
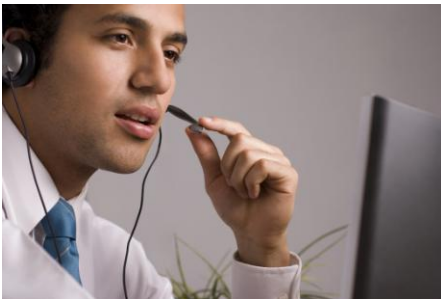


Information Technology and Administrative Management Department
www.cwu.edu/~ITAM

 CENTRAL WASHINGTON UNIVERSITY	ADMG 302 Financial Analysis for Administrative and IT Support Course Syllabus - 5 credits
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Course Description: This course addresses the financial analysis functions necessary for an administrative and IT support manager to complete requested financial documents. Administrative and IT Support staff must understand the basics of financial accounting analysis and concepts. This course includes understanding financial statements, accounting concepts and functions, as well as correct report preparation.

Course Objective: Successful completion of this course ensures that students have acquired an in-depth understanding of the accounting process, financial statements and their individual role in developing correct financial records. The student will apply these new skills to real-world situations analyzing a management situation where budgeting and financial analysis skills must be used.

Learning Objectives:

The objectives you accomplished by the end of the course include:

- Understand basic accounting terminology and concepts
- Develop basis for accounting analysis through understanding of organizations and the roles of individual departments within those organizations
- Understand financial intelligence concepts
- Analyze and develop income statements as they pertain to the organization as a whole, but more specifically the income statement within the specific department.
- Analyze and develop balance sheets as they pertain to the organization as a whole, but more specifically the balance sheet as it pertains to the specific department.
- Understand cash flow analysis
- Develop profitability ratios, leverage ratios, liquidity ratios, efficiency ratios, and ratio relationships
- Understand return on investment (understanding how to determine ROI and the role it plays in IT project management)
- Understand leading versus lagging indicators

- Develop your financial literacy skills
- Understand the use of internal controls and your part in adhering to internal controls
- Understand how financial reports are used to make decisions within an organization.
- Develop an understanding of the need for high ethical standards
- Use technology to develop financial statements and reports

Learner Outcomes:

Learner Outcome	Assessment
1. Understand accounting terminology and concepts	Complete examinations and weekly concepts, analyze case studies and participate in class assignments which demonstrate knowledge, understanding and application.
2. Analyze and develop income statements as they pertain to the organization as a whole, but more specifically the income statement within the specific department.	Complete examinations and weekly concepts, analyze case studies and participate in class assignments which demonstrate knowledge, understanding and application.
3. Analyze and develop balance sheets as they pertain to the organization as a whole, but more specifically the balance sheet as it pertains to the specific department.	Complete examinations and weekly concepts, analyze case studies and participate in class assignments which demonstrate knowledge, understanding and application.
4. Understand cash flow analysis	Complete examinations and weekly concepts, analyze case studies and participate in class assignments which demonstrate knowledge, understanding and application.
5. Develop profitability ratios, leverage ratios, liquidity ratios, efficiency ratios, and ratio relationships	Complete examinations and weekly concepts, analyze case studies and participate in class assignments which demonstrate knowledge, understanding and application.
6. Understand return on investment (understanding how to determine ROI and the role it plays in IT project management	Complete examinations and weekly concepts, analyze case studies and participate in class assignments which demonstrate knowledge, understanding and application.
6. Understand leading versus lagging indicators	Analyze case studies and participate in class discussions.
7. Understand the use of internal controls and your part in adhering to internal controls	Complete examinations and weekly concepts, analyze case studies and participate in class assignments which demonstrate knowledge, understanding and application.
8. Understand how financial reports are used to make decisions within an organization.	Complete examinations and weekly concepts, analyze case studies and participate in class assignments which demonstrate knowledge, understanding and application.

Textbook and Other Required Materials:

Berman, K, Knight, J, and Case, J. Financial intelligence for it professionals: What you really need to know about the numbers. Harvard Business Press. Boston, MA. ISBN: 978-1-4221-1914-3, Latest Edition.

Access to CWU eLearning Blackboard web site (<http://courses.cwu.edu>)

Access to the ITAM Online Course Training modules

Methods: Textbooks, journal and trade publications, class discussion, case studies, and experiential exercises will be used to convey course content. A considerable amount of time is required outside of class to complete assignments.