

	School of Business and Leadership
	ADMN 100
	Workplace Administration and Collaboration
	Term: Fall 2026 On Campus
	Number of Credits: 3
Course Outline	

INSTRUCTOR: Dr. Gritt Hoffmann
E-MAIL: ghoffmann@yukonu.ca
OFFICE HOURS: by appointment
CLASSROOM: A2317
CLASS TIME: 09:00 am to 10:20 am, Mondays and Wednesdays
DATES: September 2 to December 7, 2026

COURSE DESCRIPTION

This course is for students or professionals entering office assistant roles in any context and provides students with the necessary skills to enter the modern workplace. This course introduces students to the essential tools and skills for digital communication and collaboration, focusing on the proficient use of email and scheduling, team collaboration, virtual meeting tools, and data management.

COURSE REQUIREMENTS

Prerequisite(s): None

EQUIVALENCY OR TRANSFERABILITY

Receiving institutions determine course transferability. Find further information at:
<https://www.yukonu.ca/admissions/transfer-credit>

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

- Organize and manage electronic communication channels and calendars.
- Create, integrate, manage, and participate in online collaborative platforms.
- Schedule and host virtual meetings, including screen sharing, breakout rooms, and participant controls.
- Share and manage digital and physical data.
- Identify and apply etiquette when communicating.
- Coordinate and organize information and people to ensure efficient and healthy workplaces.

COURSE FORMAT

Weekly breakdown of instructional hours

Students will attend two on-campus 1.5-hour classes per week during the semester. The course content is presented through face-to-face activities as well as instructional videos and guest speaker presentations. Class activities will consist of lectures, group discussions, group work, presentations, and role-playing. We will have a total of three hours of class time each week, and students will need to complete additional hours (i.e., reading and class preparation) outside of the classroom. It is expected that this course will require 5-6 hours/week of total work. It is important to note that the time required will vary by individual.

Delivery format

Face to face at Ayamdigut campus.

EVALUATION

Assignment 1	25%
Assignment 2	25%
Final Project	30%
Active Participation	20%
Total	100%

Students will complete authentic assessments during the semester, and there will be no mid-term or final exams.

COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for important dates.

TEXTBOOKS & LEARNING MATERIALS

Rankin, Shumack and Turczyniak. *The Administrative Professional: Technology and Procedures*, 5th Canadian Edition.

Additional learning materials will be provided on the Moodle course page.

ACADEMIC INTEGRITY

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic

assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

ACCESSIBILITY AND ACADEMIC ACCOMMODATION

Yukon University is committed to providing a positive, supportive, and barrier-free academic environment for all its students. Students experiencing barriers to full participation due to a visible or hidden disability (including hearing, vision, mobility, learning disability, mental health, chronic or temporary medical condition), should contact [Accessibility Services](#) for resources or to arrange academic accommodations: access@yukonu.ca.

TOPIC OUTLINE

The instructor will provide a detailed weekly schedule on the first day of the course.

- Planning and organizing meetings and other events – 3 weeks
- Managing physical and electronic records – 3 weeks
- Improving communications skills – 2 weeks
- Developing effective presentations – 2 weeks
- Coordinating business travel – 3 weeks
- Final project – 1 week