

	School of Business and Leadership
	COMP 161
	Technology for Business
	Term: Spring 2026 (202503) Number of Credits: 3
	Course Outline

INSTRUCTOR: R. Hulstein

OFFICE LOCATION: R. Hulstein (A2416)

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PHONE: (867) 668-8703

OFFICE HOURS: By appointment

FORMAT: Sync/Async Online

CLASSROOM: Zoom

TIME: T/R (3:30pm – 4:50pm)

DATES: May 5 to July 9, 2026

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): 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:

- 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

Students will attend two online 1.5 hour classes per week.

In addition, there will roughly be 1 to 1.5 hours of asynchronous work assigned each week. This will time will be spent on practicing the functions and to work on reinforcement exercises and assignments to master the required skills.

Delivery format

This specific section of COMP 161 will be delivered in an online format over Zoom.

There are six assignments in this course as well as a final project.

EVALUATION

Assignment 1 (AI)	10 %
Assignment 2 (Health and Wellness)	10%
Assignment 3 (Word)	15%
Assignment 4 (Word)	10 %
Assignment 5 (Excel)	15 %
Assignment 6 (Excel)	10 %
Final Project	30 %
Total	100%

COURSE WITHDRAWAL INFORMATION

Students may officially withdraw from a course or program without academic penalty until one half of the course contact hours have been completed. Specific withdrawal dates vary. Refer to the YukonU website for important dates.

In order to withdraw, a student must submit an official withdrawal form obtained from the Registrar's Office, or a dated letter, clearly outlining the course name, number and section, and signed by the student.

TEXTBOOKS and LEARNING MATERIALS

Open education resources will be provided to students on Moodle.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon University recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from any Yukon University program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukonu.ca/yfnccr to complete the core competency requirement.

ACADEMIC INTEGRITY

Students are encouraged to contribute toward a positive and supportive environment. Academic dishonesty will not be tolerated.

Please refer to Academic Regulations and Procedures for 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

Instructors will provide a weekly schedule on the first day of the course.