**DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET**

See Course and Program Development Policy and Procedures for Instructions

**SCHOOL:** Law  MSB  YGCLA  Contact Name: Deborah Ford  Phone: x4987

**DEPARTMENT / DIVISION:** Finance and Economics

**SHORT DESCRIPTION OF PROPOSAL** (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable):

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Proposed Semester of Implementation</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. New Course</td>
<td>Fall  ☑  Spring  ☐</td>
<td>2010</td>
</tr>
</tbody>
</table>

**Box 1: TYPE OF ACTION**

- ADD (NEW)  ☑  DEACTIVATE  ☐  MODIFY  ☑  OTHER  ☐

**Box 2: LEVEL OF ACTION**

- Non-Credit  ☑  Undergraduate  ☑  Graduate  ☐  OTHER  ☐

**Box 3: ACTION ITEM**

- Experimental Course 1
- Course Title
- Course Credits
- Course Number
- Course Level
- Pre & Co-Requisite
- Course Description
- New Course  ☑
- Deactivate a Course
- Program Requirements
- UG Specialization (24 credits or less)
- Masters Specialization (12 credits or less)
- Doctoral Specialization (18 credits or less)
- Minor (add or delete)
- Closed Site Program
- Program Suspension
- Program Reactivation
- Certificate Program (ug/g) exclusively within existing degree program
- Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)
- Off-Campus Delivery of Existing Program
- UG Concentration (exceeds 24 credit hrs)
- Masters Concentration (exceeds 12 credit hrs)
- Doctoral Concentration (exceeds 18 credit hrs)
- Program Title Change
- Program Termination
- New Degree Program
- Other

**Box 4: DOCUMENTATION**

- N. This Cover Sheet  ☑  Q. Full 5-page MHEC Proposal  ☐  T. Other
- O. Summary Proposal  ☑  R. Financial Tables (MHEC)  ☐
- P. Course Definition Document  ☑  S. Other documents as may be required by MHEC/USM. See http://www.ubalt.edu/downloads/program_approval_Grid_8-3-09.docx

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1. Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.

2. See USM Policy on the Review and Abolition of Academic Programs (http://www.usmd.edu/regents/bylaws/SectionIIIIl1702.html) for list of information that must be provided for this action.

3. Letter of intent is required by USM at least 30 days before a full proposal can be submitted. Letter of Intent requires only the approval of the dean and the provost and is forwarded to USM by the Office of the Provost.
**Box 5: IMPACT REVIEW**

<table>
<thead>
<tr>
<th>Impact Review Area</th>
<th>Signature Authority</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Library</td>
<td>Director or designee</td>
<td></td>
</tr>
<tr>
<td>b. OTS</td>
<td>CIO or designee</td>
<td></td>
</tr>
<tr>
<td>c. University Relations</td>
<td>Director or designee</td>
<td></td>
</tr>
<tr>
<td>d. Admissions</td>
<td>Director or designee</td>
<td></td>
</tr>
<tr>
<td>e. Records</td>
<td>Registrar or designee</td>
<td></td>
</tr>
</tbody>
</table>

**Box 6: APPROVAL SEQUENCE**

<table>
<thead>
<tr>
<th>Approval Body</th>
<th>Approval Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Department / Division</td>
<td>Chair: Deborah Ford</td>
<td>2/4/10</td>
</tr>
<tr>
<td>B. General Education (as required for #7, #8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Final faculty review body within each School</td>
<td>Chair:</td>
<td>2/4/10</td>
</tr>
<tr>
<td>D. College Dean</td>
<td>Dean:</td>
<td>2/4/10</td>
</tr>
<tr>
<td>E. Provost and Senior Vice President for Academic Affairs</td>
<td>Provost:</td>
<td>3/8/10</td>
</tr>
<tr>
<td>F. Curriculum Review Committee (UFS subcommittee)</td>
<td>Chair:</td>
<td></td>
</tr>
<tr>
<td>G. University Faculty Senate (UFS option)</td>
<td>Chair:</td>
<td></td>
</tr>
<tr>
<td>H. University Council 4</td>
<td>Chair:</td>
<td></td>
</tr>
<tr>
<td>I. President</td>
<td>President:</td>
<td></td>
</tr>
<tr>
<td>J. Board of Regents – notification only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. Board of Regents – approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L. MHEC – notification only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. MHEC – approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N. Middle States Association notification</td>
<td>Required only if the mission of the University is changed by the action</td>
<td></td>
</tr>
</tbody>
</table>

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4 University Council review (for a recommendation to the President or back to the Provost) shall be limited to curricular or academic policy issues that may potentially affect the University's mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.
O-1: Briefly describe what is being requested:

Addition of required course for BS in Real Estate & Economic Development:

FIN 330 EXCEL for Financial Analysis (2)

O-2: Set forth the rationale for the proposal:

- Revisions were made to the BS Real Estate & Economic Development as a part of continuous program review and assessment of the program under the guidance of the finance faculty and consultation with the Real Estate Board in the Merrick School.

- A white paper discussing program revisions is included in the white paper attached to the BS REED revision document O.
Include items one through 17 or 18 in your course definition using as much space as needed.

1. Date Prepared: December 16, 2009
2. Prepared by: Deborah Ford
3. Department/Division: Economics and Finance
4. Course Number(s), including HEGIS code(s): FIN 330
5. Course Title: EXCEL for Financial Analysis
6. Credit Hours: 2
7. Catalog Description: 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.
8. Prerequisites: Prior or concurrent enrollment in FIN 331
9. Course Purpose: Required BS Real Estate and Economic Development, elective BSBA
10. General Education area: NA
11. Course Type/Component: Lecture
12. Faculty qualified to teach the course: Finance Faculty
13. Content Outline:
   
   Topics covered:

   - Workbook Navigation
   - Creating and managing financial data
   - Financial analysis applications:
     o Financial ratios
     o Present value calculations
     o Descriptive statistics analysis
     o Analytical statistics
   - Creating presentation exhibits
14. Learning Objectives

By the end of the course, students will be able to:

1. Download and/or import financial data into an Excel spreadsheet and arrange it for the purposes of display and analysis
2. Use Excel functions and formula to calculate and display financial ratios made from financial statement data and information
3. Use Excel functions and formula to calculate and display the results of present and future value analysis of cash flows
4. Use Excel functions and formula to calculate and display descriptive statistics for a body of data
5. Use Excel functions and tools to conduct statistical analysis including hypothesis testing and regression
6. Use Excel formatting and printing facilities to prepare professional presentation exhibits.

Assessment Strategies: Student progress in attaining the learning objectives can be assessed using a variety of quizzes and assignments. The final assessment tool will be live spreadsheet problem in which students download information, conduct an analysis and prepare a table describing the results.

Suggested Text(s) and Materials: Excel For Dummies / Financial Analysis Using Excel / many others available

15. Suggested class size: 30

16. Lab Fees (when applicable): NA