

QMB 3302 - Business Analytics
CRN 11068– Spring 2020
T R – 9:00 – 10:15 am -- Lutgert Hall 2209

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PRELIMINARY COURSE SCHEDULE AND ACTIVITIES

| DATE | TOPIC IN CLASS | WHAT IS DUE FOR CLASS |
|-------------|---|--|
| 1/07 | Syllabus, Course Outline, Course requirements, Chapter 1: Intro to business analytics and Excel, Problem solving, decision making | Read the Syllabus Complete the survey on Canvas Read Chapter 1 |
| 1/09 | Chapters 1 continues Chapter 2--Database analytics, Examples, Excel warm up | Read Chapter1. Review Appendix A1. Excel tutorials links in Canvas. Complete the survey and short essay on Canvas (by 11:59 pm) |
| 1/14 | Chapter 3 Visualizing data Class Practice | Read Chapter 3, Appendix A3, Review course material in Canvas |
| 1/16 | Complete Visualizing data. Chapter 4: Descriptive Statistical Measures Measures of Location, Dispersion and Shape; Measures of Association Class Practice | Read / Review Chapter 4 and online course material in Canvas Submit Article Write up 1 on Big Data (by class time) |
| 1/21 | Chapter 4 continues Class Practice | Read / Review Chapter 4 and online course material in Canvas, Appendix A4 |
| 1/23 | Chapter 4 continues | Read / Review Chapter 4 and online course material in Canvas, Appendix A4 Complete MyLab Assignment by 11:59 pm |
| 1/28 | Problem/Computer Assignment 1 Short Review Chapter 5 Discrete and Continuous Probability Distributions and Data Modeling | Submit ASG1, by class time Read/ Review Discrete Probability Distributions, pg. 187-195, Binominal, Poisson Distributions. Continuous Probability Distributions, pages 196, Normal distribution, 199-202 |

| DATE | TOPIC IN CLASS | WHAT IS DUE FOR CLASS |
|-----------|---|--|
| 1/30 | Chapter 6 Sampling and Estimation Estimating population parameters; Sampling error (margin of error) Confidence interval for decision making Class practice | Read/ Review Chapter 6 Submit Article Write up 2 (by class time) Complete online Quiz 1 on Canvas by 02/03, 11:59 pm |
| 2/04 | ASG2 review Exam 1 Review | Submit ASG2 (class time) Complete MyLab assignment by 11:59 pm Submit Term Project Proposal- Canvas, 11:59 pm |
| 2/06 | EXAM 1 (Chapters 1, 2,3,4,5, 6) | |
| 2/11 | Chapter 7A: Statistical inference Hypothesis Testing. One sample Testing Class Practice | |
| 2/13 | Exam 1 Return Chapter 7B One Sample, One Way and Two Way Testing Class Practice | Read and Review Chapter 7 One and Two sample testing |
| 2/18 | Chapter 7 C Two and more samples, ANOVA; | Read and Review Chapter 7 ANOVA Complete MyLab Assignment by 11:59 pm |
| 2/20 | Chapter 7 review ASG3 in class | Submit ASG3 |
| 2/25 | Term Project Milestone 1 presentations: Descriptive Analytics | Term Project Milestone 1 presentation |
| 2/27 | Predictive Analytics: Chapter 8: Trend-lines and Regression Analysis, Simple Regression Analysis Class Practice | Read and Review Chapter 8 course material |
| 3/03-3/05 | SPRING BREAK | |
| 3/10 | Chapter 8, Simple Regression continues Possible Guest Speaker, or work on your project. | Submit Article Write up 3 Read and Review Chapter 8 course material and class practice. |
| 3/12 | Chapter 8: Multiple Regression analysis/ Regression with Categorical Variables Class Practice | Review Chapter 8 Multiple Regression examples Submit Milestone 1 revisions |
| 3/17 | Multiple Regression continues | Complete MyLab assignment by 11:59 pm |

| DATE | TOPIC IN CLASS | WHAT IS DUE FOR CLASS |
|------|---|---|
| 3/19 | Chapter 9A, B: Forecasting Models for Time Series, and Accuracy. Class Practice | Read/Review Chapter 9 material Submit Term Project Milestone 2- Individual part Complete MyLab assignment (by 11:59 pm) |
| 3/24 | ASG4 in class Exam 2 Review | Submit ASG4 Complete online Quiz2 (Canvas) by 3/23, 11:59 pm |
| 3/26 | EXAM 2 (Chapters 7, 8, 9) | |
| 3/31 | Possible Guest speaker from Hertz or Project Work in class | |
| 4/02 | Chapter 11A: Spreadsheet Modeling And Analysis: Spreadsheet applications | Submit Term Project Milestone 2 Group Read/Review Chapter 11 material |
| 4/07 | Chap 11 continues Exam 2 return | Read/Review Chapter 11 material |
| 4/09 | Chapter 12 Intro to Risk Simulation, Spreadsheet Models with Random Variables | Read / review Chapter 12 Material Submit MyLab assignment by 11:59 pm |
| 4/14 | Chapter 12 continues: Monte Carlo Simulation Using Risk Solver Class Practice | Read / review Chapter 12 Material |
| 4/16 | Chapter 10: Introduction to data mining The Scope of Data Mining; Cluster analysis Classification Techniques Class Practice | Read / review Chapter 10 Material |
| 4/21 | ASG5 in class Exam 3 Review | Submit Milestone 2 Revisions (Canvas, 11:59 pm) Complete online Quiz 3 (Canvas) by 4/22, 11:59 pm |
| 4/23 | EXAM 3 (Chapters 8,9,10,11,12) | |
| 4/30 | Term Project Final Presentation and Report , 7:30 am (may be moved to a later time slot) | Submit Project Files Mandatory presentation by everyone |

Note: Dr. Yazici reserves the right to change parts of this syllabus throughout the semester w/ notification

About the Course: The course provides you with the fundamental concepts and tools needed to understand the emerging role of business analytics in organizations and shows how to apply basic business analytics tools in a spreadsheet environment, and how to communicate with analytics professionals to effectively use and interpret analytic models and results for making better business decision. The course covers descriptive/inferential analytics, such as descriptive statistics, visualizing data, probability distributions, sampling, and hypothesis testing; predictive

analytics, such as regression analysis, forecasting, data mining, monte carlo simulation and risk analysis. Emphasis is on applications, concepts and interpretation of results, rather than theory and calculations. Students use a computer software package for data analysis.

In today's fast evolving, global business world, decisions made using analytics will prevail while decisions made by intuition, feeling and little or no information will fail- Yazici, H.



This is a **scholarly-enriched course** which has been designed to teach specific course content, which will include the production of scholarly work that utilizes writing, critical thinking, and information literacy. This means these 3 skills are emphasized in this course, and they will be assessed throughout the semester, specifically by the course project assignment.

Learning Objectives

- Define and explain key business analytics terms
- Select appropriate models and techniques and tools for specific business decision
- Given data, apply appropriate analytical tools in the analysis of quantitative and qualitative data from a variety of business scenarios.
- Use software for data analysis and interpretation through graphs, tables, and numerical output
- Enhance problems solving and critical thinking skills by learning how to approach problems, analyze data and interpret analysis results
- Enhance verbal and written communication skills, ability to express and report in fair, objective and unbiased manner

This course is also an **Honors Embedded** course, i.e. Honor students get Honors credit by working on the group project. Honor students are required to attend Research Day and Florida Statewide Symposium in February 2020 (FURC) hosted by FGCU, and other possible Research/ Scholarship conferences events.

Course Modules:

Module 1: Descriptive Analytics (Chapters 1,2,3,4,5,6,7)

Visualizing data; Numerical measures of Location, Dispersion, Shape, and Association
Probability Distributions and Data Modeling
Sampling and Estimation
Hypothesis Testing

Module 2: Predictive Analytics (Chapters 8, 9,10, 11, 12)

Trendlines and Regression Analysis
Forecasting Techniques
Spreadsheet Modeling and Analysis
Mont Carlo Risk Simulation
Introduction to Data Mining

Class Format, Policies, and Student Participation:

This course involves "learning by doing" applications of Business Analytics concepts in the business world through course assignments and projects. Attendance at all classes is expected and participation is graded. Organize your professional and personal affairs to allow for attendance at every class session. You are responsible for all announcements and assignments made in class by your instructor. Poor attendance is correlated with lower performance in the course and a class attendance sign-up sheet is used. So, it is of your interest to attend all classes. Take good notes and participate to all hands-on class practices. Classes meet twice each week for 75 minutes. The class policies are as follows:

- You are expected to have completed the assigned reading for the day.
- Assignments are individual effort. You may be asked to work in teams, but each team member needs to contribute and understand the course material
- Your professionalism, integrity, and academic success are at stake if you fail to submit work on time.
- Keep cell phones turned off (or on silent) when in class and do not use computers in the lab for navigating the internet or downloading emails. Computers and the printer can only be used for class practices and in class computer assignments as specified by the Instructor.
- Regular communication: Check your email and CANVAS regularly
- Be aware of course withdrawal deadlines

Required Course Material:

Textbook: Business Analytics by James R. Evans, 3rd edition, with MyLab. Publisher: Pearson
ISBN-13: 9780135229293

Textbook availability at FGCU Library Reserve: **Business Analytics / Evans/3**
Location: FGCU Library Reserve Course Reserves Textbook--Circulation Desk (2 hours)

E-book copies are available (search Course Reserves --
<https://reserves.catalog.fcla.edu/gc.jsp?S=0111565803256280>) any time, with current EagleID # and password

Software: Microsoft Excel and Frontline System's *Analytic Solver* and *Data Mining (student version)*

For classrooms, you will need to register the XL AnalyticSolver plugin for Excel by going to the College of Business folder on the desktop and launching the "RegRSPAddin - Shortcut" and then clicking Register RSP Excel Add-in.

*For your own laptop or computer and homework, you need to purchase the software. The cost to students is \$25 for 140 days. **The instructions to purchase and download are provided in Canvas.** The course code is: QMB3302YH20SP
The book code is: EBA*

Pearson MyLab Statistics. Purchasing MyLab gives you access to e-book, data sets, homework, and other supplements. You will have access to MyLab thru Canvas directly. If needed, CourseID: yazici51008

Other supplements: Library Guides, Canvas/ FGCU. Financial Times, www.ft.com

For Financial Times, you need to sign up free of charge. Our school's sign up page is: <https://join.ft.com/4c5c4ac0-670e-4569-a085-751808e8d6a0>

Once your account is set up, you can log into FT.com from anywhere and use the same credentials across multiple devices, including access to the app.

PREREQUISITES: STAT 2023, Microsoft Excel skills, willingness to learn, participate and produce.

Assignments and Projects:

This course involves "learning by doing" applications of Business Analytics concepts in the business world through online and in class assignments and a course project. If you would like feedback on a draft of your assignments, you can request a review before the due date.

You are responsible for **5 assignments**, some of these assignments are completed in class. **Short Essay** is about the role of data analytics. Short essay or the Getting to Know Survey is the Mandatory Attendance/Participation assignment per Financial Aid guidelines. You will fulfill the Mandatory attendance/Participation requirement by completing either one, but you will receive participation points for each, so it is recommended to do both. Check Canvas for this first week assignments.

The remaining assignments involve analysis of problems and/or cases from the textbook (see the Schedule for due dates) as well as MyLab online/interactive assignments (Homework).

The course project is a comprehensive term project with 3 milestones. The analysis for all assignments/project will be done using Microsoft Excel with the assistance of Frontline Systems' Analytic Solver and Data Mining. **NO LATE ASSIGNMENT WILL BE ACCEPTED.** It is your responsibility to submit the document on or before the due date.

Exams

There will be 3 in class exams, and 3 online exams. The exams are based on the assignments, related chapters and materials covered in class lectures, class practices and computer assignments.

NO MAKEUP EXAMS will be given. Only the following reasons will be considered if you miss an exam: armed services requirement, student athletes' game requirement, extreme health situation, and death. You may be asked to take a comprehensive exam as a make-up exam. Any exam that is missed without an appropriate documentation will automatically receive a score of ZERO. **Online Exam Rules:** If you miss the deadline for an online exam (quiz), and if your excuse is accepted, for **ONE TIME ONLY**, you can take the online quiz after the due date with **HALF Credit**. All other times, or situations, you receive **ZERO Grade**, if not submitted by the due date/time. Keep in mind online quizzes are accessible within a **ONE Week** time frame. Follow closely the deadlines from Canvas and also from your syllabus.

INSTRUCTOR SPECIFIC COURSE REQUIREMENTS:

TEACHING PHILOSOPHY

Constructivist teaching and Collaborative learning w/ structure: Learners construct knowledge. All learning is active. Under constructivist approach, students are assisted to structure and revise what they

know. Students are engaged in sense-making knowledge activities. Quality of student understanding is valued versus quantity, such as **not** “how much students remember” but “**what and how students retain and use**” is criteria of understanding and learning.

Instructional Strategies /Methods:

- Hands-on applications via class exercises and computer-based practices: teach the key points, doing by example, spreadsheet applications
- Collaborative exercises allowing group work in class, and outside the classroom with guidance: group case presentations, term project, group assignments
- Real life examples and practical applications via articles, your instructor’s own work experience, guest speakers from the field, or videos as they apply
- Independent learning and skill development exercises such as term project to frame a business problem, collect data, analyze data, interpret the findings, and make recommendations or decisions.

COURSE REQUIREMENTS AND GRADING:

1. a. USE OF MYLAB as e-text and submit assignments. READ Assigned portions of the textbook and assigned articles. Review lecture slides.

For full awareness and successful learning, this course requires reading outside the classroom. Failure to read assigned text may easily result in frustration and delay in your progress.

1-b. CHECHING YOUR E- MAIL (reminders, warnings, questions/answers, announcements from me are sent to you by e-mail from Angel thru a list serv.)

2. USE of CANVAS is required for this course

- Take on-line surveys- “Getting to Know you” and Thinking Styles surveys
- Connect to MyLab and Mastering for assignments and other course material
- Download / upload computer assignments and term project files
- Access course slides and handouts
- Read announcements
- Check your grade and see your progress
- Send e-mail to your peers and your Instructor while on the web

3. ATTENDANCE and PARTICIPATION Individual (25 points, 6%):

ATTENDANCE:

This course contains numerous in-class activities that help your understanding of the course material. Your class attendance is of the utmost importance. The expectation is that you will attend every class.

Late arrivals to class, as well as early departures from class are not accepted. **Three or more late arrivals/early departures** to/from class are equivalent to **one unexcused absence**. You need to make proper accommodations with your employer if these are job related.

Some absences related to documented illness and family emergencies may be considered excused. For work related excuses, you need to provide a note from the employer stating the urgency of the situation that results in your absence. **3 or more unexcused absences are penalized (deduction from participation points).**

PARTICIPATION:

Almost every class, we will have a Class practice. You will be asked to submit a selected number of in class Excel or problem work activities. These are individual submissions. You will earn points for most of the submissions adding up to 7 points. If you had an excused absence, you can earn partial/half credit if you submit the participation assignment for the next class time. Otherwise no participation point is assigned. **Please note that First Week assignments (at least one of them) are mandatory for attendance confirmation to prevent losing your financial aid.**

There are 6 MyLab Review Quiz assignments submitted thru My Lab and Mastering, adding up to 18 points. Each assignment contains concept questions from one or multiple chapters.

4. PROBLEM / COMPUTER ASSIGNMENTS (Individual/ Group, 50 points, 12.5%)

These problems are essential for the learning of statistical concepts and methods. It is useful to solve as many textbook problems as you can. You are required to submit your solutions for the problems assigned as indicated in the course schedule on the due date. Most of these problems have an Excel data set. If you are using Excel formulations, submit an Excel file with your answers by uploading your file into a Drop box prepared for each problem assignment in Canvas. If the problem is solved manually, submit your hand written solutions.

You are expected to review the Excel tutorials posted on FGCU website and also thru You Tube videos. Address any difficulties you may have to your instructor.

Requirement for problem assignments: Deadlines are strictly followed. These assignments are reviewed and collected at the beginning of the class period (manual). For any assignment submitted at the end of class period, or after class, 5% is deducted. For each late day submission within a week, your grade is reduced by a Full letter grade for each day of delay. ASSIGNMENTS SUBMITTED AFTER ONE WEEK, ARE NOT GRADED. Note: if you had an illness related excused absence, you may be allowed to submit late with lesser penalty. You need to contact your instructor as soon as possible.

ASSIGNMENTS CAN BE SUBMITTED EARLY if a student cannot be present at the due date due to uncontrollable circumstances, such as a business trip or a required extra-curricular activity that cannot be re-scheduled.

Please address your questions about the homework assignments PRIOR to the due date. The assignments are briefly reviewed in class at the due date. You can make minor corrections before re-submitting.

The assignments should show the contributors' names if submitted as a group.

Grading: Points are taken off for wrong, incomplete, illegible or very short solutions. Your solution should not only show the answer to the problem, but all the steps to solve it. If solved in Excel, cells should contain formulas or functions. Note that Excel is not a word processor. Word can only be used to answer the interpretation questions.

5. ARTICLE WRITE-UPS - Individual, 10 points, 2.5%

These 1- page write ups are submitted following the outlines and articles posted on Canvas. 2 write ups are based on big data, normal distribution, and 1 extra credit on

Regression and ANOVA. Improvement in writing is expected from the first to the last assignment.

6. TERM PROJECT – Individual and Group, 60 points, 15%

Final Business Analytics Project consists of problem identification, data collection and (statistical) analysis of the data to improve an existing real business process, to make sales and financial predictions, or analyze an economical or public policy problem, or sports management or health related problem.

Ground rules:

- The team can consist of two or three members
- The team decides for their topic or selects among provided by the Instructor.
- The team collects data for the project using FGCU Library Sources any business or government sector, profit or non-profit organization can be contacted. Consultation with our Business Librarian is required.
- The project must employ a computer based statistical analysis, simulation and interpretation. Microsoft Excel and Solver/Data Mining packages are used. The team should follow the project guidelines provided by Dr. Yazici.
- Teams are required to receive Dr. Yazici's approval of their project by submitting their proposal.
- Team members need to attend the term project sessions and present their project.
- Some parts of the Milestone 1 and 2 will be submitted by each team member individually.
- Discussion Forums are designed for group discussion, brainstorming, sharing ideas and WIP files. Failure to contribute to these forums will result deduction in your grade. Note: If you work on the term project individually, you do not need to use the Discussion Forum
- All teams follow the guidelines and deadlines:

Term Project consists of five milestones:

- Milestone 0: Proposal. Describe the research problem, data collection methodology, team members. Due: 02/04
- Milestone 1-: Describe the problem, importance of the problem, benefits to the business or community if solved, roles and responsibilities of the team members. Describe the data, population and sampling, data collection procedure. Descriptive Data Analysis, Sample size check, Draft Research Hypotheses Due: 02/25.
- Milestone 2: Hypotheses testing, Comparison of two means or variances, ANOVA or Regression Analysis, Forecasting models, Spreadsheet modeling and risk simulation as they apply, Due: 03/19 (Individual Part) and 04/02(Group part)
- Milestone 3 (Optional): Draft report and data analysis, results, solutions. Due:04/21.
- Final Milestone: Project report and team presentation, Due: 04/30

*Report consists of problem description, summary of results, Interpretation of the findings, benefits, shortcomings, based on **LCOB Writing Guidelines**. A hardcopy of the project report consists of max 5-10 pages text, a summary of Excel tables and PowerPoint slides in handout format. It is required to submit all files electronically in the Term Project Dropbox. Each team may also schedule a meeting with the instructor regarding the progress of their project any time before the milestone dates.*

Note about teams: Team members need to participate to the Discussion Forums and contribute individually to the project tasks. Teams are asked to evaluate the teamwork, i.e. contribution of

their partner for the term project and for the assignments by filling out Peer Evaluations. Any issues about a team member not contributing should be brought up to Dr. Yazici and also discussed with the team members.

Important Requirement about Term Project: As this project substitutes the final exam, if missed or incomplete, an F grade is assigned depending on the progress.

Honor students: Honor students are expected to participate to FGCU Research Day in April, by the end of the semester. Honor students are also expected to work on extra tasks of the term project.

For other students: Participation to Research Day is voluntary, but strongly recommended. You can receive extra credit points 5-7 for attending and competing. Monetary awards are given along with certificates.

7. IN CLASS EXAMS and ON-LINE QUIZZES (Exams: 200 points, 49%, Quizzes: 60 points, 15%, TOTAL EXAMS: 64%)

3 class exams are administrated. First exam you will access to only your prepared notes. Other exams, you will have access to computer. Exams consist of short manual problem solutions, interpretations, Excel questions and may include few MC concept questions.

Most of the concept is tested thru 3 online quizzes on Canvas. These quizzes also prepare you for the exam topics. Selected quiz questions or similar ones are asked in the class exams.

GRADING:

Individual

| | |
|---|-----------------|
| EXAMS (3) AND A+CANVAS ONLINE TESTS (3) | 260 points, 64% |
| PARTICIPATION (class practices +MyLab homework+ attendance) | 25 points, 6% |
| ARTICLE ONE PAGE WRITE-UPS (2) | 10 points, 2.5% |

Individual / Group

| | |
|-----------------------------------|------------------|
| PROBLEM/ COMPUTER ASSIGNMENTS (5) | 50 points, 12.5% |
| COURSE TERM PROJECT | 60 points, 15% |

TOTAL:

405 points

| | |
|--------------------------------|-----------------------------|
| A: Outstanding: 100 - 93.0%, | 405 – 376.65 points |
| A-: Very Good: 92.9 - 90.0%, | 376.25 – 364.5 points |
| B+: Good: 89.9 – 87%, | 364 – 352.35 points |
| B: Moderately good: 86.9 – 83% | 351.94–336.15 points |
| B- Fair: 82.9 – 80% | 335.75– 324 points |
| C+: Somewhat Fair: 79.9% – 75% | 323.59 – 303.75 points |
| C: Unsatisfactory*: 74.9 – 70% | 303.34– 283.5 points |
| D: Poor: 69.9 - 60% | 283– 243 points |
| F: Unacceptable < 60% | less than 243 points |

*In order to pass this course, the minimum grade is C, i.e. 70%, or **283.5** points out of 405.



Academic Behavior Standards and Academic Dishonesty

All students are expected to demonstrate honesty in their academic pursuits. The university policies regarding issues of honesty can be found in the FGCU Student Guidebook under the Student Code of Conduct and Policies and Procedures sections. All students are expected to study this document which outlines their responsibilities and consequences for violations of the policy. The FGCU Student Guidebook is available online at <http://studentservices.fgcu.edu/judicialaffairs/new.html>

University Nondiscrimination Statement

Florida Gulf Coast University is committed to ensuring equity and fairness for all University employees, students, visitors, vendors, contractors and other third parties. As such, the University prohibits discrimination on the bases of race, color, national origin, ethnicity, religion, age, disability, sex (including sexual harassment/assault), gender identity/expression, marital status, sexual orientation, veteran status or genetic predisposition with regard to admissions, employment, programs or other activities operated by the University. This prohibition extends to enforcement of Title IX of the Education Amendments of 1972. Questions or complaints should be directed to the Office of Institutional Equity and Compliance (OIEC). The OIEC's phone number is (239)745-4366; the OIEC email address is OIEC@fgcu.edu.

Disability Accommodations Services

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university's guiding principles, will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please see me or contact the Office of Adaptive Services. The Office of Adaptive Services is located in the Wellness Building. The phone number is 239-590-7956 or Video Phone (VP) 239-243-9453. In addition to classroom and campus accommodations, individuals with disabilities are encouraged to create their personal emergency evacuation plan and FGCU is committed to providing information on emergency notification procedures. You can find information on the emergency exits and Areas of Rescue Assistance for each building, as well as other emergency preparedness materials on the Environmental Health and Safety and University Police Department websites. If you will need assistance in the event of an emergency due to a disability, please contact Adaptive Services for available services and information.

Additional assistance: The Center for Academic Achievement (CAA) offers academic support services for any FGCU student. The services are at no extra charge to students and include: peer tutoring, Supplemental Instruction, Student Success Workshops, and individualized academic coaching. If you would like to participate in or learn more about these services, please

visit the CAA in Library 103. You may also email the CAA at caa@fgcu.edu or call at (239) 590-7906. The CAA website is www.fgcu.edu/caa.

Mental Health: Counseling and Psychological Services (CAPS) provides free counseling and therapy services (including psychiatry) to all FGCU students. Please walk in to the second floor Howard Hall office any week day between 8:30 and 4:30 to schedule an initial contact appointment. Visit the CAPS website at www.fgcu.edu/caps for more information. CAPS offers a 24/7 Helpline at (239) 745-3277 (EARS).

Student Observance of Religious Holidays

All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, and University ceremonies will not be scheduled on a major religious holy day. A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence.

Resources for Faculty General Education

Information on General Education program requirements is available online at http://www.fgcu.edu/General_Education/index.html

Service-Learning

Information on integrating service-learning into the course and course syllabus is available online at <http://www.fgcu.edu/Connect/>

Distance-Learning Information on distance learning courses is available online at <http://itech.fgcu.edu/distance/>

Online Tutorials

Information on online tutorials to assist students is available online at <http://www.fgcu.edu/support/Approved>

Canvas Learning Management System and Demonstration Site Information on Canvas is available online at <http://canvas.fgcu.edu/> and <https://fgcu.instructure.com/courses/7692>

Library Resources Main page: <http://library.fgcu.edu/>

Tutorials & Handouts: <http://library.fgcu.edu/RSD/Instruction/tutorials.htm>

Research Guides: <http://fgcu.libguides.com/>

Contact Us: <http://library.fgcu.edu/rsd/askalibrarian.html>

Note: Library Guides is used to search for literature and find data thru databases.

Microsoft Excel short keys:

https://www.youtube.com/watch?v=xO-Ilzz_tgA

Other Microsoft Excel features can be found in You Tube as well and some will be shown on the Canvas course site.