**School of Business and Leadership**
**COMP 161**
**Technology for Business**
**Fall 2025**
**3.0 Credits**

## Course Outline

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| **INSTRUCTOR:** | Matthew Lee, P.Eng. (PEO) |
| **E-MAIL:** | mlee1@yukonu.ca |
| **Office Hours:** | By appointment |
| | |
| **Course Format:** | Online Asynchronous |
| **Dates:** | Sept 4 – Dec 4, 2025 |

## COURSE DESCRIPTION

Through this course, students will develop skills to create documents for effective decision making in the workplace. Students will use business management tools to develop skills for communication, collaboration, and analysis. Students will develop an understanding of organizing and visualizing data and information. This course provides an orientation to current tools and software used in workplaces, and it will discuss the evolving areas of AI and maintaining wellness with boundaries between work and online life.

## COURSE REQUIREMENTS

Prerequisite(s): *Grade 11 Mathematics (Academic) or MATH050*

## 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:
- Apply techniques to clearly communicate text and numerical data in a business context
- Analyse and manage data for efficiency, accuracy, and decision-making purposes
- Create visualizations of data and information to support decision making
- Compose effective business correspondence using digital tools for a variety of audiences
- Collaborate and organize using business management tools
- Recognize and differentiate uses of artificial intelligence
- Identify methods for maintaining wellness in an evolving business environment

**COURSE FORMAT**

**Weekly breakdown of instructional hours**

The course will require you to dedicate approximately 2-3 hours per week reviewing materials and then an average of 5-10 hours per module to complete the assignments.  Assignments for each module are due at the end of the module's period specified below.  You can work ahead of the course, but the deadlines for the assignments are scheduled to help ensure you stay on-track with the material.

Module 1 – 1 week (Sept 4 – 13, 2025)
Module 2 – 2 weeks (Sept 14 – 27, 2025)
Module 3 – 3 weeks (Sept 28 – Oct 18, 2025)
Module 4 – 4 weeks (Oct 19 – Nov 15, 2025)
Module 5 – 3 weeks (Nov 16 – Dec 9, 2025)

**Delivery format**

This course will be delivered in an online asynchronous format.  You will complete activities online, self-paced, though a recommended schedule has been provided above to help you pace your activities.  Content and tasks will be outlined in Moodle and it will be imperative that students work through the material at a steady pace, so not to fall behind.  Weekly announcements will be made to help keep you engaged and on-track.  Email and regular, frequent internet access are an important part of this course.  The instructor will communicate through the assigned Yukon University email addresses and the Moodle course website.  Checking your Yukon University email daily is necessary to keep up with class activities.  The use of the Moodle course website is mandatory.

**EVALUATION**

There will be 5 in-term assignments based on the course material, one for each module.  A minimum of 50% overall is required to pass the course.  Assignments will be due at 11:59pm Pacific on the last day of each module (ie, Saturday).  Late assignments will be deducted 10% for each 24-hour period late.  In other words, 10% will be deducted at 12:00am Sunday, 10% will be deducted at 12:00am Monday, etc. The Moodle submission time will be used to determine when an assignment is submitted.  Assignments past 3 days late (ie, starting at 12:00am Wednesday) will not be accepted.

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|---|---|
| Module 1 Assignment | 10 % |
| Module 2 Assignment | 10 % |
| Module 3 Assignment | 25 % |
| Module 4 Assignment | 30 % |
| Module 5 Assignment | 25 % |
| **Total** | **100 %** |

**COURSE WITHDRAWAL INFORMATION**

Refer to the YukonU website for important dates.

**TEXTBOOKS & LEARNING MATERIALS**

Open education resources are all available via LMS.

**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**

| Module | Topic |
|--------|-------|
| Module 1 | Introduction to course<br>Data management and collaboration |
| Module 2 | Introduction to AI and uses<br>Wellness and technology |
| Module 3 | Creating, editing and formatting business correspondence<br>Creating and using templates and styles |
| Module 4 | Creating and analyzing data using spreadsheets |
| Module 5 | Creating effective data visualizations<br>Presenting information to support decision making |