



Applied Science and Management

FNGA 202

Introduction to Finance & Human Resource Accountability

Term:

Number of Credits: 3

Course Outline

INSTRUCTOR: Glenna DUREAU SARGSYAN

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CLASS DAYS: Wednesdays 1:00 – 4:00

OFFICE HOURS: Wednesday mornings and upon request

COURSE DESCRIPTION

In this interactive course, students will acquire introductory governance skills in human resources and finance and apply these in an Indigenous context. The course will provide students with an understanding of the general roles and responsibilities of administrative professionals regarding human resources and financial management, including how to address priority areas of accountability. The course content will focus on human resources and financial concepts and models used in Indigenous governance, with an overview of organizational governance, strategy, and the annual cycle of planning and activities.

COURSE REQUIREMENTS

Prerequisite(s): none

Corequisite(s): none

Cross-listed or Excluded Courses: none

EQUIVALENCY OR TRANSFERABILITY

Receiving institutions determine course transferability. Find further information at:

<https://www.yukonu.ca/admissions/transfer-credit>

FNGA 202 is replacing FNGA 103: Accountability and Financial Management (3 credits) and FNGA 208: Human Resource Management (3 credits). IGD students who have already taken FNGA 208 and/or FNGA 103, are not required to take FNGA 202 to graduate. FNGPA students who have already taken both FNGA 103 and 208 will not be required to take the FNGA 202. However, if and FNGPA student has only taken one of these two courses, they are required to take FNGA 202 to graduate.

LEARNING OUTCOMES

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

1. Explain the traditional and legal frameworks which apply to human resources and finance in an Indigenous context, including federal, territorial, and provincial.
2. Describe how the human resource and finance functions support the organizational strategy during an annual cycle.
3. Research and communicate relevant information to employees and senior management.
4. Develop a comprehensive and professional recruitment process, including advertising, interviewing, hiring, and onboarding that is inclusive of Indigenous knowledge systems. Identify examples of barriers that may occur in a recruitment process.
5. Facilitate responsible performance management for the organization, taking into consideration wellness, training, cultural requirements, capacity building, and politics of smallness.
6. Interpret, monitor, and evaluate financial statements and identify main risk factors and audit issues.
7. Explain transparent procurement and asset management practices.
8. Identify examples of how politics of smallness can impact human resource and financial management systems within Indigenous governance.

COURSE FORMAT

Weekly breakdown of instructional hours

It is expected that this course will have approximately three hours of synchronous and asynchronous lectures per week with additional hours for homework and reading. It is important to note that the time required will vary by individual.

Delivery format

This course is blended. There are regular scheduled synchronous lectures, and students will participate either in person or on-line. Students are expected to complete the other part of the class time through activities in Moodle (YukonU's online learning management system). The instructor will communicate through email and Moodle. Using online tools and resources is a required part of this course.

EVALUATION

Group Project (HR)	25 %
Group Project (FIN)	25 %
3 Assignments	15%
Final Exam	25%
Class Participation	10%
Total	100%

Group Projects and Assignments

The written assignments for this course consist of two group projects. The first will cover a human resources topic, such as recruitment, and will require individual student submissions based on group work. The second will cover a finance related topic, such as audit, and will require a group presentation. There will be three smaller assignments, to be done individually.

Attendance and Participation

Discussion and participation are particularly important, and students are expected to review and participate in online and in-class discussions. Students will be graded on contributions to short in-class online discussions and are expected to contribute to the learning community through constructive discussion of readings and topics as well as peer review.

Exams

There will be a final exam consisting of essay style questions.

COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for important dates.

TEXTBOOKS & LEARNING MATERIALS

Managing Human Resources (8th Canadian Edition) – eBook available for \$12.

<https://collegestudenttextbook.org/product/managing-human-resources-8th-canadian-edition-pdf/>

Finance reference materials will be made available on Moodle.

Email and frequent internet access are an important part of this course.

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.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations by contacting the Learning Assistance Centre (LAC): LearningAssistanceCentre@yukonu.ca.

TOPIC OUTLINE

Week 1: Introduction to Human Resources, Finance, and their Legal Frameworks in an Indigenous Context

Week 2: Planning, Budgeting, and Strategy in Human Resources and Finance

Week 3: Key Human Resources Accountability

Week 4: Recruitment & Orientation of New Employees

Week 5: Performance Appraisal and Wellness

Week 6: Oral Presentations by Students – Group Project HR

Week 7: Key Financial Statements

Week 8: Audit

Week 9: Key areas of Risk and Responsibility

Week 10: Monitoring and Evaluation; Procurement and Asset Management

Week 11: Oral Presentations by Students: Finance

Week 12: Training and Development

Week 13: Final Exam and Future of Finance and Human Resources