

# SYLLABUS



3140 Waiālae Avenue  
Honolulu, Hawai'i 96816-1578



## 1. FACULTY CONTACT INFORMATION

### CIS-103-01-1 Computers and Application Software

Pearson portal myLab IT, ID = [brownlow78787](#)

#### Class Schedule:

Dates: January 08, 2024 – May 03, 2024  
Department Name: School of Business and Communication (SBC)

Course Credits: Three (3)  
Class Meeting Hrs.: [M W F @01:30 AM – 02: 20 PM](#)  
Location: [SULV 201](#)  
Instructor: Maria Brownlow, Ph.D.  
Management Science, Business Strategy, Business Analytics/Informatics, Computer Information Systems (CIS)  
Contact Info: 808-739-8337 (office)  
Office Hours: Tu Th 11:45 AM – 12:30 PM or by appointment, Kieffer Room 28  
CUH email: [maria.brownlow@chaminade.edu](mailto:maria.brownlow@chaminade.edu)

Administrative Assistant to Dean: Linda Lau  
Division Phone #: 808-739-8369



### CHAMINADE UNIVERSITY MISSION STATEMENT

Chaminade University offers its students an education in a collaborative learning environment that prepares them for life, service, and successful careers. Guided by its Catholic, Marianist and liberal arts educational traditions, Chaminade encourages the development of moral character, personal competencies, and a commitment to build a just and peaceful society. The university offers both the civic and church communities of the Pacific region its academic and intellectual resources in the pursuit of common aims.

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DARE TO LEARN. DARE TO CHANGE.

“The future is no longer stable; it has become a moving target. No single “right” projection can be deducted from past behavior. The better approach, I believe, is to accept uncertainty, try to understand it, and make it part of our reasoning. Uncertainty today is not just occasional, temporary deviation from a reasonable predictability; it is a basic structural feature of the business environment.” <sup>1</sup>

## 2. COURSE INTRODUCTION AND OVERVIEW

University Catalog <https://catalog.chaminade.edu/>

Catalog Course Description <https://catalog.chaminade.edu/course/cis>

### CIS-103-01-1 Computers & Applications Software (3 CR)

Computers are an essential part of our lives. It would be difficult to find an organization or profession that does not rely on computers. As a result, it is imperative to learn computing skills and gain the knowledge needed to be computer fluent. This course focuses on the most popular software used in business, which is an advanced Excel and advanced Relational Database called Access. These two applications are major departmental computing tools in digital organization. Knowledge of Excel and Access is expected of graduates entering the job market today. No prerequisites.

### EXCEL 2021 AND ACCESS DATA BASE 2021 SERIES EXPLORING

The goal of the Exploring series is to open passage for students beyond the point and click, to understanding the why and how behind each skill. So much learning takes place outside of the classroom, these series provide learning tools that students can access anywhere and anytime. Students go to college now with a diverse set of skills than they did years ago. The Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know.

**Active learning occurs in context.** Each chapter introduces a *realistic business case for students to complete via hands-on* steps. Each step teaches a skill and comes complete with video, interactive, and live auto-graded support with automatic feedback.

**Coursework is relevant to students and their future careers.** Real World Advice, Real World Interview Videos, and Real-World Success Stories are woven throughout the text and in the student resources.

Outcomes matter, whether it is getting a good grade in this course, learning how to use Excel to be successful in other courses, or learning business skills that will support success in a future job, *every student has an outcome in mind*. The authors of the textbook added a Business Unit opener to focus on the outcome’s students

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<sup>1</sup> Farsighted. How We Make the Decisions that Matter the Most” by Steven Johnson, New York Times best-selling author

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would achieve by working through the cases and content of each chapter as well as the Capstone at the end of each unit.

No matter what career students may choose to pursue in life, this series will give them the foundation to succeed. Moreover, *as they learn these valuable problem-solving and decision-making skills while becoming proficient in using Excel and Access as a tool, students will achieve their intended outcomes, making a positive impact on their lives.*

**MyLab IT** is an online homework, tutorial and assessment program designed to work with this text to engage students and improve results. Within its structured environment, students practice what they learn, assess their understanding, and pursue a personalized study plan that helps them to absorb course material and understand challenging concepts.

## Simulation Activities

The **training simulations** provide practice with the skills learned in the chapter and match the content from the text for consistent reinforcement of learning. The exam simulations test student understanding of the skills covered in the text with a different scenario.

## Simulation Assessment Direct Exercise X

## Simulations for Chapter (Hands-On Exercises combined)

**Study Plan** PreTest-->Training-->PostTest

**Simulation Training Projects** Chapter X

**Simulation Exam Projects** Chapter X

INSTRUCTION	PRACTICE	HOMEWORK	ASSESSMENT
<ul style="list-style-type: none"><li>✓ Book or e-Text chapter</li><li>✓ Lecture on chapter</li><li>✓ Audio PowerPoints for chapter</li><li>✓ Hands-On Exercise videos for entire chapter or as needed.</li></ul>	<ul style="list-style-type: none"><li>✓ Chapter Simulation Study Plan</li></ul>	<ul style="list-style-type: none"><li>✓ Chapter Simulation Training</li></ul>	<ul style="list-style-type: none"><li>✓ Excel 48 simulation hands-on labs</li><li>✓ Access 31 hands-on simulations labs</li><li>✓ Chapter Simulation Exams</li></ul>

## Quizzes

- **End of Chapter Quiz** *Summative Assessment—auto graded, feeds grade to gradebook.*
- **Key Terms Matching** *Summative Assessment—auto graded, feeds grade to gradebook.*
- **Prepared Exams** *Instruction PDF, Data Files (NON-auto graded additional application projects. Instructor grades and inputs grade to the gradebook)*

## Student Resources Folder

- **E-Text chapter**


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- **Data Files Link**
- **PowerPoint** Presentation are used in class for lecture, or assigned to students, particularly online students.
- **Audio PowerPoint Presentation**—an audio version of the standard PowerPoint presentation. Also, an excellent option for online students.
- **Videos:**
  1. **Hands-On Exercise Videos**—Instructor-led video of each Objective and Activity showing.  
HOW students complete the Hands-On Exercises. Includes interactive conceptual questions focusing on WHY students do what they do in the Hands-On Exercises.
  2. **Soft Skills Videos**—Real-world scenarios reviewing important soft skills; for example, email etiquette, interview preparation and performance, and ethical situations. Includes discussions questions and sample answers.

## TEXTBOOK:

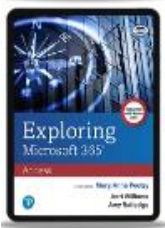
**CIS-103-01-1 Computers and Applications Software (3 Credits)**  
**Exploring Microsoft 365, 2021 Edition**

Poatsy, Mulberry, Davids on, Rutledge, Hogan, Williams, Kosharek



**Exploring Microsoft 365:  
Excel 2021**

Launch eText ↗



**Exploring Microsoft 365:  
Access 2021**

Launch eText ↗

### 3. INSTITUTIONAL LEARNING OUTCOME

1. Written communication
2. Oral communication
3. Critical thinking
4. Information literacy
5. Quantitative reasoning

### 4. BUSINESS ADMINISTRATION PROGRAM LEARNING OUTCOMES (PLO)

Upon completion of the B.A. undergraduate program in Business Administration, students will be able to:

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1. **Communicate** effectively regarding business related tasks, in both oral and written modes.
2. **Select** and use the appropriate quantitative tools for decision-making.
3. **Undertake** analysis, perform tasks, and develop strategies using the central concepts of each functional area of business.
4. **Assess** and create business strategies appropriate for organizations in specified business environments, including global and domestic markets.
5. **Discuss** the legal obligations of organizations and the ethical dilemmas they face, along with appropriate frameworks for addressing these dilemmas.
6. **Discuss** the distinctive features and challenges of conducting business internationally.
7. **Serve** as an effective individual contributor to a group process and deliverable.
8. **Use** business skills to promote service, justice, and peace within community organizations.<sup>2</sup>

## 5. COURSE LEARNING OUTCOMES (CLO)

### EXCEL:

Students will learn Excel concepts, definitions, and functions, one of the most widely used software in business.

**After completing Excel, students will be able to:**

1. **Design** workbooks and worksheets, given a set of business requirements (synthesis).
2. **Explain** financial, mathematical, and statistical formulas and functions to chart big data (comprehension).
3. **Produce** “what if analysis” for various business scenarios to support business decision-making process in the organization (application).
4. **Choose** reports for the Decision Support Systems (DSS) projects to serve communities (evaluation).

	CLO1	CLO2	CLO3	CLO4
Marianist Values	2	1	5	3
Native Hawaiian Values	2	1	5	4
Program Learning Outcomes (PLO)	2	1	7	8

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<sup>2</sup> <https://chaminade.edu/business-and-communication/business-administration/>

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## Access Relational Database (DB)

After completion of the **Access Relational DB** course, students will be able to:

1. **Demonstrate** Access DB literacy skills in solving real-world problems.
2. **Apply** critical thinking using Access DB technology and teamwork in collaborative projects and classroom presentations.
3. **Understand** how an Access DB is a universal and an essential tool to service the community business in the decision-making processes.

	<b>CLO1 1. Demonstrate</b> Access DB literacy skills in solving real-world problems.	<b>CLO2: Apply</b> critical thinking using an Access DB technology and teamwork in collaborative projects and classroom presentations.	<b>CLO3: Understand</b> how an Access DB is a universal and an essential tool to service the community business in the decision-making processes.
Marianist Values	4	5	3
Native Hawaiian Values	2	5	3
Program Learning Outcomes (PLO)	2	3	4

## 5. MARIANIST VALUES

“An education in the *Marianist Tradition* is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development Characteristics of Marianist Universities: Chaminade University of Honolulu, St. Mary’s University, University of Dayton, A Resource Paper, published in 1999, Republished in 2006.”

### 1. Educate for formation in faith.

*“As higher educational institutions, Marianist universities have kept, along with education in the disciplines, a commitment to the development of the whole person, which includes the dimension of religious faith and its personal appropriation and practice.”*

### 2. Provide an integral quality education.

*“In the Marianist approach to education, “excellence” includes the whole person, not just the technician or rhetorician. It also includes people with their curricular and extra-curricular experiences, their intellectual and spiritual development, understood and supported best in and through community.”*

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## 3. Educate in family spirit.

*“Marianist educational experience fosters the development of a community characterized by a sense of family spirit that accepts each person with loving respect and draws everyone in the university into the challenge of building community. Community support for scholarship, friendship among faculty, staff and students, and participation in university governance characterize the Marianist University.”*

## 4. Educate for service, justice, and peace.

*“The Marianist approach to higher education is deeply committed to the common good. The intellectual life itself is undertaken as a form of service in the interest of justice and peace, and the university curriculum is designed to connect the classroom with the wider world. In addition, Marianist universities extend a special concern for the poor and marginalized and promote the dignity, rights, and responsibilities of all peoples.”*

## 5. Educate for adaptation and change.

*“In the midst of rapid social and technological change, Marianist universities readily adapt and change their methods and structures so that the wisdom of their educational philosophy and spirituality may be transmitted even more fully.”*

## 6. NATIVE HAWAIIAN VALUES

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the ‘Olelo No‘eau (Hawaiian proverbs) and Marianist core beliefs:

1. **Educate for Formation in Faith (Mana)** E ola au i ke akua (‘Olelo No‘eau 364) [May I live by God.](#)
2. **Provide an Integral, Quality Education (Na‘auao)** Lawe i ka ma‘alea a kū‘ono‘ono (‘Olelo No‘eau 1957) [Acquire skills and make them deep.](#)
3. **Educate in Family Spirit (‘Ohana)** ‘Ike aku, ‘ike mai, kōkua aku kōkua mai; pela iho la ka nohana ‘ohana (‘Olelo No‘eau 1200) [Recognize others, be recognized, help others, be helped; such is a family relationship.](#)
4. **Educate for Service, Justice, and Peace (Aloha)** Ka lama kū o ka no‘eau (‘Olelo No‘eau 1430) [Education is the standing torch of wisdom and using it has no boundaries.](#)
5. **Educate for Adaptation and Change (Aina)** ‘A‘ohe pau ka ‘ike i ka hālau ho‘okahi (‘Olelo No‘eau 203) [All knowledge is not taught in the same school.](#)

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## 7. ASSESSMENT AND GRADING

### GRADING

Grading will be based on the following table:

<b>GRADING YOUR ACCOMPLISHMENTS:</b> Homework assignments Quizzes & tests Exams Staying on schedule with assignments and class participation → <b>Priceless</b>	<b>GRADE SCALE:</b> A = 90% – 100% B = 80% – 89% C = 70% – 79% D = 60% – 69% F* = 50% – 99%  <b>IF* = Incomplete F gives student 30-days to work on missing assignments. Needs a strong justification. Rarely used. Individually decided by instructor, Program Director, and student.</b>
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Letter grades are given in all courses except those conducted on a credit/no credit basis. Grades are calculated from the student's assignments, class participation, quizzes, tests, term papers, reports, and exams. They are interpreted as follows:

A	Outstanding scholarship and an unusual degree of intellectual initiative.
B	Superior work done in a consistent and intellectual manner.
C	Average grade indicating a competent grasp of subject matter.
D	Inferior work of the lowest passing grade, not satisfactory for fulfillment of prerequisite course work.
F*	Failed to grasp the minimum subject matter, no credit given.
W	Withdrawal before published deadline.
I*	The issuance of an "I" grade is not automatic. At the discretion of the faculty member, a grade of "I" may be assigned to a student who completed a few assignments, but unable finished the homework due to unforeseen circumstances.
IP	In progress, primarily used for thesis completion or practicum completion.
AU	Audit.

Learning is never ending process. We learn every day by observing, solving problems, making mistakes and trying not to repeat them. Student responsibility is discovering your own style of learning. Educators' responsibility is to create a learning environment that student flourish.

### What students need to know about my pedagogy, how to succeed in such an environment?

1. Maintain open an honest communication.
2. You have a question, just ask me, or send me email to [maria.brownlow@chaminade.edu](mailto:maria.brownlow@chaminade.edu)



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3. This IT course resides on the Pearson myLab IT portal specifically developed for the textbook.
4. You grade yourself by submitting assignments into myLAB IT.
5. If you obtained a grade that you did not expect and you want to review incorrect answers and re-do them, you are welcome to do this within the next two weeks. Practice is learning.
6. I do not deduct points.
7. Exams are scheduled during the semester when a section of the logical material is completed.
8. Exams cannot be repeated and must be completed within assigned dates. If unusual circumstances had occurred, and you notify me before the date of the exam, the exam will be rescheduled. Each request to re-do the exam will be considered individually.

## 8. TITLE IX COMPLIANCE

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

## 9. CREDIT HOUR POLICY

The unit of semester credit is defined as university-level credit that is awarded for the completion of coursework. One credit hour reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in a minimum of 45 hours of engagement, regardless of varying credits, duration, modality, or degree level. This equates to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester. Terms that have alternative lengths, such as 15-weeks terms, should have an equivalent amount of faculty instruction and out-of-class student work to meet each credit hour. Direct instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit. The number of engagement hours may be higher, as needed to meet specific learning outcomes.

### *Specific Credit Situations*

The minimum 45 hours of engagement per credit hour can be satisfied in fully online, internship, or other specialized courses through several means, including:

- a) **Regular online instruction** or interaction with the faculty member and fellow students and
- b) **Academic engagement** through extensive reading, research, online discussion, online quizzes or exams; instruction, collaborative group work, internships, laboratory work, practice, studio work, and preparation of papers, presentations, or other forms of assessment.

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This policy is in accordance with federal regulations and regional accrediting agencies.

The paragraph will outline how students will meet the required hours of engagement in the course through regular instruction and academic engagement. The amount of time students will spend in a course consist of three components:

1. **Seat time** (this is the amount of time students are physically in the classroom)
2. **Time spent on key assessments**, including study time (e.g., projects, essays, mid-terms, finals)
3. **Additional time each week** (e.g., reading, studying, homework)

Assuming a three-credit hour course requires key assessments, 4 Excel and 4 Access, the time calculation would be as follows:

- **Seat Time:**
  - 50 minutes MWF = 150 min weekly x 15 weeks = 2,250 minutes or **37.5 hours**
- **Time Spent on Key Assessments:**
  - **Homework labs catching up** with the past due assignments for grade improvement is 3-times per week X 1 hrs. of study X 15 weeks = **45 hours**
  - **Exams** = 8 exams scheduled over the semester period X 3 hrs. studying = **24 hours**
  - **Additional time** per semester participating in community projects/initiatives as assigned (reading, researching, compiling data) = **10 hours**
- Sub-Total = 45 hrs. + 24 hrs. + 10 hrs. = 79 hours (seat time + key assessments)
- Total required engagement 135 hours - 79 hours – 37.5 hours = **18.5 hours** remaining to fill as contingency
- The 18 hrs. divided by 15 weeks = 1.3 hours of additional time each week (reading, studying, working on homework, volunteering community projects)

This is a three-credit hour course requiring 135 clock hours of student engagement, per the official CUH Credit Hour Policy. Students enrolled in this course anticipated to spend **37.5 hours** in class, **45 hours** on past due assignments and grades improvements, **24** studying for 8 exams and additional **10** hours on community service projects. There will be an additional 18 hours of work required beyond what is listed here (course readings, homework assignments, etc.), averaging 1.3 hours each week.

## 10. COURSE POLICIES

Undergraduate Catalog, 2023-2024 Academic Year

<https://catalog.chaminade.edu/>

### Late Work Policy

There are about 79 (Excel 41, Access DB 38) lab assignments. Students must stay on schedule. Students cannot be behind schedule more than one week, otherwise they must come to office hours and complete missing assignments. Students must inform instructor on circumstances beyond students control for being late with assignments or absent.

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## Grades to improve:

1. If you obtained a grade that you did not expect and you want to review incorrect answers and re-do them, you are welcome to do this within the next two weeks. Practice is learning.
2. I do not deduct points.

## Writing Policy

In writing papers, use MLA or APA writing recommendations (preferred MS Word, Calibri #12).

## Instructor and Student Communication

Questions for this course can be emailed to the instructor at [maria.brownlow@chaminade.edu](mailto:maria.brownlow@chaminade.edu), in-person, and phone conferences can be arranged. Response time to emails will take place up to 24 hours. Office hours are MWF 12:30 – 02:00 PM in Kieffer room #28.

## Email Guidelines:

- **Use your Chaminade email account** for communication. CANVAS email is proprietary, internal to CANVAS, and cannot be saved in Gmail and MS OUTLOOK.
- **Always include a subject line. Always include your course ID**, for example, CIS-103-01-1.
- Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases.
- Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.

## Cell phones, tablets, and laptops

Out of consideration for your classmates, please set your cell phone to silent mode during class. Students are encouraged to bring laptops or tablets to class as the instructor will assign online activities and readings that will require the use of a laptop or tablet. Laptops and tablets should not be misused, such as checking distracting websites. Use your best judgment and respect your classmates and instructor.

## 11. CHAMINADE UNIVERSITY POLICIES

### Disability Access

If you need individual accommodation to meet course outcomes because of a documented disability, please speak with me to discuss your needs as soon as possible so that we can ensure your full participation in class and fair assessment of your work. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from Kōkua 'Ike: Center for Student Learning by the end of week three of the class, for instructors to plan accordingly. If a student would like to determine if they meet the criteria for accommodation, they should contact the Kōkua 'Ike Coordinator at (808) 739-8305 for further information.

### Attendance Policy

The following attendance policy is from the 2019-2020 Academic Catalog (p. 54-55).

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Students are expected to regularly attend all courses for which they are registered. Students should notify their instructors when illness or other extenuating circumstances prevent them from attending class and arrange to complete missed assignments. Notification may be done by emailing the instructor's Chaminade email address, calling the instructor's campus extension, or by leaving a message with the instructor's division office. It is the instructor's prerogative to modify deadlines of course requirements accordingly. Any student who stops attending a course without officially withdrawing may receive a failing grade.

Unexcused absences equivalent to more than a week of classes may lead to a grade reduction for the course. Any unexcused absence of two consecutive weeks or more may result in being withdrawn from the course by the instructor, although the instructor is not required to withdraw students in that scenario. Repeated absences put students at risk of failing grades.

Students with disabilities who have obtained accommodations from the Chaminade University of Honolulu Tutor Coordinator may be considered an exception when the accommodation does not materially alter the attainment of the learning outcomes.

Federal regulations require continued attendance for continuing payment of financial aid. When illness or personal reasons necessitate continued absence, the students should communicate first with the instructor to review the options. Anyone who stops attending a course without official withdrawal may receive a failing grade or be withdrawn by the instructor at the instructor's discretion.

## **Student Conduct Policy**

Campus life is a unique situation requiring the full cooperation of everyone. Chaminade is not only a school, but a home and a place of work as well. That makes it a community environment in which the actions of one student may directly affect other students. Therefore, each person must exercise a high degree of responsibility. Any community must have standards of conduct and rules by which it operates. At Chaminade, these standards are outlined to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are managed through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University's authority from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website under Student Life.

For further information, [please refer to the Chaminade Catalog](#).

## **Use of Technology to Harass**

No under any circumstances student may use technology to harass any person.

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## Tutoring and Writing Services

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua 'Ike: Center for Student Learning in a variety of subjects (including, but are not limited to biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check [Kōkua 'Ike's website](#) for the latest times, list of drop-in hours, and information on scheduling an appointment.

Free online tutoring is also available via TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – TutorMe. For more information, please contact Kōkua 'Ike at [tutoring@chaminade.edu](mailto:tutoring@chaminade.edu) or 808-739-8305.

## Library:

Provide a link to the Chaminade library, [www.chaminade.edu/library](http://www.chaminade.edu/library)

## Privacy and Confidentiality

See Catalog, page #50

Here are a few important items "You Need to Know:"

24-Hour Chaminade University **Emergency Information Hotline (808) 739 - 7499; (833) 739 - 7499**  
University Emergency Information webpage: <https://chaminade.edu/emergency/>

## Technical Support:

CANVAS Technical Support is **1-877-251-6615**

Technical Assistance for Canvas Users:

Search for help on specific topics at [help.instructure.com](http://help.instructure.com)

[Chat lives with Canvas Support 24/7/365](#)

Watch this [video to get you started](#) with online guides and tutorials.

Contact the Chaminade IT Helpdesk for technical issues:

[helpdesk@chaminade.edu](mailto:helpdesk@chaminade.edu) or call 808-735-4855