



Course Syllabus

Principles of Management

MAN 2021 / 83561 / Fall 2026

Credit Hours: 3

Pre-requisites/Co-requisites: None

Contact Information

Instructor

Kim Allan
Professor, Business & Technology
KAllan@GulfCoast.Edu
(850) 769-1551

Charles Hilton Center, Room 203
Response within 24-48 hrs Monday through Thursday

Office Hours	
Monday	9:00 a.m. - 9:30 a.m.
Tuesday	9:30 a.m. - 12:00 p.m. // 2:00 p.m. - 4:00 p.m.
Wednesday	9:00 a.m. - 9:30 a.m. // 1:30 p.m. - 4:00 p.m.
Thursday	9:30 a.m. - 11:30 a.m.

Division Chair

Melanie Boyd
Division Chair, Business & Technology
MBoyd@GulfCoast.Edu
(850) 872-3839

Division Administrative Assistant

Marisa Weiman
Academic Program Specialist
MWeiman@GulfCoast.Edu
(850) 769-1551 ext. 3875

Course Information

Catalog Description:

This course will explore the fundamentals of management underlying the solutions of problems of organization and operation of business enterprises covering the management processes of planning, organizing, directing and controlling.

Student Learning Outcomes:

Upon successful completion of this course, students will gain factual knowledge of terminology, classifications, methods, and trends in management. Students will learn fundamental principles, generalizations, and theories in management and application in the practice of management.

By the end of this course, you will be able to:

- **CO1.** Identify the correct definition of management through review of real-world scenarios and application exercises.
 - All Chapter 1 MLOs.
- **CLO2.** Identify and analyze management positions and styles through review of real-world scenarios, application exercises, and case study assignments.
 - All Chapter 2 MLOs.
 - All Chapter 4 MLOs.
- **CLO3.** Compare and contrast the major functions of management through review of real-world applications in the practice of management.
 - All Chapter 1 MLOs.
- **CLO4.** Analyze and assess activities involved in the planning function of management through application exercises and choice-based case activities of real-world scenarios.
 - All Chapter 5 MLOs.
 - All Chapter 6 MLOs.
- **CLO5.** Analyze and assess activities involved in the organizing function of management through application exercises and choice-based case activities of real-world scenarios.
 - All Chapter 7 MLOs.
 - All Chapter 8 MLOs.
 - All Chapter 9 MLOs.
- **CLO6.** Analyze and assess activities involved in the leading function of management through application exercises and choice-based case activities of real-world scenarios.
 - All Chapter 10 MLOs.

- All Chapter 11 MLOs.
- All Chapter 12 MLOs.
- All Chapter 13 MLOs.
- **CLO7.** Analyze and assess activities involved in the controlling function of management through application exercises and choice-based case activities of real-world scenarios.
 - All Chapter 14 MLOs.
 - All Chapter 15 MLOs.
- **CLO8.** Synthesize individual self-assessment activities and critique based upon the four functions of management, providing an assessment of one's performance in the world of management.
 - Synthesis of all MLOs.

Course Materials & Resources:

Title: Understanding Management, 12th Edition
Authors: Richard Daft & Dorothy Marcic
ISBN: 978-0-357-70000-6 (Cengage Unlimited)
Publisher: Cengage
Copyright: 2023

Students are required to have the eTextbook and the online component, MindTap, for this course.

[How to Register for MindTap in Canvas](#)

Course Materials: Cengage Purchase Options

ISBN 978-0-357-70000-6 -- Cengage Unlimited

Cengage Unlimited subscription gives you access to the entire library of eTextbooks, all online learning platforms, plus at least four FREE hardcopy textbook rentals (you just pay the S&H per textbook) for a flat price.

1 term (4 months) subscription @ \$169.99

2 terms (12 months) subscription @ \$244.99

Temporary Digital Access

Should you need temporary digital access, this is available. If you view the How to Register for MindTap in Canvas video (found on the MindTap: Registration and Learn How to Use link above), at about the 1 minute and 45 second mark it shares how to obtain temporary digital access. This access is only available for approximately 10 days from course start date.

Course Materials: Where to Purchase Your Textbook

The eTextbook may be purchased from the [GCSC Bookstore](#), or directly from [Cengage](#).

Course Materials: Registering and Using MindTap

Everything You Need to Know about Registering / Using Cengage and MindTap

[MindTap: Registration and How it Works](#)

Course Materials: Cengage Technical Support

This course utilizes the MindTap online component. As you work through the course if you have any technical difficulties accessing or using this online component you should contact the Cengage Technical Support team directly as the GCSC Help Desk is unable to assist with this online component tool. If you are having issues, first:

1. Do a system check (by clicking on the question mark in the top right-hand corner and selecting system check).
2. Clear browsing history, cookies, and caches.

If this does not resolve your issue, then:

Go to [Cengage Support](#), to create a ticket, then call 1-800-354-9706.

Delivery Method:

This is a web-based course. All online 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 -- at least every 48 hours. **Reminder:** This course is not one in which students may work at their own pace. Each week, there are learning modules, assignments, online lectures, online discussions, and/or online exams with due dates. Refer to the schedule within the syllabus for more information.

Communication & Feedback

In this course, communication and feedback will occur through various channels, including GCSC email, Canvas Inbox, Canvas Announcements, Canvas Discussions, Microsoft Teams or Zoom, assignment feedback, and instructor office hours. Review the statements below so that you understand the expectations for communication.

Student Expectations

As a student at Gulf Coast State College, you are expected to:

- **Adhere to Course Guidelines:** Follow the guidelines detailed in the course syllabus, along with any additional instructions provided by the instructor. This includes understanding and complying with the course objectives, grading criteria, and academic policies.
- **Maintain Regular Contact:** Keep in touch with your instructor and classmates via your GCSC email or other designated communication channels. Regular contact helps clarify doubts, share ideas, and foster a collaborative learning environment.
- **Active Participation:** Engage actively in class discussions and submit assignments on time. Your active participation is crucial for your academic success and contributes to a vibrant learning community.
- **Student Exchange:** On the course Home page, you will find an Open Discussion forum (Student Exchange) for peer-to-peer communication. This space allows you to post questions to classmates, share insights from your experience, and contribute helpful information related to course content. Active participation is encouraged to support collaborative learning.

Instructor's Communication Plan

As your instructor, my commitment to you is to:

- **Provide Timely Feedback:** I will review and provide feedback on your assignments and submissions within one week of the assignment due date. My goal is to help you understand your strengths and areas for improvement, which is crucial for your academic growth.
- **Respond Via Canvas Inbox:** I will respond to your emails or messages within 24-48 hours (Monday through Thursday), unless otherwise noted. I understand the importance of clear and timely communication in addressing your questions and concerns. Please email through the Canvas Class email.
- **Post Regular Announcements:** To keep you updated and help you manage your time effectively; I will send out reminders via announcements. These reminders will include important dates, upcoming assignments, and any changes to the course schedule.
- **Maintain Weekly Office Hours:** I will maintain regular weekly office hours, but I can also be available by appointment. This is to ensure I'm available for any questions or concerns that may come up during the week. As an alternative, I also provide weekly online office hours and am available to meet via Zoom sessions as needed.
- **Ask the Instructor:** On the course Home page, you will find an Open Discussion forum (Ask the Instructor) that is visible to all students. This space is intended for posting course-related questions directly to the instructor. It serves as an additional communication channel to support your understanding of course content and provide clarification on assignments, expectations, or procedures.

Students are encouraged to review posted questions and responses as a shared learning resource.

Assignment Feedback

Feedback is provided on each assignment within MindTap upon completion. Assignments that are manually graded by the instructor will include detailed feedback provided (normally) within one week of the assignment due date either directly on the submitted document and/or in the assignment comments section.

As you are going through the textbook chapter readings and completing assignments, if questions arise, do not hesitate to reach out for additional assistance. I am here to expand your learning and to provide additional guidance and direction as needed.

Use of AI Tools

Artificial Intelligence

See the student handbook for further information. Students with questions about acceptable use should consult their instructor.

Generative AI Use with Permission and Disclosure: Students may use basic assistive technologies for spelling, grammar, and formatting (e.g., PaperRater or SpellCheckPlus). Generative AI tools (e.g., ChatGPT, Copilot, Grammarly's AI function, etc.) **may also be used for classes and/or assignments where instructors have given explicit permission. Students must clearly disclose and properly cite any AI-generated content used in their work**, following course guidelines. Students are permitted to use AI only in the manner and means described by the instructor. Unacknowledged or unauthorized AI use will be treated as a violation of academic integrity and may result in penalties, including a zero on the assignment and additional disciplinary actions as outlined in the college's academic integrity policy.

While AI tools may be used to refine grammar and mechanics, they **should not be used to generate content for assignments**. Misuse of AI may be considered academic dishonesty.

AI tools can provide excellent study options on topics within the course.



Course Schedule

Module	DATES	TOPIC	LEARNING / PRACTICE ACTIVITIES	GRADED ASSIGNMENTS
1	08/17 - 08/23	Orientation / Introduction	<ul style="list-style-type: none"> • Read all material under the Start Here Module • Review course set-up and expectations • Familiarize yourself with MindTap and the eTextbook 	<ul style="list-style-type: none"> • Class Video Introduction
2	08/24 - 08/30	CH01: The World of Innovative Management	<ul style="list-style-type: none"> • Read Chapter 1 <p>Self Reflection Assessments:</p> <ul style="list-style-type: none"> • Manager Achievement • How Do You Manage Your Time? • What Is Your Manager Frame? 	<p><u>Why Does it Matter?</u></p> <ul style="list-style-type: none"> • PART 1: Why Does Management Matter? <p><u>Apply It</u></p> <ul style="list-style-type: none"> • CH01 Assignment • CH01 Case Activity <p><u>You Make the Decision</u></p> <ul style="list-style-type: none"> • PART 1: Introduction to Management
3	08/31 - 09/06	CH02: The Environment and Corporate Culture	<ul style="list-style-type: none"> • Read Chapter 2 <p>Self Reflection Assessments:</p> <ul style="list-style-type: none"> • What is Your Culture Preference 	<p><u>Why Does it Matter?</u></p> <ul style="list-style-type: none"> • PART 2: Why Does the Environment Matter? <p><u>Apply It</u></p> <ul style="list-style-type: none"> • CH02 Assignment • CH02 Case Activity

4	09/07 - 09/13 Labor Day, Monday, 09/07	CH04: Managing Ethics and Social Responsibility	<ul style="list-style-type: none"> • Read Chapter 4 <p>Self Reflection Assessments:</p> <ul style="list-style-type: none"> • What is Your Level of Ethical Maturity? • Are You a Giver or a Taker? 	<p><u>Apply It</u></p> <ul style="list-style-type: none"> • CH04 Assignment • CH04 Case Activity <p><u>You Make the Decision</u></p> <ul style="list-style-type: none"> • PART 2: The Environment of Management
5	09/14 - 09/20	CH05: Planning and Goal Setting	<ul style="list-style-type: none"> • Read Chapter 5 <p>Self Reflection Assessments:</p> <ul style="list-style-type: none"> • Does Goal Setting Fit Your Style? • What is Your Strategy Strength? 	<p><u>Why Does it Matter?</u></p> <ul style="list-style-type: none"> • PART 3: Why Does Planning Matter? <p><u>Apply It</u></p> <ul style="list-style-type: none"> • CH05 Assignment • CH05 Case Activity
6	09/21 - 09/27	CH06: Managerial Decision Making	<ul style="list-style-type: none"> • Read Chapter 6 <p>Self Reflection Assessments:</p> <ul style="list-style-type: none"> • What's Your Personal Decision Style? 	<p><u>Apply It</u></p> <ul style="list-style-type: none"> • CH06 Assignment • CH06 Case Activity <p><u>You Make the Decision</u></p> <ul style="list-style-type: none"> • PART 3: Planning
7	09/28 - 10/04	CH07: Designing Organization Structure	<ul style="list-style-type: none"> • Read Chapter 7 <p>Self Reflection Assessments:</p> <ul style="list-style-type: none"> • What Are Your Beliefs About Leadership? 	<p><u>Why Does It Matter?</u></p> <ul style="list-style-type: none"> • PART 4: Why Does Organizing Matter? <p><u>Apply It</u></p> <ul style="list-style-type: none"> • CH07 Assignment • CH07 Case Activity <p><u>FINAL PROJECT PART 1 - PLANNING</u> (in Canvas)</p>
8	10/05 - 10/11 Fall Break, 10/08-09	CH08: Managing Innovation and Change	<ul style="list-style-type: none"> • Read Chapter 8 <p>Self Reflection Assessments:</p> <ul style="list-style-type: none"> • How Innovative Are You? • How Creative Are You? 	<p><u>Apply It</u></p> <ul style="list-style-type: none"> • CH08 Assignment • CH08 Case Activity

9	10/12 - 10/18	CH09: Managing Human Talent and Diversity	<ul style="list-style-type: none"> • Read Chapter 9 Self Reflection Assessments: <ul style="list-style-type: none"> • Getting the Right People on the Bus • What is Your Focus? • Valuing Workplace Diversity 	<u>Apply It</u> <ul style="list-style-type: none"> • CH09 Assignment • CH09 Case Activity <u>You Make the Decision</u> <ul style="list-style-type: none"> • PART 4: Organizing
10	10/19 - 10/25	CH10: Understanding Individual Behavior	<ul style="list-style-type: none"> • Read Chapter 10 Self Reflection Assessments: <ul style="list-style-type: none"> • Do You Express Emotions? 	<u>Why Does it Matter?</u> <ul style="list-style-type: none"> • PART 5: Why Does Leadership Matter? <u>Apply It</u> <ul style="list-style-type: none"> • CH10 Assignment • CH10 Case Activity FINAL PROJECT PART 2 - ORGANIZING (in Canvas)
11	10/26 - 11/01	CH11: Leadership	<ul style="list-style-type: none"> • Read Chapter 11 Self Reflection Assessments: <ul style="list-style-type: none"> • Task Versus People Orientation? 	<u>Apply It</u> <ul style="list-style-type: none"> • CH11 Assignment • CH11 Case Activity
12	11/02 - 11/08	CH12: Motivating Employees	<ul style="list-style-type: none"> • Read Chapter 12 Self Reflection Assessments: <ul style="list-style-type: none"> • What Motivates You? • Do You Have a Need for Achievement, Affiliation, or Power? 	<u>Apply It</u> <ul style="list-style-type: none"> • CH12 Assignment • CH12 Case Activity
13	11/09 - 11/15 Veteran's Day, Wednesday, 11/11	CH13: Managing Communication	<ul style="list-style-type: none"> • Read Chapter 13 Self Reflection Assessments: <ul style="list-style-type: none"> • Do You Focus on What Others Say? 	<u>Apply It</u> <ul style="list-style-type: none"> • CH13 Assignment • CH13 Case Activity

14	11/16 - 11/22	CH14: Leading Teams	<ul style="list-style-type: none"> • Read Chapter 14 Self Reflection Assessments: <ul style="list-style-type: none"> • What Team Role Do You Play? 	<u>Apply It</u> <ul style="list-style-type: none"> • CH14 Assignment • CH14 Case Activity <u>You Make the Decision</u> <ul style="list-style-type: none"> • PART 5: Leading FINAL PROJECT PART 3 - LEADING (in Canvas)
	11/23 - 11/29	No Assignments	!! THANKSGIVING !!	
15	11/30 - 12/06 AND 12/07 - 12/10	CH15: Managing Quality and Performance	<ul style="list-style-type: none"> • Read Chapter 15 Self Reflection Assessments: <ul style="list-style-type: none"> • What is Your Attitude Toward Organizational Regulation and Control? 	<u>Why Does it Matter?</u> <ul style="list-style-type: none"> • PART 6: Why Does Control Matter? <u>Apply It</u> <ul style="list-style-type: none"> • CH15 Assignment • CH15 Case Activity <u>You Make the Decision</u> <ul style="list-style-type: none"> • PART 6: Controlling FINAL PROJECT PART 4 - CONTROLLING (in Canvas)

Grading

GCSC Grading Scale

GRADING SCALE	
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

Calculation of Grades

CATEGORY	% OF GRADE
Why Does it Matter?	15%
Apply It	25%
You Make the Decision	25%
Final Project (4 parts)	35%

Assessment Instruments

This is an online course. As your instructor, I am a facilitator for the class. As you engage with the eText material, it is critical that you communicate with me as questions arise or when you need more detailed information on the topics being reviewed. It is up to you to initiate this contact to ensure your successful understanding of course material.

Along with Canvas, each student will use an online companion website, MindTap, which accompanies the Cengage eText / textbook. Course activities will include Why Does It Matter?, Homework activities, Application activities, Simulation (You Make the Decision), and a final project that will allow you to apply course concepts.

The majority of the coursework will be completed in MindTap and these activities have deep links within Canvas (just click the link in Canvas and you will be redirected to graded MindTap activities). The homework activities (noted on your Course Schedule) are found and completed in Canvas.

Additional study aids included in MindTap are videos that coincide with the textbook material, lecture slides, flashcards, Learn It activities (for practice), and Practice It (practice exams).

Why Does it Matter?

At the start of each unit, you will complete a “**Why Does [This Topic] Matter?**” activity to explore the relevance and real-world application of the unit’s topics.

- **Attempts:** Three attempts per question (one assignment attempt), with the **highest question grade recorded**.
- **Access:** Available via deep links in Canvas redirecting to **MindTap**.
- **Percent of Grade:** 15%

Apply It

At the end of each chapter, you will complete activities that connect management concepts to real-world applications.

Chapter Assignments

These activities involve applying knowledge to practical management scenarios.

Case Activities

These activities involve analyzing scenarios and applying concepts to real organizations.

- **Attempts:** Three attempts per question (one assignment attempt), with the **highest grade recorded**.
- **Access:** Available via deep links in Canvas redirecting to **MindTap**.
- **Grade Policy:** The two lowest grades will be dropped.
- **Percent of Grade:** 25%

You Make the Decision

At the end of each unit, you will complete simulation activities to practice managerial decision-making. The simulations feature interactive, choice-based scenarios where decisions impact outcomes and integrate concepts from multiple chapters for comprehensive problem-solving.

- **Attempts:** Two assignment attempts per activity.
- **Access:** Available via deep links in Canvas redirecting to **MindTap**.
- **Percent of Grade:** 25%

Final Project

Your final project is your chance to bring the **four pillars of management—Planning, Organizing, Leading, and Controlling—to life**. It is broken into **four separate parts**, each submitted throughout the semester, with each part building on the one before it to show how these pillars connect and support each other in real-world management. Along the way, you'll complete self-assessments that give you insight into your own management style. Use those reflections to strengthen each section of your project—highlight how your perceptions change, what new skills or perspectives you've gained, and how you might approach each pillar differently moving forward. Each section should clearly connect **course concepts to practical, real-world scenarios**, demonstrating not only what you've learned but how it applies beyond the classroom. By the end, you'll have a well-rounded view of management that blends theory, personal growth, and professional application.

- **Access:** Available via deep links in **Canvas**.
- **Percent of Grade:** 35%

Course Policies

Accessibility Statement

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. Please visit [GCSC's Student Accessibility Resource \(SAR\) webpage](#) to learn more. For information regarding the registration process, email sar@gulfcoast.edu or call 850-747-3243.

Attendance Policy

Regular class attendance and participation are significant factors that help to promote success in college. Students are expected to attend all class meetings of all courses for which they are registered.

You are expected to know the instructor's specific attendance policy, as stated in the syllabus for each course. In the event of absence, you should contact your instructor as soon as possible to indicate the reason and to inquire whether make-up work is possible. (Make-up work is offered solely at the discretion of your professor.)

If your absences in a class become excessive, as stated in the course syllabus, your professor may contact you, indicating that further absence may result in your withdrawal from the course. Your professor can withdraw you from a course for excessive absences without your permission.

Instructors will monitor attendance at the beginning of each semester. If you are not in attendance during this period, you may be withdrawn from the course. You will be financially responsible for the course and a "W or NS" will appear on your transcript. Withdrawal from a course may also have implications for financial aid.

Withdrawal Policy

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.). There are two kinds of withdrawals---student and administrative.

- *Student Withdrawal (W1)* - Students wishing to withdraw must complete the online Student Withdrawal Form before the scheduled withdrawal deadline as published

in the College catalog. Student withdrawals initiated prior to the scheduled withdrawal deadline will be recorded as a grade of "W." The withdrawal deadline for an off-term or condensed term is one week after midterm.

- *Administrative Withdrawal (W2)* – A faculty member may withdraw a student up to the published withdrawal deadline for violation of the class attendance policy in which case the student will receive a grade of "W." The withdrawal deadline for an off-term or condensed term is one week after midterm.

Students cannot withdraw from developmental studies courses (college-preparatory classes) after the drop/add period without written permission from their instructor and/or their academic advisor.

Academic Integrity

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.

Most course syllabi include an academic honesty policy and the consequences for violating this policy. Familiarize yourself with course policies regarding authorized or unauthorized use of AI to avoid the pitfalls of academic dishonesty.

The following definitions will apply:

"Cheating"

includes but is not limited to use of any unauthorized assistance in taking quizzes, tests, or examinations; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; the acquisition without permission of tests or other academic materials belonging to a member of the College's faculty.

"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. It can also include overuse of an editing program like Grammarly or submitting work written by an Artificial Intelligence (AI) generator like ChatGPT. Make certain to consult your course syllabi for your instructor's guidelines of AI material.

"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.

"Generative Artificial Intelligence (AI)"

is technology that uses machine learning to create new content, such as text, images or code, based on user input. These systems are trained on vast amounts of data, including large language models and image or code generators. Common examples include ChatGPT, GitHub, Copilot, Google Gemini, Perplexity, and the Grammarly AI function. 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 O) for the test, assignment, or activity, to failure of the course, to suspension or dismissal from the college.

Classroom Recording

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.

Anti-Discrimination Policy

Gulf Coast State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination may be directed to Amanda Reed, Executive Director of Human Resources/Title II/504/Title IX Coordinator and Employment Equity Officer, Gulf Coast State College, 5230 W. US Highway 98, Panama City, FL 32401; 850-769-1551, ext. 3516. Rules, policies, fees, and courses described in this catalog are subject to change without notice.

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 when changes are made in the requirements and/or grading of the course.

Student Support Resources

Gulf Coast State College is committed to providing you with the resources you need for success as a student and beyond. View all the academic and student support resources provided at GCSC on the [Student Services web page](#).

Course Technology & Support

To successfully participate in this online course, students must have basic computer and digital information literacy skills and meet the following technology requirements:

- **Computer:** Up-to-date web browser that supports the Canvas learning management system; please refer to the system requirements for compatibility and information on using the Canvas app on mobile devices.
- **Internet Speed:** Minimum bandwidth of 8 Mbps upload/download speed to effectively engage in online activities and access multimedia.
- **Office 365 software:** Available for free download through GCSC Information Technology Services (ITS).

If you need technical support, contact the ITS Help Desk, available 24/7 at (850) 913-3303.