

# SYLLABUS



3140 Waialae Avenue  
Honolulu, Hawai'i 96816-1578

## 1. FACULTY CONTACT INFORMATION

### CIS-310-01-1 Introduction to Cybersecurity for Business (MINOR)

Course Home Page on CANVAS <https://chaminade.instructure.com/courses/43800>

#### Class Schedule:

Dates:	August 25, 2025 – December 12, 2025
Department Name:	School of Business and Communication (SOB)
Course Credits:	Three (3)
Class Meeting Hours:	<a href="#">Tu Th @08:30 AM – 09:50 AM at SULV 201 in Library</a>
Instructor:	Maria Brownlow, Ph.D. Business Management Science, Analytics/Informatics, Computer Information Systems (CIS) MIS
Office Hours:	MWF Noon – 1:00 PM or by appointment
CUH email:	<a href="mailto:maria.brownlow@chaminade.edu">maria.brownlow@chaminade.edu</a>
Division Phone #:	808-739-8369



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.

#### 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.”

**SOURCE:** *Farsighted, How We Make the Decisions That Matter the Most* by Steven Johnson. New York Times bestseller.

# SYLLABUS

## PROGRAM MINOR OVERVIEW

The program contains four (4) specific courses in the 300 and 400 Levels of Academic Proficiency. The Cybersecurity in Business Minor equips undergraduate business students with practical skills and foundational knowledge to address cybersecurity challenges in the modern digital business landscape. This program emphasizes hands-on experience with industry-standard tools and techniques, enabling students to identify and mitigate risks, protect business assets, and ensure compliance with legal and ethical standards.

No Prerequisites are required: General knowledge about computers is not required but preferred. The program will contain 4 specific courses in the 300 and 400 Levels of Academic Proficiency

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### Program Minor Title: Cybersecurity in Business (Minor)

Semester	Course Title	Level	CLOs Focus
Fall Year 1	Introduction to Cybersecurity for Business	CIS 310	Basic concepts, tools, threats, and vulnerabilities (PLO 1, 2, 3)
Spring Year 1	Cybersecurity Tools and Technologies for Business	CIS 410	Hands-on experience with advanced tools (PLO 2, 3)
Fall Year 2	Cybersecurity Governance, Compliance, and Ethics	CIS 311	Governance, compliance, audits, and ethics (PLO 4)
Spring Year 2	Cybersecurity Strategy, Tools Integration, and Communication	CIS 411	Strategy, SIEM systems, and communication (PLO 3, 5)

### Program Level Outcomes (PLOs):

Students completing this minor will be able to:

1. Compare and contrast the foundational principles of cybersecurity and their relevance to business operations.
2. Identify and mitigate cybersecurity risks, vulnerabilities, and threats using hands-on tools.

# SYLLABUS

3. **Implement** secure business practices, leveraging practical cybersecurity technologies.

The course CLO enable students to:

1. **Define** key concepts and principles of cybersecurity in business contexts. (PLO 1)
2. **Identify** common cyber threats and vulnerabilities impacting business operations. (PLO 2)
3. **Perform** basic tasks using introductory cybersecurity tools (e.g., scanning for vulnerabilities, managing credentials). (PLO 2, PLO 3)

CLOs \ PLOs	PLO 1	PLO 2	PLO 3
	<b>Compare and contrast</b> the foundational principles of cybersecurity and their relevance to business operations.	<b>Identify and mitigate</b> cybersecurity risks, vulnerabilities, and threats using hands-on tools.	<b>Implement</b> secure business practices, leveraging practical cybersecurity technologies.
<b>CLO 1</b> <b>Define</b> key concepts and principles of cybersecurity in business contexts.	X	X	
<b>CLO 2</b> <b>Identify</b> common cyber threats and vulnerabilities affecting business operations.	X	X	X
<b>CLO 3</b> <b>Perform</b> basic tasks using introductory cybersecurity tools (e.g., scanning for vulnerabilities, managing credentials).		X	X

## KEY VALUE PROPOSITION HIGHLIGHTS:

### Interdisciplinary Skillset:

This minor blends technical cybersecurity expertise with business strategy, governance, and compliance, addressing the increasing demand for professionals who can navigate both IT systems and business operations. Graduates are prepared to become leaders who understand the technical and business impacts of cybersecurity.

### Hands-On Experience:

# SYLLABUS

Students will gain practical experience through real-world lab exercises and industry-standard tools such as vulnerability scanners, firewalls, and **Security Information and Event Management (SIEM)** systems. The hands-on approach ensures that students are job-ready from day one and can apply what they have learned in dynamic business environments.

## **Strong Industry Demand:**

With the rise of cyber threats, regulatory complexities, and the growing shortage of cybersecurity professionals, this program directly responds to the needs of employers. The combination of technical and business-focused training makes graduates highly attractive to organizations across industries like finance, healthcare, banking, government, and technology.

## **CISSP Certification Preparation:**

The program includes preparatory elements for industry-recognized certifications like **Certified Information Systems Professional (CISSP)** a valuable credential that enhances career opportunities and boosts earning potential.

## **Local Industry Connections:**

Chaminade University of Honolulu (CUH) offers students direct access to a vibrant local business ecosystem, including government agencies and tech companies, providing networking and internship opportunities that bridge academic learning with real-world practice.

**Small Class Sizes and Personalized Attention:** CUH/SBC offers a supportive academic community, ensuring personalized guidance from faculty and mentors. This environment helps students maximize their learning experience, receive tailored career advice, and build strong professional relationships.

This program not only enhances CUH's reputation for providing cutting-edge education but also prepares students for the highly sought-after skill set of being able to integrate IT solutions with business strategies.

By offering this cross-disciplinary program, CUH reinforces its commitment to providing innovative, applicable, and high-quality educational offerings that are in demand across industries.

The Cybersecurity in Business Minor at Chaminade is well-positioned for sustainability due to the increasing demand for professionals with a blend of cybersecurity and business skills.

As cyber threats become more prevalent and business environments continue to digitize, the need for professionals who can safeguard organizations while aligning security with business strategy will only grow.

# SYLLABUS

By adapting to new trends, expanding delivery methods, and continuing to integrate industry partnerships, the program can evolve to meet the future demands of both the cybersecurity field and business education, ensuring its continued relevance and success.<sup>1</sup>

## 2. COURSE INTRODUCTION AND OVERVIEW

William Stallings' **Effective Cybersecurity, A Guide to Using Best Practices and Standards** textbook, which I have chosen for this program, is the most comprehensive study available. Dr. William Stallings is a 13-time winner of the text and Academic Author Association award for the best Computer Science Textbook of the year.

It offers a comprehensive and unified explanation of the published best practices and standards that represent proven, consensus techniques for implementing cybersecurity. Dr. Stallings draws on the immense work that has been collected in multiple key security documents, making this knowledge far more accessible than it has ever been before.

Effective Cybersecurity is organized to align with the comprehensive Information Security Forum (ISF) document "The Standard of Good Practice for Information Security" (SGP). It extends, and complements Information Security Forum's work with extensive insights from the International Organization for Standardization 27002 Code (ISO) of Practice for Information Security Controls (PISC) from the National Institute of Standardization Technology (NIST). The NIST organization framework for improving Critical Infrastructure Cybersecurity for Information Security, COBIT 5, and a wide spectrum of standards and guidelines documents from International Organization for Standardization (ISO), ITU-T, National Institute of Standards and Technology (NIST), Internet RFCs, other official sources, and the professional, academic, and industry literature.

In a single expert source, students will find comprehensive and usable practices for successfully implementing cybersecurity within any organization. Stallings covers:

- **Security Planning:** Developing approaches for managing and controlling the cybersecurity function; defining the requirements specific to a given IT environment; and developing policies and procedures for managing the security function
- **Security Management:** Implementing the controls to satisfy the defined security requirements
- **Security Evaluation:** Assuring that the security management function enables business continuity, monitoring, assessing, and improving the suite of cybersecurity controls.

Beyond requiring a basic understanding of cryptographic terminology and applications, this textbook is self-contained: all technology areas are explained without requiring other reference material. Each

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<sup>1</sup> **Note:** The above text is excerpts from Dr. Eduard O. Merc's presentation to the Academic Council on March 12, 2025 where the Cybersecurity in Business Minor was approved to start in the fall 2025.

# SYLLABUS

chapter contains a clear technical overview, as well as a detailed discussion of action items, and appropriate policies.

Organization of the course:

## 1. **PART I**

### **Planning for Cybersecurity**

This part of the textbook provides guidelines for effectively managing the cybersecurity mission, including security governance, and security requirements. The Information Security forum (ISF) defines *security governance* as “the framework by which policy and direction is set, providing senior management with assurance that security management activities are being performed correctly and consistently.” PART I of this textbook provides guidance in developing a set of risk and security requirements to ensure that there are no gaps in organization’s cybersecurity practices.

## 2. **PART II**

### **Managing Cybersecurity Function**

This part of the textbook examines in detail the security controls intended to satisfy the defined security requirement. The 13 chapters in this part encompasses the broad range of management, operational, and technical means used to achieve effective cybersecurity.

## 3. **PART III**

### **Security Assessment**

This part of the textbook discusses techniques for auditing and monitoring the performance of cybersecurity controls, with a view to supporting gaps in the system and devising improvements.<sup>2</sup>

### **Supporting websites:**

[WilliamStallings.com/Cybersecurity](http://WilliamStallings.com/Cybersecurity) Companion website.

[ComputerScienceStudent.com](http://ComputerScienceStudent.com) Student Resource Site.

- **Math:** Includes a basic math refresher, a queuing analysis printer, a number system printer, and links to numerous math sites.
- **How-to:** Provides advice and guidance for solving homework problems, writing technical reports, and preparing technical presentations.
- **Research resources:** Provides links to important collections of papers, technical reports, and bibliographies.
- **Other useful:** Provides a variety of other useful documents and links.
- **Computer Science Careers:** Lists useful links and documents for those considering a career in computer science.

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<sup>2</sup> Preface XXviii

# SYLLABUS

- **Writing help:** Provides help in becoming a cleaner, more effective writer.
- **Miscellaneous topics and humor:** You have to take your mind off your work once in a while.

## 3. INSTITUTIONAL LEARNING OUTCOME

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

## 4. 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, and University of Dayton."<sup>3</sup>

### 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."*

### 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*

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<sup>3</sup> A Resource Paper, published in 1999, Republished in 2006.

# SYLLABUS

*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.”*

## 5. 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.*
- 
1. *Compare* and contrast the foundational principles of cybersecurity and their relevance to business operations.
  2. *Identify* and mitigate cybersecurity risks, vulnerabilities, and threats using hands-on tools.
  3. *Implement* secure business practices, leveraging practical cybersecurity technologies.
  4. *Apply* compliance frameworks and ethical principles in managing cybersecurity within a business.
  5. *Communicate* technical cybersecurity solutions effectively to business stakeholders.



# SYLLABUS

<https://catalog.chaminade.edu/academic-programs/cis/minor>

## 7. CIS-310-01-1 INTRODUCTION TO CYBERSECURITY FOR BUSINESS COURSE (3 CR)

The Introduction to Cybersecurity in Business course equips undergraduate business students with practical skills and foundational knowledge to address cybersecurity challenges in the modern digital business landscape. This program emphasizes hands-on experience with industry-standard tools and techniques, enabling students to identify and mitigate risks, protect business assets, and ensure compliance with legal and ethical standards.

Course 1: Introduction to Cybersecurity for Business (Dr. Brownlow) (Fall) (CIS 310-Level) Description:

This course introduces the foundational principles of cybersecurity, emphasizing its critical role in business operations. Students will gain exposure to basic cybersecurity tools, such as vulnerability scanners and password managers, through guided lab exercises.

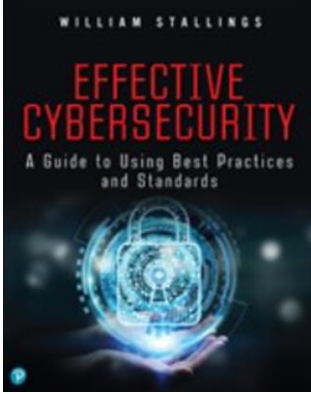
The course CLO enable students to:

1. **Define** key concepts and principles of cybersecurity in business contexts. (PLO 1)
2. **Identify** common cyber threats and vulnerabilities impacting business operations. (PLO 2)
3. **Perform** basic tasks using introductory cybersecurity tools (e.g., scanning for vulnerabilities, managing credentials). (PLO 2, PLO 3)

### Alignment of Learning Outcomes: PLO, CLO with Marianist, and Hawaiian Values

	CLO 1 - Define	CLO - 2 Identify	CLO 3 - Perform
Marianist Values	1, 2, 3	4, 5	4, 5
Native Hawaiian Values	1, 2, 3	4, 5	4, 5
Program Learning Outcomes (PLO)	PLO1, 2, & 3	PLO1, 2, & 3	PLO1, 2, & 3

# SYLLABUS

	<p>Textbook: William Stallings <b>“Effective Cybersecurity, Guide to Using Best Practice and Standard” First Edition</b>, Pearson, Prentice Hall, Inc., <b>ISBN-13:</b> 978-0-13-477280-6</p> <p><b>Note:</b> Textbook is not required for this course. However it is recommended if students think to peruse a business career in cybersecurity in any organization. For studding, students will use chapter’s Power Points notes compiled by the teacher, Dr. Maria Brownlow from the Dr. Stallings resources.</p> <p>Author’s website for this textbook is located at <a href="http://WilliamStallings.com/Cybersecurity">WilliamStallings.com/Cybersecurity</a>.</p>
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## 8. ASSESSMENT AND GRADING

Grades will be based on the following assessment tools to improve and evaluate student learning outcomes through:

1. Homework: quizzes, tests, and special assignments presenting technology and cybersecurity events.
2. Explaining chapters’ figures showing workflow of the concepts, activities, and tasks.
3. Discussing differences between functions of IT Systems and Cybersecurity Planning, Managing, and Assessments using various tables in the textbook.

## TENTATIVE SCHEDULE

The course schedule will be provided during Day One kick-off meeting. Schedule is subject to change at the discretion of the instructor based on students’ progress. Syllabus is posted on CANVAS Course Web Page.

## GRADING

Grading is based on the following table shown on the nest page:

GRADING YOUR ACCOMPLISHMENTS:	GRADE SCALE:
Homework assignments	A = 90% – 100%
Quizzes & tests	B = 80% – 89%
Exams	C = 70% – 79%
Staying on schedule with assignments and class	D = 60% – 69%
participation → <b>Priceless</b>	F* = 50% – 69%

# SYLLABUS

	IF*= Incomplete F gives student 30-days to work on missing assignments. Needs a strong justification. Individually decided by instructor, Program Director, and Dean. <b>Student must initiate a request to the course faculty for the incomplete assignment via email.</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 showing a competent grasp of subject matter.
D	Inferior work of the lowest passing grade, not satisfactory for fulfillment of prerequisite course work.
F*	Did not 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 seeing, 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 students 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)
3. This course resides on CANVAS.
4. You grade yourself by submitting assignments into CANVAS.
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 unless situation develops that calls for points deduction, for example a poor and unexcused class attendance.
7. Exams (tests) are scheduled during the semester when a section of the logical material is completed.

# SYLLABUS

8. Exams cannot be repeated and must be completed within assigned dates. If unusual circumstances had occurred, and you let me know before the date of the exam, the exam will be rescheduled. Each request to re-do the exam will be considered individually.

## 9. **ACADEMIC HONESTY AND TITLE IX COMPLIANCE**

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism, in addition to more obvious dishonesty.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean of the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of Academic Division and may include an “F” grade for the work in question, an “F” grade for the course, suspension or dismissal from the University.

For the most up to date information, please refer to the Academic Honesty Policy <https://catalog.chaminade.edu/generalinformation/academicaffairs/policies/academichonestyon> the Chaminade University Catalog website.

### **Title IX and Nondiscrimination Statement**

Chaminade University of Honolulu is committed to providing a learning, working and living environment that promotes the dignity of all people, inclusivity and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator.

### **Nondiscrimination Policy & Notice of Nondiscrimination**

Chaminade University of Honolulu does not discriminate on the basis of sex and prohibits sex Discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the University’s Title IX Coordinator, the U.S. Department of Education’s Office for Civil Rights, or both and contact information may be found at the Chaminade University Title IX Office Contact Information and Confidential Resources website

<https://chaminade.edu/compliance/contact-information/>.

On-campus Confidential Resources may also be found here at CAMPUS CONFIDENTIAL RESOURCES <https://chaminade.edu/compliance/contact-information/>

# SYLLABUS

The University's Nondiscrimination Policy and Grievance Procedures can be located on the University webpage at:

<https://chaminade.edu/compliance/title-ix-nondiscrimination-policies-procedures/>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the Campus Incident Report form

[https://cm.maxient.com/reportingform.php?ChaminadeUniv&layout\\_id=0](https://cm.maxient.com/reportingform.php?ChaminadeUniv&layout_id=0).

Chaminade University of Honolulu prohibits sex discrimination in any education program or activity that it operates. The NOTICE of NONDISCRIMINATION can be found here: Notice of Non-discrimination

<https://chaminade.edu/compliance/title-ix-nondiscrimination-policy/>

## **Student with Disabilities Statement**

Chaminade University of Honolulu offers accommodations for all actively enrolled students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (2008).

Students are responsible for contacting Kokua Ike: Center for Student Learning to schedule an appointment. Verification of their disability will be requested through appropriate documentation and once received it will take up to approximately 2–3 weeks to review them. Appropriate paperwork will be completed by the student before notification will be sent out to their instructors. Accommodation paperwork will not be automatically sent out to instructors each semester, as the student is responsible to notify Kokua Ike via email at [ada@chaminade.edu](mailto:ada@chaminade.edu) each semester if changes or notifications are needed.

## **10. 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 means, including:

# SYLLABUS

- 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.

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

Assuming a three-credit hour course requires key assessments: lectures, homework assignments, mid-term exam, and final exam, the time calculation would be as follows:

- [Seat Time](#):
  - 90 minutes Tu & Th = 180 min weekly x 14 weeks = 2,520 minutes or [42 hours](#)
- [Time Spent on Key Assessments](#):
  - [Assignments](#) in CANVAS homework, quizzes, tests, interactive videos, and simulation 2-times per week Quiz 0.5hrs. of study X 15 weeks = [15 hours](#)
  - [Exams \(tests\)](#) = 18 tests X 4 hrs. = [72 hours](#)
  - [Seat Time + Key Assignments](#)
- [Sub-Total](#) = 42 hrs. + 15 hrs. + 72 hrs. = 129 hours
- Total required engagement 135 hours – 129 hours = [6 hours remaining](#)

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 spending 42 hours in class, 42 **hours** for homework, studying for 4 exams takes 12 hours and 39 hours remaining to fill with reading, studying, and other tasks as assigned, for ~ 2.8 hours per week.

## 11. [CHAMINADE UNIVERSITY POLICIES](#)

### **Student with Disabilities Statement**

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### **Late Work Policy**

# SYLLABUS

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.

## 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 and your course ID on the subject line**, for example, CIS-310-01-1.
- 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, Hyper-Text Markup Language (HTML), etc. should be used 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.

See <https://catalog.chaminade.edu/> for more detailed information about Chaminade University Policies.

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

Below are some important links to the students' services:

## Counseling Services

<https://catalog.chaminade.edu/generalinformation/studentaffairs/counselingservices>

## Students' Conduct

<https://catalog.chaminade.edu/generalinformation/studentaffairs/studentconduct>

## Emergency Information

# SYLLABUS

24-Hour Chaminade University Emergency Information Hotline (808) 739-7499; (833) 739-7499; [chaminade.edu/emergency](https://chaminade.edu/emergency)

## **Library:**

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

## **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](https://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

**24-Hour Chaminade University Campus Security (808) 735-4792**

Emergency Info Hotline

(808) 739-7499

Emergency Assistance: Dial 911