

	School of Business and Leadership
	COMP 161
	Computer Applications for Business
	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: Computer Lab, A2702
CLASS TIME: 01:00 pm to 02:20 pm, Tuesdays and Thursdays
DATES: September 1 to December 3, 2026

COURSE DESCRIPTION

The goal of COMP 161 is for students to become independent and effective computer application users, in both their current studies and future careers. The course will provide students with hands-on interaction with common applications for analysis and problem-solving. It is not a training course in specific software.

COURSE REQUIREMENTS

Prerequisite(s): Grade 11 Math (Academic) or MATH050

Corequisite(s): Students are required to have a working ability with Windows, good keyboarding and mouse skills, grammar, and spelling skills along with good skills in problem-solving mathematics.

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

This course will be a total of 45 hours. This course will be delivered in a blended format. Classes will include weekly synchronous meetings (Tuesday and Thursday), as well as asynchronous online learning on Moodle. In addition to the regular class times, please schedule 3 hours per week to work on practice material and assignments. It is important to note that the time required will vary by individual.

Delivery format

Course content will be presented through a blended approach of independent study and weekly in-person classes. Students will be required to attend each week's classes having completed all relevant readings.

Classes will be taught on the assumption that students are fully prepared for class and are thus familiar with the necessary content for the week. As such, much of class time will be devoted to hands-on application of course theory through collaborative problem solving.

EVALUATION

Assignment 1	20%
Assignment 2	20%
Assignment 3	20%
Assignment 4	30%
Active Participation and Engagement	10%
Total	100%

COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for important dates.

TEXTBOOKS & LEARNING MATERIALS

Required equipment and software: Windows computer with Microsoft Office 365. Reliable internet access.

Open education resources will be provided to students on Moodle.

Suggested textbook: *Shelly Cashman Series: Microsoft 365 & Office 2021 Intermediate*. Boston, MA: Cengage Learning. ISBN 978-0-357-67683-7.

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.

- Microsoft Word – 3 weeks
- Microsoft Excel – 3 weeks
- Microsoft PowerPoint – 3 weeks
- Artificial Intelligence – 3 weeks