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3140 Waialae Avenue
Honolulu, Hawai'i 96816-1578

We love to study and leaning together.

1. FACULTY CONTACT INFORMATION

2026 Spring Day Semester
BU 104 Technology Certification Lab
Pearson portal myLab IT, ID = brownlow09865
Course Home Page on CANVAS https://chaminade.instructure.com/courses/44481

Class Schedule:

Dates:	August 12, 2026 – May 8, 2026
Department Name:	School of Business (SOB)
Course Credits:	Three (3)
Class Meetings:	Tu Th @10:00 PM – 11: 20 PM
Location:	SULV201
Instructor:	Maria Brownlow, Ph.D.
	Management Science, Management Information Systems (MIS), Business Analytics/Informatics, OYMBA_Strategic Decision-Making Capstone
Contact Info:	808-739-8337 (office)
CUH email:	maria.brownlow@chaminade.edu

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.

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.

2. COURSE INTRODUCTION AND OVERVIEW

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BU-104 Technology Certification Lab (3) ✨ ← **the universal symbol for AI of two 4-point stars**

The Technology Certification Lab is designed to provide students with practical, hands-on experience with essential business technologies used across modern industries. This course focuses on building digital fluency through guided lab activities, real-world application, and professional certifications. Students will work toward being career ready by earning industry-recognized credentials, such as the Microsoft Excel Professional Certification ®. The course emphasizes hands-on practice, skill-building workshops, and exam preparation sessions designed to equip students with career-advancing technical certifications early in their academic journey. AI fundamentals, prompting essentials, and data analytics are also discussed in this course. Upon completion, students will have developed foundational business tech skills and achieved certifications that enhance their competitiveness for internships and entry-level business roles. Key technologies students will work with include: Microsoft Excel (business functions and formulas, PivotTables, and basics of data modeling) and Google AI Learning Platforms. (A $200 fee for MS Excel 365 Desktop Subscription and MS Excel Certification is required for this course/lab.)
Prerequisites: Basic computer literacy recommended.

"The Exploring Series of the textbook and You"

This course is based on the Pearson *Exploring Series* which keeps students at the forefront of project and content creation by **focusing on the skills, functionality, and concepts of Microsoft 365 that are needed to succeed in a cloud-based world**. Students are challenged to think "beyond the point and click" and to learn to adapt as productivity tools and apps continually update and change.

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.* A Business Unit opener focuses on the outcome's students would achieve by working through the cases and content of each chapter.

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 as a tool, students will achieve their intended outcomes, making a positive impact on their lives.*

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MyLab IT is an online <u>homework, tutorial and assessment program</u> 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.

INSTRUCTION	PRACTICE	HOMEWORK	ASSESSMENT
✓ Book or e-Text chapter ✓ Lecture on chapter ✓ Audio PowerPoints for chapter ✓ Hands-On Exercise videos for entire	✓ Chapter Simulation ✓ Study Plan ✓ End-of chapter questions	✓ Chapter Simulation Training	✓ Excel 48 simulation hands-on labs ✓ Chapter Simulation Exams

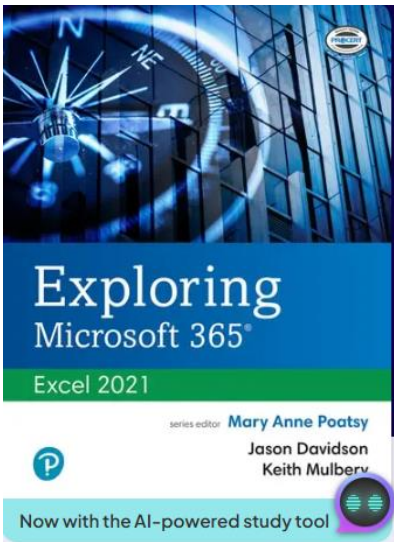## Quizzes and Chapter Exams

- **End of Chapter Quiz** *Summative Assessment—auto graded, feeds grade to gradebook*
- **Key Terms Matching** *Summative Assessment—auto graded, feeds grade to gradebook*
- **Chapter Simulation Hands-on Quizzes** *Summative Assessment—auto graded, feeds grade to gradebook*
- **End of Chapter Simulation Hands-on Exams** *Summative Assessment—auto graded, feeds grade to gradebook*

Student Resources

- **e-Text chapter**
- **Data Files Link**
- **PowerPoint** Presentation are used in class for lecture, or assigned to students.
- **Audio PowerPoint Presentation**—an audio version of the standard PowerPoint presentation located in the Multimedia Library.
- **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.

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BU 104 Technology Certification Lab (3 Credits)
Exploring Microsoft 365, 2021 Edition

Mary Anne Poatsy, Jason Davidson, Keith Mulberry

brownlow09865

BU 104 Technology Certification Lab Spring 2026

MyLab IT
Jan 13 – Aug 31, 2026
Enrolled: 0 | Invite students

← ✨ ← the universal symbol for AI of two 4-point stars

Note: Ignore end date; it is set up for special extensions.

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 (PLOs)

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

PLOs #	PLOs Description
PLO1	Communicate effectively regarding business related tasks, in both oral and written modes.
PLO2	Select and use the appropriate quantitative tools for decision-making.
PLO3	Undertake analysis, perform tasks, and develop strategies using the central concepts of each functional area of business.
PLO4	Assess and create business strategy appropriate for organizations in specified business environments, including global and domestic markets.
PLO5	Discuss the legal obligations of organizations and the ethical dilemmas they face, along with appropriate frameworks for addressing these dilemmas.
PLO6	Discuss the distinctive features and challenges of conducting business internationally.
PLO7	Serve as an effective individual contributor to a group process and deliverable.

PLOs #	PLOs Description
PLO8	Use business skills to promote service, justice and peace within community organizations

5. COURSE LEARNING OUTCOMES (CLOs)

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

By the end of this course, students will be able to:
1. Demonstrate professional-level proficiency in Microsoft Excel for business applications.
2. Apply basic principles of artificial intelligence, prompting, and data analytics through Google's professional learning programs.
3. Complete industry-recognized certification exams to validate workplace technology skills in MS Excel.
4. Build a personal portfolio showcasing the connection of the Microsoft Excel Certification and foundational digital skills in AI to business career pathways.

PLOs – CLOs Alignment Matrix is shown on the next page for easier readability.

The BU-104 Technology Certification Lab prepares students to:
1. Obtaining professional-level proficiency in Microsoft Excel
2. Gaining foundational digital skills
3. Be familiar with basic principles of artificial intelligence
4. Using data analytics

Students will engage in hands-on exercises through practical real – world applications. Microsoft Excel Certification prepare students to develop workplace-ready competencies.

The course emphasizes real-world business applications, enabling students to use Excel and AI tools to support decision-making, streamline processes, and showcase their skills through a professional portfolio.

This table clearly illustrate alignment and synergy of our university with business course objectives.

CLOs \ PLOs	PLO 1	PLO 2	PLO 3	PLO 4
	Communicate effectively regarding	Select and use the appropriate quantitative tools	Undertake analysis, perform tasks, and develop	Assess and create business strategy appropriate for

CLOs \ PLOs	PLO 1	PLO 2	PLO 3	PLO 4
	business related tasks, in both oral and written modes.	for decision-making.	strategies using the central concepts of each functional area of business.	organizations in specified business environments, including global and domestic markets.
CLO 1. Demonstrate professional-level proficiency in Microsoft Excel for business applications.		X	X	X
CLO 2. Apply basic principles of artificial intelligence, prompting, and data analytics through Google's professional learning programs.		X	X	X
CLO 3 Complete industry-recognized certification exams to validate workplace technology skills in MS Excel.		X		X
CLO 4 Develop professional portfolio	X	X		X

Signature assignments:

Technology Certification and Career Pathway Portfolio. Students will compile and submit a portfolio that includes:

    a)   Microsoft Office Specialist in Excel Certification.

b) Reflective analysis on how each technology applies in business settings and how they can be used to address business challenges (provide examples in folders).

c) A business project that incorporates learned Excel and data analytics skills

5. MARIANIST VALUES

"An education in the *Marianist Tradition* in 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."

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 ('Ōlelo 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 ('Ōlelo No'eau 1957) Acquire skills and make it deep.

3. **Educate in Family Spirit ('Ohana)** 'Ike aku, 'ike mai, kōkua aku kōkua mai; pela iho la ka nohana 'ohana ('Ōlelo 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 ('Ōlelo 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 ('Ōlelo No'eau 203) All knowledge is not taught in the same school.

	CLO1 Demonstrate	CLO2 Apply	CLO3 Certification	CLO4 Build
Marianist Values	2	5	5	4
Native Hawaiian Values	2	1	5	4
Program Learning Outcomes (PLOs)[1]	1	2	7	7

7. ASSESSMENT AND GRADING

GRADING

Grading will be based on the following table:

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[1] https://chaminade.edu/business-and-communication/business-administration/

BU 104 Technology Certification Lab **Spring 2026**

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<table>
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<td>

GRADING YOUR ACCOMPLISHMENTS:

Homework assignments

Quizzes & Exams

Microsoft Office Specialist (MOS) in Excel

Staying on schedule with assignments and class

participation → Priceless

</td>
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GRADE SCALE:

A = 90% – 100%

B = 80% – 89%

C = 70% – 79%

D = 60% – 69%

F* = 50% – 99%

IF*= Incomplete F gives student 30-day to work on missing assignments. Needs a strong justification. Individually decided by instructor, Program Director, and Dean. **Student must initiate a request to the course faculty for the incomplete assignment via email.**

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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 try not to repeat them. Student responsibility is discovering your own style of learning. Educators' responsibility is to crate learning environment that student flourish.

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 ʻIke: 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 ʻIke's website https://chaminade.edu/student-success/kokua-ike/ 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 24/7from your Canvas account. Simply click Account – Notifications – TutorMe. For more information, please contact Kōkua ʻIke at tutoring@chaminade.edu or 808-739-8305.

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Service-Learning assignments and connect with the CUH Service- Learning Center
https://chaminade.edu/service-learning-community-engagement/

What students need to know about my pedagogy, how to succeed in such environment?
1. Maintain open an honest communication.
2. You have a question, just ask me, or send me email to maria.brownlow@chaminade.edu
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, <u>you are welcome to do this within a week</u>. *Practice labs is learning.*
6. <u>I do not deduct points, however unexcused absentees **will effect student final grade**</u>.
7. Exams are scheduled during the semester when a section of the logical material is completed.
8. <u>Exams cannot be repeated</u> and must be completed within assigned dates. If unusual circumstances had occurred, and you notify me before the date of the exam, exam will be rescheduled. Each request to re-do exam will be considered individually.

9. UNIVERSITY POLICIES

ACADEMIC HONESTY

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 on 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. For pregnant and parenting students, I am also obligated to provide you with similar resources for support and protections available to you. My goal is to make sure that you are aware of the range of options available to you and have access to the resources and support you need.

Nondiscrimination Policy & Notice of Nondiscrimination

The university is committed to comply with all State and Federal statutes, rules, and regulations which prohibit discrimination. The university is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin (including shared ancestry and ethnic characteristics), ancestry, citizenship, disability, genetic information, marital status, breastfeeding, arrest and court record (except as permissible under State law), sexual orientation, or status as a covered veteran. Inquiries about Title IX or general Civil Rights concerns 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 HERE. *On-campus Confidential Resources may also be found here at CAMPUS CONFIDENTIAL RESOURCES.*

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. 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 Nondiscrimination .

Chaminade University's Hazing Policy:
https://catalog.chaminade.edu/studenthandbook/codeofconduct

https://hazingpreventionnetwork.org/athlete-helpline/
https://hazingpreventionnetwork.org/how-to-report-hazing/

BASIC NEEDS RESOURCES: https://chaminade.edu/basic-needs/

CUH ALERT EMERGENCY NOTIFICATION
To get the latest emergency communication from Chaminade University, students' cell numbers will be connected to Chaminade's emergency notification text system. When you log in to the Chaminade portal, you will be asked to provide some emergency contact information. If you provide a cellphone number, you will receive a text from our emergency notification system asking you to confirm your number. You must respond to that message to complete your registration and get emergency notifications on your phone.

ASSESSMENT FOR STUDENT WORK

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With the goal of continuing to improve the quality of educational services offered to students, Chaminade University conducts assessments of student achievement of course, program, and institutional learning outcomes. Student work is used anonymously as the basis of these assessments, and the work you do in this course may be used in these assessment efforts.

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 each semester if changes or notifications are needed.

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 Catalogue.

STUDENT HEALTH

In the overall scope of student development, health care is a vital element for physical development and well-being. Because Chaminade University does not have a health center on campus, we offer

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free alternative means of transportation for residence students to and from local public clinics and area hospitals.

Chaminade supports health requirements that complement the goals of maintaining a healthy, safe campus. These requirements are based upon the laws of the State of Hawaii and therefore are strictly enforced. Failure to comply will result in being prohibited from registering for classes and/or moving into residence halls.

WRITING POLICY
Offer specifics about your policy on formatting, e.g., use of MLA or APA.

INSTRUCTOR AND STUDENT COMMUNICATION
Questions for this course can be emailed to the instructor at maria.brownlow@chaminade.edu . Online, in-person and phone **808-739-8337** conferences can be arranged. Response time will take place up to within 24 hours or earlier.

ATTENDANCE POLICY
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 make arrangements 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 for 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 student 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.

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.

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 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.

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 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.

11. COURSE POLICIES

CHAT ONLINE:
Introduce yourself to others in the chat session. Be polite. Choose words carefully. Do not use derogatory statements. Be concise in responding to others in the chat session. Be constructive in your comments.

DISCUSSION GROUPS:
1. Review discussion threads thoroughly before entering the discussion.
2. Maintain threads by using the "reply" button rather than starting a new topic.
3. Be respectful of others' ideas.
4. Read the comments of others thoroughly before entering your remarks.
5. Cooperate with group leaders in completing assigned tasks.
6. Be positive and constructive in group discussions.
7. Respond in a thoughtful and timely manner.

CLASSROOM POLICIES
While each instructor has their own policies regarding classroom conduct and requirements, the following University policies apply to all classes:
- Smoking and alcoholic beverages are prohibited in all classrooms, whether class is in session.
- No pets are allowed in class. Exceptions will be made in the case of a seeing-eye dog.
- Radio, CD players, headsets, televisions, and other personal audiovisual equipment not pertinent to the class are prohibited during class.
- Cellular telephone use is also prohibited during class except in extenuating circumstances approved in advance by the professor.

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- The use of any camera or video devices while in class, restrooms, locker rooms, or in any situation not normally considered public or where users of the facility may expect privacy is prohibited. Such devices shall include but are not limited to those in mobile telephones, computers, electronic organizers, or other more surreptitious equipment, and which are capable of capturing either still or moving image.
- A dress code requiring footwear and appropriate attire, to be worn in classrooms, as well as in the library, cafeteria, and administrative offices. No beachwear is allowed. Laboratories have additional requirements. Please note that it is the instructor's sole prerogative to determine whether a student is.
- In a fit condition to perform classroom work (e.g., is not under the influence of alcohol or drugs, and is not sleeping).
- Working on assignments for that class (rather than working on projects for other classes or engaging in activity unrelated to schoolwork).
- Distracting other students impairs the learning environment.

If the instructor finds a student in violation of any of these provisions, or the policies outlines in the course syllabus, he or she may require the student to leave the classroom and may subsequently mark the student absent, which could eventually affect the student's final grade. Failure on the part of the student to honor the instructor's request to leave the classroom may result in removal of the student by the University security personnel and initiation of the University disciplinary process.

COMMUNICABLE DISEASE POLICY
https://www.cdc.gov/
Residence Life: (808) 739-4648
Dean of Students: (808) 735-4710

DRUG – FREE WORKPLACE & CAMPUS POLICY
Student Handbook, on page # 43

USE OF TECHNOLOGY TO HARASS
No student may, under any circumstances, use technology to harass any other person.

LIBRARY:
Provide a link to the Chaminade library, www.chaminade.edu/library

PRIVACY AND CONFIDENTIALITY
See Catalog, page #50

Here are 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/