



Applied Science and Management

FNGA 202 2024-2

Introduction to Finance & Human Resource Accountability

Term: Winter 2024 2025

Number of Credits: 3

Course Outline

INSTRUCTOR: Glenna DUREAU SARGSYAN

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CLASS DAYS: Asynchronous

OFFICE HOURS: Upon request

Dates: January 6, 2025 – April 11, 2025

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

This course is expected to have approximately three hours of asynchronous lectures per week with additional hours for homework and reading. It is important to note that the time required will vary by individual. There will be regularly scheduled synchronous sessions to review the syllabus, prepare for assignments, and discuss course material.

Delivery format

There are regular asynchronous lectures and students will participate on-line. Students are expected to complete 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

Organizational Strategy Assignment	10%
Organizational Chart Assignment	15%
Human Resources Assignment	25 %
Finance Assignment	25 %
Final Exam	25 %
Total	100%

Projects and Assignments

The written assignments for this course consist of two larger projects. The first will cover a human resources topic, such as recruitment or performance management, and will require individual student submissions. The second will cover a finance-related topic, such as audit or procurement, requiring individual student submissions. There will be two smaller assignments, which are done individually.

Participation

Students are expected to review the online material and listen to the recorded lectures. Students will be expected to attend monthly synchronous online sessions to discuss the syllabus, assignments, lectures, and any other arising issues.

Exam

There will be a final exam consisting of three 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.

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

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

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: Developing an Interview Questionnaire

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: Developing an Audit Exit Interview

Week 12: Training and Development & Exam Preparation

Week 13: Final Exam