



Anderson Schools of Management
Accounting Department

Revised 8/26/2014

COURSE SYLLABUS Check LMS for most current!

MGT 490/594 – CPA Exam Preparation

MGMT 490-CRN 49582

MGMT 594-CRN 49583

Instructor Information	
<i>Instructor:</i>	Norman H. Colter, MBA, CPA
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Phone:	505-277-7081
Office:	GSM 307
Office Hours:	M W- 1:00-2:00 pm, T-12:30-2:00pm; and by appointment.

Course Description

This course is an intense review for the Uniform CPA Exam. Students will use Wiley CPAexcel to prepare for one of the following sections of the exam: Auditing & Attestation, Business Environments & Concepts, Financial Accounting & Reporting, and Regulation. Also, students will receive guidance on applying and preparing for the Uniform CPA Exam.

Learning Goals and Objectives

Upon completion of this course, you should

1. Be knowledgeable about the application process to take the Uniform CPA Exam.
2. Prepare a Personal Exam Plan (*PEP*).
3. Be prepared to take the Uniform CPA Exam.
4. Understand the process to become a licensed CPA in the state of New Mexico.
5. Understand the state of New Mexico requirements to maintain your CPA license.

Online Materials

Required: In order to receive a discounted price (\$1,100), you are required to purchase Wiley CPAexcel from the following website:

<http://www.efficientlearning.com/wileycpaexcel/partners/unm>

Discount code is: UNM

Attention: UNM Students must order from this page or call 888-884-5669 to receive the UNM preferred price.

Other Resources

I will be using UNM's learning management system (LMS) to record your exam scores. In addition, I will make announcements and keep students posted on new information about the course.

Instructor Expectations

Students will be required to be self-motivated in order to keep up with level of work required in this class. It is extremely important that students follow their *PEP* in order to remain on schedule. I will be here to assist you in any way possible.

Course Expectations

All announcements/changes/due dates will be posted on the LMS (either in the Announcements or Calendar areas, or both): It is the student's responsibility to check for communications and changes to the course.

Exam: One online exam will be given at the end of the semester. It will consist of multiple choice questions based on the material that student is currently studying. For example, a student studying Audit and Attestation will only be given an exam based on that material.

Homework: Please complete all assignments per your *PEP*.

Computer Requirements

Students will need access to the internet.

Technical Support

Support may be contacted through email or phone:

info@cpaexcel.com
888-884-5669 (North America)
928-204-1066 (International)

Our hours are Mon-Fri 9 a.m. - 9 p.m. & Sat 10 a.m. - 8 p.m. Eastern Time

If emailing, please include a description of the problem, relevant error messages, and any steps already taken to fix the issue.

If you are having technical problems with the LMS (Bb Learn), you can contact free technical support through one of the following ways:

- Phone: (505) 277-0857, option 2
- Email: learn@unm.edu
- Web: Learn Help for Students: <http://studentinfo.unm.edu>

You must have a UNM Net ID to access Bb Learn. More information on obtaining one can be found at <https://netid.unm.edu/> Any course content related questions should be directed to the instructor. Please refer to instructor contact information from above.

Course Policies

Academic Integrity: Anderson School of Management faculty, staff, and students commit to values of trust, honesty, and accountability. We will not tolerate academic dishonesty. Cheating is expressly forbidden. Cheating includes copying from the homework, quizzes, exams or files of other students, copying from the solutions manual and turning the result in for credit, use of unauthorized material during exams (we and the proctors watch carefully for this), allowing others to complete homework or quizzes for you, or any other form of academic dishonesty. It also includes failing to report or allowing other students to cheat, and marking absent students as present if roll is taken. Any violation of the Anderson Academic Honesty Code of Conduct or the Student Code of Conduct will be taken very seriously and appropriate sanctions will be applied. Please refer to ASM Academic Honesty Code, <http://www.mgt.unm.edu/honesty>, the Catalog, [UNM Catalog 2012-2013](#) at 46, and the UNM Pathfinder (Policy on Academic Dishonesty) for additional information - <http://pathfinder.unm.edu/common/policies/academic-dishonesty.html> Cheating may result in an “F” for the entire course.

Access to Education: Qualified students with disabilities needing appropriate academic adjustments should contact the instructor as soon as possible, preferably in the **first week of class** to ensure your needs are met in a timely manner. For information on assistive technology available for student use and additional information on services available through the [Accessibility Resource Center](#).

Students are required to attend classes and to arrive on time. Attendance may be taken. Once you arrive, you should plan to stay until the class ends (unless you have made advance arrangements with the instructor for an early departure). We find it extremely disruptive to have students coming and going during the class period. Additionally, while we understand that you may want to visit with your fellow students, please do this before or after class—we will not “talk over” students. Finally, please turn off any audible ringer on your cellphone—we will deduct points if these go off in class.

Audit: A student may register for a course as an auditor, if permission of the instructor is obtained. A student has the **first four weeks** of the semester to change a course to audit status. No changes in audit status will be processed after the fourth week of class. Students are charged the normal tuition rate for auditing a course.

Challenges to the Grading: Must be made by email within one week from when the exam was given. For exams, the one week begins to run when the exam given online and graded. Please indicate in your email what you are challenging about the exam and submit to me.

Copyright: All materials in this course fall under copyright laws and should not be downloaded, distributed, or used by students for any purposes outside of this course.

Discussion: Studying or discussing course assignments and materials with other class members, is **highly encouraged**. Your exams must be your own work, however.

Incompletes, Drops, and Withdrawals: I will give an **incomplete** only under extreme circumstances—when due to circumstances beyond the student’s control a small amount of work remains. An **incomplete** is not a means by which to retake the course. If you are running into problems with the course, please contact me as early as possible so you do not fall behind. If you need to **withdraw** from school or **drop** the course, please do it in a timely manner and notify me via email. It is the **student’s responsibility** to initiate drops or withdrawals from this class and to make sure they are properly processed. I will issue a W for all withdrawals, noting the last attend date.

This course falls under all UNM policies for the last day to drop courses, etc. Please see the [UNM academic calendar](#) for course dates, the last day to drop courses without penalty, and for financial disenrollment dates.

Privacy and LMS Tracking Notice: The LMS automatically record all students' activities, including your first and last access to the course, the tools and content you have accessed, including quiz activity. This data may be accessed by the instructor or by UNM consultants.

Assessment and Grading

Grades will be based on total points earned (out of 100 possible) in the course. The components of your grade will be as follows:

CPAexcel Material (Based on the % completed in CPAexcel)	90
Online exam	10
	100

Example: Student earns the following:
 Completes 90% of Wiley CPAexcel- $(.90*90)= 81$ points

The grading scale will be as follows:

	Grade	% of total
A+	98-100	98
A	93-97.99	93
A-	90-92.99	90
B+	88-89.99	88
B	83-87.99	83
B-	80-82.99	80
C+	78-79.99	78
C	70-77.99	70
D	60-69.99	60
F	0-59.99	0

Course Evaluation

You will be provided a course evaluation at the end of the semester. This evaluation is anonymous and the results will not be shared with the instructor until the beginning of the next semester.

Schedule

Please follow your *PEP* to complete all assignments in your preparation for the Uniform CPA Exam.

