

GUIDE TO GRADUATION
Effective Fall 2011

REAL ESTATE AND
ECONOMIC DEVELOPMENT

www.ubalt.edu/realestate

The Merrick School of Business is committed to providing the guidance and support you need to complete your program in a timely manner. This **Guide to Graduation** provides the in-depth information necessary to assist you in planning your undergraduate academic career. It contains a complete checklist of required courses and a suggested plan of study, as well as detailed course information, including course prerequisites and projected course offerings.

While this information will be helpful to you, you should also contact the Merrick Advising Center. The advisers are there to assist you in planning your program plan of study and to answer any questions that you may have. Advisers are available during the day and the evening. Students in the online programs and who do not have access to the campus will be advised electronically. All new students are required to meet with an adviser prior to registering for their first semester to receive a personalized program plan of study.

Although your academic adviser will assist you in planning your program, it is ultimately your responsibility to complete the degree requirements and acquaint yourself with the University's academic policies.

Call to schedule your advising appointment today!

CONTACT INFO:

Merrick Advising Center

Business Center Room 142

410.837.4944

www.ubalt.edu/merrickadvising

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Office of Records and Registration

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Office of Financial Aid

www.ubalt.edu/financialaid

Bursar's Office

www.ubalt.edu/bursar

Achievement and Learning Center

www.ubalt.edu/alcenter

Career Center

www.ubalt.edu/careercenter

PROGRAM CHECKLIST

Effective Fall 2011

B.S. in Real Estate and Economic Development

Name: _____

Student ID Number: _____

Semester: _____

DEGREE REQUIREMENTS		UB COURSE	CREDITS	GEN. ED.	SEMESTER COMPLETED
GENERAL EDUCATION AND UNIVERSITY REQUIREMENTS					
University Requirements		<i>Note: The following course is only required of UB freshmen.</i>			
Seminar – Applied Learning & Study Skills	IDIS 101	2			
Lower Division General Education Requirements					
English Composition	WRIT 101	3	WRIT		
Literature		3	ENGL		
History or Philosophy		3	HIPL		
Fine Arts		3	ART		
Social Science 1 (Other than ECON)		3	SOSC 1		
Biological & Physical Science 1		3	GSCI 1		
Biological & Physical Science 2 (1 with lab)		4	GSCI 2		
Upper Division General Education Requirements					
Ethical Issues in Business and Society	IDIS 302	3	IDIS		
Advanced Expository Writing (by 2 nd semester in the program)	WRIT 300	3	WRIT		
BUSINESS REQUIREMENTS					
Lower Division Business Requirements					
Introduction to Financial Accounting	ACCT 201	3			
Introduction to Managerial Accounting	ACCT 202	3			
Business Law I	BULA 151	3			
Oral Communications	CMAT 201 or 303	3	CMAT		
The Economic Way of Thinking	ECON 200	3	SOSC 2		
College Algebra	MATH 111	3	MATH		
Introduction to Business Statistics	OPRE 201	3	MATH		
Statistical Data Analysis	OPRE 202	3			
Business Fundamental Requirements					
EXCEL for Financial Management	FIN 330	2			
Financial Management	FIN 331	3			
Financial Modeling & Communications	FIN 332	3			
Management Information Systems	INSS 300*	3	COSC		
Personal & Professional Skills for Business	MGMT 330	1			
Personal Selling	MKTG 430	3			
REAL ESTATE CORE REQUIREMENTS					
Public Economics & Land Use Policy	ECON 312	3			
Real Estate Finance	FIN 471	3			
Real Estate Principles & Transactions	REED 312	3			
Real Property Law	REED 315	3			
Real Estate Market Analysis	REED 475	3			
Property Management	REED 480	3			
REAL ESTATE ELECTIVES - **Choose two of the following.					
Economic & Community Development	CSCE 401	3			
Real Estate Investments	FIN 470	3			
Internship in Real Estate & Economic Development	REED 495	3			
Special Topics	REED 497	3			
APPROVED PROGRAM ELECTIVES - Choose three of the following. (See Dr. Deborah Ford for additional elective options)**					
Intermediate Accounting I	ACCT 301	3	Urban Politics & Public Policy	GVPP 326	3
Intermediate Accounting II	ACCT 302	3	State & Local Government	GVPP 348	3
Community Studies	CSCE 301	3	MD Government Process/Politics	GVPP 461	3
Public Administration	GVPP 320	3	History of Baltimore	HIST 382	3
Bureaucracy & Public Policy	GVPP 322	3			
Total Transfer Credits: _____		Total Credits Required: _____		Total Credits Earned: _____	
Minimum of 120 credits					

*This course also satisfies the University's information literacy requirement.

** Construction Management students may transfer up to 15 hours of approved const. mgmt courses to satisfy real estate electives.

GUIDE TO GRADUATION

B.S. in Real Estate and Economic Development

Below is an example plan of study for the B.S. in Real Estate and Economic Development program. This is meant to act as a guide, but need not be followed in the same order for every student. Part-time students and those students transferring in credits from another university or college will need to adjust their plan accordingly. This plan does not account for courses taken during summer sessions. Students should consult with their adviser each semester prior to registration.

FALL SEMESTER

SPRING SEMESTER

Freshmen

IDIS 101	Applied Learning & Study Skills	CMAT 201	Communicating Effectively
DVMA or MATH 111	College Algebra	WRIT 101	College Composition
General Education or Lower-Level Elective		General Education or Lower-Level Elective	
General Education or Lower-Level Elective		General Education or Lower-Level Elective	
General Education or Lower-Level Elective		General Education or Lower-Level Elective	

Sophomore

ACCT 201	Intro to Financial Accounting	ACCT 202	Intro to Managerial Accounting
BULA 151	Business Law	ECON 200	Economic Way of Thinking
OPRE 201	Intro to Business Statistics	OPRE 202	Statistical Data Analysis
General Education or Lower-Level Elective		General Education or Elective	
General Education or Lower-Level Elective		General Education or Elective	

Junior

FIN 331	Financial Management	ECON 312	Public Economics & Land Use
INSS 300	Management Information Systems	FIN 330	EXCEL for Financial Analysis
MGMT 330	Personal & Professional Skills for Business	FIN 332	Financial Modeling & Communications
REED 312	Real Estate Principals & Transactions	REED 315	Real Property Law
WRIT 300	Advanced Expository Writing	Program Elective	

Senior

FIN 471	Real Estate Finance	IDIS 302	Ethical Issues in Business & Society
REED 475	Real Estate Market Analysis	MKTG 430	Personal Selling
REED 480	Property Management	Real Estate Elective	
Real Estate Elective		Program Elective	
Program Elective		Elective	

Important Student Information:

- Maintain a minimum cumulative grade point average of 2.0.
- Earn a minimum grade of “C” in all lower- and upper-division business core and specialization requirements (including business elective requirements).
- Earn a minimum grade of “C-” in all lower-level general education requirements taken at UB and a minimum grade of C (2.0) in all upper-level general education requirements.
- Apply up to 60 credits of community college work or up to 90 credits of four-year college or university work toward degree requirements, unless an articulation agreement stipulates otherwise.
- Students are limited to three attempts to successfully complete all lower- and upper-division business core and specialization requirements.
- Complete at least 30 credits at the University of Baltimore.
- **PLACEMENT TESTING** is required for MATH 111 College Algebra and WRIT 300 Advanced Expository Writing. For complete information visit the following Web site: www.ubalt.edu/placementtesting.
- Please check the current catalog for all courses that satisfy general education requirements
- The last 30 credit hours of your program must be taken at UB. To take courses outside UB toward your program, you must obtain approval from your academic adviser.

Note: The provisions of this fact sheet are not to be regarded as a contract between the student and the University of Baltimore. The Merrick School reserves the right to change courses, schedules, calendars, and any other provisions or requirements. Students are responsible for the selection of courses, completion of degree requirements, and acquainting themselves with academic policies.

LOWER DIVISION BUSINESS REQUIREMENTS

Course	Course Title	Course Description	Prerequisite	Semesters Offered
ACCT 201	Introduction to Financial Accounting	A comprehensive study of basic financial accounting processes applicable to a service, merchandising and manufacturing business. An analysis of transactions, journalizing, posting, preparation of working papers and financial statements.		Fall, Spring and Summer*
ACCT 202	Introduction to Managerial Accounting	An introductory study of managerial accounting processes including job order costing, process costing, cost-volume-profit analysis, standard costs, activity-based costing, cost analysis, budgeting and managerial decision making.	ACCT 201 or equivalent with a minimum grade of C	Fall, Spring and Summer*
BULA 151	Business Law	A basic study of the judicial system, contracts, agency, fraud, sale of personal property, warranties, transfer of title and legal remedies		Fall, Spring and Summer*
CMAT 201	Communicating Effectively	Introduction to oral communication: interpersonal, small group and public speaking. Emphasis on accurately transmitting information, using effective strategies for informing and persuading, using effective communication techniques to work with others, and feeling at ease in front of an audience.		Fall and Spring
CMAT 303	Oral Communication in Business	Extensive practice in presentational speaking, briefing techniques, the mechanics and dynamics of group meetings and the development of interviewing, critical listening and interpersonal communication skills. Laboratory fee required. Note: If students have already completed CMAT 201, they don't need to complete CMAT 303.		Fall, Spring and Summer*
ECON 200	The Economic Way of Thinking	An economist sees the world in a unique way and is able to provide a different perspective on many issues. This course presents the "economic way of thinking" with an emphasis on being able to make effective decisions in a wide variety of economic and business situations. In addition, the "economic way of thinking" is used to understand the impact of business and government policies and actions on our daily lives.		Fall, Spring and Summer*
MATH 111	College Algebra	Provides students with more advanced skills required for high-level applications of mathematics. Negative and rational exponents; functions, their properties and operations including inverse functions; linear, quadratic, polynomial, rational, absolute value, exponential and logarithmic functions are explored. Students develop graphical and algebraic skills and study applications of concepts.	Adequate placement test score or successful completion of DVMA 95: Intermediate Algebra	Fall, Spring and Summer*
OPRE 201	Introduction to Business Statistics	An introductory course in descriptive and inferential statistical concepts and techniques used in business. The study of probability concepts includes discrete and continuous probability distributions. Topics in descriptive statistics explore measures of location and dispersion and the correlation coefficient. The study of inferential statistics includes sampling distributions of statistics, confidence interval estimation and an introduction to hypothesis testing.	Adequate placement test scores or successful completion of DVMA 95: Intermediate Algebra	Fall, Spring and Summer*
OPRE 202	Statistical Data Analysis	A second course in the statistical analysis of data related to business activities with emphasis on applications in various functional areas including accounting, finance, management, marketing and operations management, among others. Topics include estimation, hypothesis testing, contingency tables and chi-square test, analysis of variance and covariance, simple and multiple regression analysis and correlation analysis. Computer implementation using Excel-based statistical data analysis or other relevant software and interpretation of results for business applications are emphasized.	OPRE 201 and INSS 100 or equivalent	Fall, Spring and Summer*

* Summer offerings may vary

BUSINESS FUNDAMENTALS

Course	Course Title	Course Description	Prerequisite	Semesters Offered
FIN 330	EXCEL for Financial Analysis	This course will provide students with skills in the use of EXCEL spreadsheets to prepare and present analyses for personal, corporate, real estate, and investment finance.	Prior or concurrent enrollment in FIN 331	Spring
FIN 331	Financial Management	An overview and understanding of fundamental principles of financial decision making and their application to internal and external problem solving by the business enterprise. Topics include financial statement analysis and forecasting, time value of money and security valuation, corporate capital budgeting, cost of capital and capital structure. Thematic coverage encompasses the traditional, international and ethical dimensions of financial decision making.	ACCT 201, ECON 200 or 3 hours of micro- or macroeconomics, and OPRE 201	Fall, Spring and Summer*
FIN 332	Financial Modeling and Communication	Designed to equip students with a working knowledge of the technical methods and tools of financial analysis, as well as to provide them with the ability to design and implement professional-quality written, oral and electronic presentation of their results. Topics include financial statement constructions, creating exhibits for presentation of financial information, and analysis and communication of corporate financial policy.	FIN 331 and INSS 300	Fall
INSS 300	Management Information Systems	Provides a fundamental knowledge of information systems and technology (IS&T) issues from the perspective of business professionals. This includes information technology concepts and vocabulary, as well as insights into IS&T applications in business organizations. Topics include searching and extracting information to solve business problems; the role of organizational context in IS&T effectiveness; the economic, social, legal and ethical impacts of IS&T; the systems life cycle approach; and key technologies such as the Internet, networking and database management systems.		Fall, Spring and Summer*
MGMT 330	Personal and Professional Skills for Business	Provides students with the skills necessary to advance their career development. Strategies and practices that allow the student to successfully interface with potential employers are explored and applied. Course modules include business etiquette and professional behavior; appropriate use of workplace communication techniques; written business communications; and showcasing career building talents and skills within an organizational context. There is a lab fee associated with this course.		Fall, Spring and Summer*
MKTG 430	Personal Selling	Presents the sales principles and skills required by today's professional salesperson, with emphasis on both the business-to-consumer and business-to-business selling environments. Examines current approaches to a variety of selling challenges including prospecting, the selling process, closing the sale and post sale follow up. Presents the principles underlying the sales process and the practical application of these principles to selling situations. Studies the role of selling in the total marketing process.		Spring

* Summer offerings may vary

REAL ESTATE CORE REQUIREMENTS

Course	Course Title	Course Description	Prerequisite	Semesters Offered
ECON 312	Public Economics and Land Use Policy	Analyzes the nature and structure of urban economies; the location of economic activity; the economics of an urban framework; and the principles of urban economic development, housing, transportation, poverty, and unemployment and municipal finance.		Spring
FIN 471	Real Estate Finance	Analyzes the instruments, techniques and institutions of real estate finance. Emphasis is placed on the sources of funds, mortgage risk analysis and typical policies and procedures used in financing residential and commercial properties.	FIN 331 and REED 312	Fall
REED 312	Real Estate Principles and Transactions	Identifies the framework in which the acquisition and development of real estate are arranged. Particular attention is paid to financing techniques and the underlying financial structures involved in real estate investment choices. Emphasis will be placed on development issues including site acquisition and evaluation, environmental regulation, market analysis and interaction with constituent groups.		Fall and Spring
REED 315	Real Property Law	Focuses on how law impacts real estate, its ownership, conveyance and development. Emphasis is on real property ownership interests, restrictions on such interests, methods of transferring such interests, private and public land use controls, and legal transactions involving real estate, such as gifts, sales and leases.		Spring
REED 475	Real Estate Market Analysis	Emphasizes real estate markets with specific attention given to understanding the market forces affecting real estate at the urban and regional levels. The main focus will be on providing insight into the operation of urban land and nonresidential markets and the process of urban growth and regional development.	REED 312 and MKTG 301	Fall
REED 480	Property Management	This course addresses the issues involved with managing commercial property including residential, office, retail and industrial. Topics include tenant relations and retention, insurance and risk management, leasing, environmental issues, and maintenance.	REED 312	Fall

REAL ESTATE ELECTIVES (Choose two courses from the following)

Course	Course Title	Course Description	Prerequisite	Semesters Offered
CSCE 401	Economic and Community Development	Using theory and practice, this course will emphasize the programs and policies that enhance the economic vitality of low- and moderate-income communities and organizations to provide an understanding of the basis for both economic and community development along with a basic set of practical tools to enable the student to work in the field of community development. This course features a service-learning component.		Offered by the College of Liberal Arts
FIN 470	Real Estate Investments	Introduces the fundamentals of real estate investment analysis, including elements of mortgage financing and taxation, and applies the standard tools of financial analysis and economics to real estate valuation. Topics include traditional and nontraditional appraisal methods, techniques of real estate financing, real estate work-outs, innovations in real estate financing and the relationship to the macroeconomic environment.	FIN 312 and FIN 331	Spring
REED 495	Internship in Real Estate & Economic Development	Provides students with practical real world experience in an organization. The course requires a minimum of 120 hours of practical work with a qualified firm based on explicit statements of student responsibilities and faculty/firm monitoring mechanism. Students will work closely with both the firm and a faculty member.	Nine hours of Real Estate courses, with a minimum GPA of 3.0. MGMT 330 is recommended. Permission of the instructor is required.	Consult with your faculty internship adviser
REED 497	Special Topics in Real Estate	The real estate faculty, from time to time, offer an opportunity to integrate new material into the undergraduate program reflecting changes in the field and in the educational needs of students.	Determined by instructor	Offered according to demand

APPROVED PROGRAM ELECTIVES (continued)

Course	Course Title	Course Description	Prerequisite	Semesters Offered
ACCT 301	Intermediate Accounting I	A study of financial accounting standard setting, the conceptual framework underlying financial accounting, balance sheet and income statement presentations, revenue and expense recognition and accounting for current assets and current liabilities.	ACCT 202 or equivalent with a minimum grade of C	Fall and Spring
ACCT 302	Intermediate Accounting II	A continuation of the study of financial accounting standards with emphasis on accounting for investments, dilutive securities, long-term liabilities, fixed assets, intangible assets, stockholders' equity and earnings per share.	ACCT 301 with a minimum grade of C	Fall and Spring
CSCE 301	Introduction to Nonprofit Leadership	Uses the Baltimore area as a laboratory for interdisciplinary research on contemporary issues. Through a hands-on service-learning experience, students will have the opportunity to connect in significant and sustained ways with issues related to social change. This course helps students to learn about the complex community life of Central Maryland and urban areas throughout the United States and to develop personal and professional competencies relevant to careers in community-serving and grassroots nonprofit organizations.		Offered by the College of Liberal Arts
GVPP 320	Public Administration	The problems of municipal, state and federal governments as these relate to organization, budgeting, personnel, welfare, control, reporting, public relations, federal-state-local relations, the city government in society and the division of state and federal powers.		Offered by the College of Liberal Arts
GVPP 322	Bureaucracy and Public Policy	An understanding of the institutional political, legal and ethical challenges of public policy management in the contemporary administrative state.		Offered by the College of Liberal Arts
GVPP 326	Urban Politics and Public Policy	An examination of the organization and main functions of urban government, the major participants and key issues in the urban political process, and the political relationship between cities and other levels of government. The distinctive characteristics of the political process in the urban setting with special emphasis on Baltimore.		Offered by the College of Liberal Arts
GVPP 348	State and Local Government	Emphasis on the organization, powers and functions of state, local, county and municipal governments. Government in theory and practice at different levels in the state of Maryland.		Offered by the College of Liberal Arts
GVPP 461	Maryland Government Processes and Politics	A study of the structure of Maryland's three branches of government and their relationship to interest groups, political parties and public policies.		Offered by the College of Liberal Arts
HIST 382	History of Baltimore	Social and economic changes that took place in American cities. Emphasis is placed on a detailed study of Baltimore as it exemplified changes taking place during the period. Major themes are industrialization and racial and ethnic diversity.		Offered by the College of Liberal Arts

Consider an Internship to Enhance Your Resumé

Internships allow you to apply your education to real-world practice in your chosen field. They are typically part-time positions in which you work at least 120 hours over the course of a semester. As an intern you will gain valuable experience, have the opportunity to obtain academic credit, and may even get paid. The internship should be related to your academic and career interests.

An internship can provide:

- practical and meaningful work experience;
- specific preparation for employment in a field of your choice;
- increased marketability to future employers;
- enhanced professional network;
- possible full-time employment in that organization;
- credit towards degree requirements.

For more information, including a list of faculty internship advisers, forms required to receive academic credit, and details on how to get started, please visit the following Web site: www.ubalt.edu/merrickinternships. Consult your program checklist or your academic adviser to determine how to integrate the internship course into your program.

Apply to the Business Honors Program

The Merrick School of Business offers a Business Honors Program designed to produce leaders in business. Business Honors students have the opportunity for an enriched curriculum, small class sizes, and exceptional internship opportunities. Students interact closely with faculty and alumni in informal settings, visit employer sites on special Honors Program field trips, and enjoy a streamlined application process for the graduate business programs in the Merrick School of Business. Honors students are also encouraged to participate in the accelerated Bachelor's/Master's option. For more information including entry and program requirements, visit the following Web site: www.ubalt.edu/honors.

Pursue a Minor

Minors are typically 15 to 21 credit hours and allow you to expand your skills and knowledge through concentrated study in an area outside of your major. To declare a minor, you must:

- have already declared a major (or declare both a major and a minor at the same time);
- have completed at least 24 credits with a minimum cumulative grade point average of 2.0-2.5, depending on the minor;
- obtain the approval of your academic adviser.

For more information including a list of available minors and requirements, please visit the following Web site: www.ubalt.edu/minors.