IT Service Help Desk. Technical support is available by phone 24 hours a day 7 days per week by calling (850) 913-3303.



## Textbook & Reading Materials

Textbook 1: MindTap V 2.0 for Ellis' *Becoming a Master Student* (eBook)

- Author: Ellis
- Copyright: 18
- Edition: 16
- ISBN: 9781337110983

- Author: Dweck
- Copyright: 7
- ISBN: 9780345472328



## Syllabus Policy

For any syllabus posted prior to the beginning of the term, the instructor reserves the right to make minor changes prior to or during the term. The instructor will notify students via e-mail or Canvas announcement and in class when changes are made in the requirements and/or grading of the course.

All courses at GCSC utilize the Canvas Learning System. Students should read all information presented in the Canvas course site and should periodically check for updates.


Remember: Each week there are activities, discussions, learning modules, assignments, and assessments with due dates. Refer to the schedule within this syllabus for more information.



## Course Policies

### Student Expectation Statement:

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The class policies were created using the [GCSC Student Code of Conduct \(https://www.gulfcoast.edu/current-students/code-conduct/\)](https://www.gulfcoast.edu/current-students/code-conduct/) and [GCSC Student Handbook](https://www.gulfcoast.edu/current-students/documents/student-handbooks/2023-2024-student-handbook.pdf)  (<https://www.gulfcoast.edu/current-students/documents/student-handbooks/2023-2024-student-handbook.pdf>) in allow students to take responsibility for our own learning, show respect to others in online forums, be present (avoid late/missing work), and adhere to the College's academic integrity policy.

- Ask questions!
- Address classmates by first name when responding in online discussions.
- Alert the instructor when unable to be present in class (sick, travel, work, etc.).
- Use technology respectfully during class.
- Be prompt and present in class. Attendance matters and lateness affects everyone.
- Do your own work using your own words. No AI generated work should be submitted.

### Math Division Statement on use of generative AI tools:

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Use of Artificial Intelligence (AI) Tools: The Math Division at GCSC discourages you from utilizing AI as a substantial source of your learning. You are expected to do your own work in this course and will be graded on your mastery of the material herein. Although AI can be an outside resource for problem solving, it may not be a reliable source. What is most important in a math course is that you personally learn the step-by-step processes that it takes to find solutions to problems, to analyze data sets, to create mathematical models, and to apply what you have learned, in theory or through formulas, to applications of mathematics found in real-life instances.

For graded assignments (tests or quizzes), you will not be allowed to use any AI tools, such as chatbots, text generators, paraphrasers, summarizers or solvers, to complete any part of your assignments. Using AI tools for graded assignments will be considered a form of academic dishonesty and could result in a grade of zero for the assignment and disciplinary action. If

you have any questions about what constitutes acceptable uses of AI tools, inside or outside the classroom, please consult your instructor.

## What you can expect from your instructor:

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- I will reply to email and messages in the course within 24 hours. My goal is to have previous week's work graded by the 4th day of the following week (Friday). I will accept late submissions and work with students to create a plan to make up missing work. Points (up to 3%) may be deducted for late work.

## Assignment of Grades:

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### Grading Scale

- There will be weekly assignments, weekly textbook reading quizzes, a final exam, and a career project.
- The grading scale is A (100-90), B (89-80), C (79-70), D (69-60), and F (59-0).

Calculation of Grades

Assignment Type	Points or Weight
Assignments	50%
Quizzes/Tests	30%
Career Project	20%

### Final Grades

- Final grades will be posted in Lighthouse by December 19, 2023.
- Grades in Canvas do not represent the official final grade.

## Assessment Instruments:

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The work in this class will be comprised of these items.

- Weekly textbook reading quizzes and a final exam (30% of final grade)
- Assignments, discussions, group and classroom activities (50% of final grade)
- Career Project (20% of final grade)

## Attendance Policy:

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### Face to Face Courses

- Alert the instructor when unable to be present in class (sick, travel, work, etc.).
- Be prompt and present in class. Attendance matters and lateness affects everyone. Student who are not present in class by the College deadline will be marked as a No Show.

### No Shows

- Faculty are responsible for verifying initial attendance on or before the first class meeting following the end of the drop/add period. Faculty must report students who have not attended up to that point. These students receive a grade of "NS" for "No Show" and forfeit all tuition paid.

### Updated COVID Statement: Division Policies Regarding COVID-19:

1. If you are sick and/or test positive for COVID-19, please stay home to protect others. Notify your instructor of your condition by phone or email to make arrangements for course requirements. Also notify David Thomasee, GCSC

Executive Director of Operations, at 850-873-3582 or Email: [dthomasee@gulfcoast.edu](mailto:dthomasee@gulfcoast.edu)

(<mailto:dthomasee@gulfcoast.edu>) for additional instructions. Confidentiality will be maintained.

2. This information is subject to change. The most up-to-date information regarding Covid-19 should be available at <https://www.gulfcoast.edu/covid-19-coronavirus.html> (<https://www.gulfcoast.edu/covid-19-coronavirus.html>).

## Make-Up Work Policy:

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I understand sometimes circumstances prevent turning work in on time. I will accept late submissions and work with students to create a plan to make up missing work. Points (up to 3%) may be deducted for late work.



## Institutional Policies

### Academic Integrity

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Honest participation in academic endeavors fosters an environment in which optimal learning can take place and is consistent with the college's mission. Academic misconduct, including cheating or plagiarism, is destructive to the spirit of an educational environment. GCSC professors report every instance of student academic misconduct to the college for inclusion on the student's records.

"Cheating" includes but is not limited to the use of any unauthorized assistance in completing course work.

"Plagiarism" includes, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment as well as the purchase of papers or projects.

"Self-plagiarism" occurs when a student submits the same or considerably similar document to fulfill requirements in different classes. For example, if a student submits a term paper in Religion they originally wrote for an English class, this is self-plagiarism. Once a paper receives a grade in one class, it cannot be submitted again for another class.

Sanctions for incidences of academic misconduct, depending on the severity of the incidence and/or its repetition, may range from receiving an F grade (or 0) for the test, assignment, or activity, to failure of the course, to suspension or dismissal from the college.

### Withdrawal Policy and "I" Grade Policy

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#### *Withdrawals*

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Students may withdraw themselves from any course until the published withdrawal deadline for that term in the Gulf Coast State College catalog. Students wishing to withdraw from a course and receive a "W" must complete a withdrawal form and submit this to the Office of Enrollment Services prior to the scheduled withdrawal date as published on the college calendar. Instructors do not withdraw students from their individual courses under any circumstances. If you feel you have a unique situation that warrants removal from all of your courses for a term after the withdrawal deadline has passed, you may contact the Vice President of Student Affairs to discuss your situation.

#### *Consequences of Withdrawals*

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Two withdrawals are permitted per credit course. After that, a grade will be assigned. Please be concerned about withdrawals. When admitting students into certain programs, universities may calculate withdrawals as grades. It is your responsibility to verify the effects of enrollment and/or withdrawal upon your financial assistance (financial aid, scholarships, grants, etc.).

## Incomplete Grades

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Grades of Incomplete in any course can only be assigned to students who have an emergency arise during the last two weeks of the course. To receive an Incomplete, students must:

- Submit a written request to the instructor prior to the last face-to-face class meeting. For online courses, a written Incomplete request must be received no later than the week before the Final Exam period begins.
- Have completed no less than 60 percent of the course requirements and be passing the course at the time the request for an Incomplete is submitted.

**Important Note:** The Incomplete option provides 30 days from the date grades are due to make up any missing work; if work is not submitted during this period, the grade will automatically change to an “F” in Lighthouse.

## Students with Disabilities

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Gulf Coast State College supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, reasonable accommodations can be arranged. Prior to receiving accommodations, you must register with Student Accessibility Resources. Appropriate academic accommodations will be determined based on the documented needs of the student. For information regarding the registration process, email [sar@gulfcoast.edu](mailto:sar@gulfcoast.edu) or call 850-747-3243.





## Classroom Recording
















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In accordance with federal and state privacy laws, students may record class lectures for their own personal educational use, in connection with a complaint to the college, or as evidence in internal or external legal proceedings. Students may not publish or upload the recordings or any components thereof without the knowledge and written permission of the faculty member. Failure to obtain permission to publish could lead to the students' having to pay damages, attorney fees, and court costs. For more information about what can be recorded, please see the guidelines in the GCSC Student Handbook.

## Course Summary:

Date	Details	Due
Tue Aug 22, 2023	 <a href="https://gcsc.instructure.com/courses/25599/assignments/519903">Syllabus Quiz</a> ( <a href="https://gcsc.instructure.com/courses/25599/assignments/519903">https://gcsc.instructure.com/courses/25599/assignments/519903</a> )	due by 11:59pm
Thu Aug 24, 2023	 <a href="https://gcsc.instructure.com/courses/25599/assignments/519907">Week 1 Discussion</a> ( <a href="https://gcsc.instructure.com/courses/25599/assignments/519907">https://gcsc.instructure.com/courses/25599/assignments/519907</a> )	due by 11:59pm
Mon Aug 28, 2023	 <a href="https://gcsc.instructure.com/courses/25599/assignments/519905">Academic Integrity Discussion</a> ( <a href="https://gcsc.instructure.com/courses/25599/assignments/519905">https://gcsc.instructure.com/courses/25599/assignments/519905</a> )	due by 11:59pm
	 <a href="https://gcsc.instructure.com/courses/25599/assignments/519927">01 Quiz: Discovering Yourself</a> ( <a href="https://gcsc.instructure.com/courses/25599/assignments/519927">https://gcsc.instructure.com/courses/25599/assignments/519927</a> )	due by 11:59pm

Date	Details	Due
Thu Aug 31, 2023	 <a href="https://gcsc.instructure.com/courses/25599/assignments/519906">Week 2 Discussion</a> ( <a href="https://gcsc.instructure.com/courses/25599/assignments/519906">https://gcsc.instructure.com/courses/25599/assignments/519906</a> )	due by 11:59pm
Tue Sep 5, 2023	 <a href="https://gcsc.instructure.com/courses/25599/assignments/519928">02 How Transferable Are Your Skills?: Time</a> ( <a href="https://gcsc.instructure.com/courses/25599/assignments/519928">https://gcsc.instructure.com/courses/25599/assignments/519928</a> )	due by 11:59pm
	 <a href="https://gcsc.instructure.com/courses/25599/assignments/519929">02 Quiz: Time</a> ( <a href="https://gcsc.instructure.com/courses/25599/assignments/519929">https://gcsc.instructure.com/courses/25599/assignments/519929</a> )	due by 11:59pm
Thu Sep 7, 2023	 <a href="https://gcsc.instructure.com/courses/25599/assignments/519912">Week 3 Discussion</a> ( <a href="https://gcsc.instructure.com/courses/25599/assignments/519912">https://gcsc.instructure.com/courses/25599/assignments/519912</a> )	due by 11:59pm
Mon Sep 11, 2023	 <a href="https://gcsc.instructure.com/courses/25599/assignments/519908">Step 1: Income and Benefits Worksheet</a> ( <a href="https://gcsc.instructure.com/courses/25599/assignments/519908">https://gcsc.instructure.com/courses/25599/assignments/519908</a> )	due by 11:59pm
	 <a href="https://gcsc.instructure.com/courses/25599/assignments/519909">Step 2: Spending Tracker Worksheet</a> ( <a href="https://gcsc.instructure.com/courses/25599/assignments/519909">https://gcsc.instructure.com/courses/25599/assignments/519909</a> )	due by 11:59pm
	 <a href="https://gcsc.instructure.com/courses/25599/assignments/519910">Step 3: Bill Calendar Worksheet</a> ( <a href="https://gcsc.instructure.com/courses/25599/assignments/519910">https://gcsc.instructure.com/courses/25599/assignments/519910</a> )	due by 11:59pm
	 <a href="https://gcsc.instructure.com/courses/25599/assignments/519911">Step 4: Budget Worksheet</a> ( <a href="https://gcsc.instructure.com/courses/25599/assignments/519911">https://gcsc.instructure.com/courses/25599/assignments/519911</a> )	due by 11:59pm
	 <a href="https://gcsc.instructure.com/courses/25599/assignments/519942">09 Quiz: Money</a> ( <a href="https://gcsc.instructure.com/courses/25599/assignments/519942">https://gcsc.instructure.com/courses/25599/assignments/519942</a> )	due by 11:59pm
Thu Sep 14, 2023	 <a href="https://gcsc.instructure.com/courses/25599/assignments/519913">Week 4 Discussion</a> ( <a href="https://gcsc.instructure.com/courses/25599/assignments/519913">https://gcsc.instructure.com/courses/25599/assignments/519913</a> )	due by 11:59pm
Mon Sep 18, 2023	 <a href="https://gcsc.instructure.com/courses/25599/assignments/519930">03 Quiz: Memory</a> ( <a href="https://gcsc.instructure.com/courses/25599/assignments/519930">https://gcsc.instructure.com/courses/25599/assignments/519930</a> )	due by 11:59pm
	 <a href="https://gcsc.instructure.com/courses/25599/assignments/519931">03 Skills Snapshot: Memory</a> ( <a href="https://gcsc.instructure.com/courses/25599/assignments/519931">https://gcsc.instructure.com/courses/25599/assignments/519931</a> )	due by 11:59pm
Thu Sep 21, 2023	 <a href="https://gcsc.instructure.com/courses/25599/assignments/519914">Week 5 Discussion</a> ( <a href="https://gcsc.instructure.com/courses/25599/assignments/519914">https://gcsc.instructure.com/courses/25599/assignments/519914</a> )	due by 11:59pm
Mon Sep 25, 2023	 <a href="https://gcsc.instructure.com/courses/25599/assignments/519899">Information Literacy Quiz</a> ( <a href="https://gcsc.instructure.com/courses/25599/assignments/519899">https://gcsc.instructure.com/courses/25599/assignments/519899</a> )	due by 11:59pm
	 <a href="https://gcsc.instructure.com/courses/25599/assignments/519932">04 How Transferable Are Your Skills?: Reading</a> ( <a href="https://gcsc.instructure.com/courses/25599/assignments/519932">https://gcsc.instructure.com/courses/25599/assignments/519932</a> )	due by 11:59pm
	 <a href="https://gcsc.instructure.com/courses/25599/assignments/519933">04 Quiz: Reading</a> ( <a href="https://gcsc.instructure.com/courses/25599/assignments/519933">https://gcsc.instructure.com/courses/25599/assignments/519933</a> )	due by 11:59pm
Thu Sep 28, 2023	 <a href="https://gcsc.instructure.com/courses/25599/assignments/519915">Week 6 Discussion</a> ( <a href="https://gcsc.instructure.com/courses/25599/assignments/519915">https://gcsc.instructure.com/courses/25599/assignments/519915</a> )	due by 11:59pm

Date	Details	Due
Mon Oct 2, 2023	 <a href="#">05 How Transferable Are Your Skills?: Notes</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519934">https://gcsc.instructure.com/courses/25599/assignments/519934</a>	due by 11:59pm
	 <a href="#">05 Quiz: Notes</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519935">https://gcsc.instructure.com/courses/25599/assignments/519935</a>	due by 11:59pm
Thu Oct 5, 2023	 <a href="#">Week 7 Discussion</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519916">https://gcsc.instructure.com/courses/25599/assignments/519916</a>	due by 11:59pm
Mon Oct 9, 2023	 <a href="#">06 How Transferable Are Your Skills?: Tests</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519936">https://gcsc.instructure.com/courses/25599/assignments/519936</a>	due by 11:59pm
	 <a href="#">06 Quiz: Tests</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519937">https://gcsc.instructure.com/courses/25599/assignments/519937</a>	due by 11:59pm
Thu Oct 12, 2023	 <a href="#">Week 8 Discussion</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519917">https://gcsc.instructure.com/courses/25599/assignments/519917</a>	due by 11:59pm
Mon Oct 16, 2023	 <a href="#">07 How Transferable Are Your Skills?: Thinking</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519938">https://gcsc.instructure.com/courses/25599/assignments/519938</a>	due by 11:59pm
	 <a href="#">07 Quiz: Thinking</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519939">https://gcsc.instructure.com/courses/25599/assignments/519939</a>	due by 11:59pm
Thu Oct 19, 2023	 <a href="#">Week 9 Discussion</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519918">https://gcsc.instructure.com/courses/25599/assignments/519918</a>	due by 11:59pm
Mon Oct 23, 2023	 <a href="#">08 How Transferable Are Your Skills?: Communicating</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519940">https://gcsc.instructure.com/courses/25599/assignments/519940</a>	due by 11:59pm
	 <a href="#">08 Quiz: Communicating</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519941">https://gcsc.instructure.com/courses/25599/assignments/519941</a>	due by 11:59pm
Thu Oct 26, 2023	 <a href="#">Week 10 Discussion</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519919">https://gcsc.instructure.com/courses/25599/assignments/519919</a>	due by 11:59pm
Mon Oct 30, 2023	 <a href="#">10 How Transferable Are Your Skills?: Next Steps</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519943">https://gcsc.instructure.com/courses/25599/assignments/519943</a>	due by 11:59pm
	 <a href="#">10 Quiz: Next Steps</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519944">https://gcsc.instructure.com/courses/25599/assignments/519944</a>	due by 11:59pm
Tue Oct 31, 2023	 <a href="#">What is Your Mindset? Quiz</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519892">https://gcsc.instructure.com/courses/25599/assignments/519892</a>	due by 11:59pm
Thu Nov 2, 2023	 <a href="#">Career Project Part 1</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519920">https://gcsc.instructure.com/courses/25599/assignments/519920</a>	due by 11:59pm

Date	Details	Due
Mon Nov 13, 2023	 <a href="#">Mindset Chapter 1 Group Presentation Quiz</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519900">https://gcsc.instructure.com/courses/25599/assignments/519900</a>	due by 11:59pm
	 <a href="#">Mindset Chapter 2 Group Presentation Quiz</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519893">https://gcsc.instructure.com/courses/25599/assignments/519893</a>	due by 11:59pm
Tue Nov 14, 2023	 <a href="#">Career Project Part 2</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519921">https://gcsc.instructure.com/courses/25599/assignments/519921</a>	due by 11:59pm
Thu Nov 16, 2023	 <a href="#">Career Project Part 3</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519922">https://gcsc.instructure.com/courses/25599/assignments/519922</a>	due by 11:59pm
Mon Nov 20, 2023	 <a href="#">Mindset Chapter 3 Group Presentation Quiz</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519896">https://gcsc.instructure.com/courses/25599/assignments/519896</a>	due by 11:59pm
	 <a href="#">Mindset Chapter 4 Group Presentation Quiz</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519895">https://gcsc.instructure.com/courses/25599/assignments/519895</a>	due by 11:59pm
Mon Nov 27, 2023	 <a href="#">Mindset Chapter 5 Group Presentation Quiz</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519901">https://gcsc.instructure.com/courses/25599/assignments/519901</a>	due by 11:59pm
	 <a href="#">Mindset Chapter 6 Group Presentation Quiz</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519898">https://gcsc.instructure.com/courses/25599/assignments/519898</a>	due by 11:59pm
Tue Nov 28, 2023	 <a href="#">Career Project Part 4</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519926">https://gcsc.instructure.com/courses/25599/assignments/519926</a>	due by 11:59pm
Mon Dec 4, 2023	 <a href="#">Mindset Chapter 7 Group Presentation Quiz</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519902">https://gcsc.instructure.com/courses/25599/assignments/519902</a>	due by 11:59pm
	 <a href="#">Mindset Chapter 8 Group Presentation Quiz</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519897">https://gcsc.instructure.com/courses/25599/assignments/519897</a>	due by 11:59pm
Tue Dec 5, 2023	 <a href="#">Career Project Part 5</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519925">https://gcsc.instructure.com/courses/25599/assignments/519925</a>	due by 11:59pm
Thu Dec 7, 2023	 <a href="#">Career Project Part 6</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519924">https://gcsc.instructure.com/courses/25599/assignments/519924</a>	due by 11:59pm
	 <a href="#">Module 16 Discussion</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519923">https://gcsc.instructure.com/courses/25599/assignments/519923</a>	due by 11:59pm
Thu Dec 14, 2023	 <a href="#">Final Exam</a> <a href="https://gcsc.instructure.com/courses/25599/assignments/519894">https://gcsc.instructure.com/courses/25599/assignments/519894</a>	due by 10am