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Spring 2017

MGMT 594 – CPA EXAM PREP(3 credits)

Instructor Information

Instructor:	Ann K. Brooks
E-Mail:	brooks@unm.edu (use only when online systems are not functioning)
Phone:	277-3382
Fax:	277-7108
Office:	ASM 2132
Office Hours:	Face-to-Face: W & R: 10:45 to Noon or by Appt. (In Office, by Phone or in Learn) (Online meetings will use Web Conference Link in our Learn course)
Department Chair:	Prof. Leslie Oakes loakes@unm.edu
Preferred Method of Contact:	Learn Discussions Board for class and homework questions Learn Course Messages for personal communication

Instructor Response Time

Communication

I routinely check Learn for postings or emails, Monday (8 am) – Friday (12 pm) and sometimes on the weekend. You can anticipate a 24 to 48 hour response from me, Monday – Friday. I will try and respond to all weekend (Friday afternoon to Sunday) emails and postings by noon on Monday or earlier.

Grading

- **This is a Credit/No Credit Course.** To earn credit you must:
 - **Complete ALL assignment in your respective CPA Exam (AUD, BEC, FAR or REG)**
 - **Earn at least 85% on ALL Assignment Exams**
 - **Post a Weekly– “How Am I Doing” post to let your Exam group and I did you:**
 - **Successfully complete All of this week’s assignments**
 - **Successfully earn 85% on ALL of this week’s assignment exams**
 - **What topics did you find the most difficult (must list at least 3)?**
 - **Did you see these topics in your Accounting Courses?**
 - **Do you have any tricks or tips to share that helped you successfully get through these topics?**

Course Information

Course Description

The Anderson CPA EXAM Prep Course facilitates a student's journey to successfully prepare and sit for the CPA Exam. The course uses Wiley CPAexcel or Becker CPA Review to provide the material while the instructor personally facilitates, mentors and advises each student on applying for the CPA exam, preparing for the CPA exam and sitting for the CPA exam.

Course Objectives:

Upon completion of the course and all its requirements, students will:

- Apply for the CPA exam through NASBA by:
 - Confirming their eligibility to sit for the CPA exam
 - Submitting their transcripts to NASBA
 - Paying their Fees
 - Submitting Application
- Upon receipt of Notice to Schedule (NTC), will schedule one of the CPA EXAM parts (AUD, BEC, FAR or REG)

Prerequisites:

- Completion of a 4-year degree
- Completion of 30 accounting credit hours (not including this course)

Course Orientation:

All Orientation information can be found in UNM Learn under the "Start Here" Module on the Course Home page.

Web Conferencing:

Web conferencing is used to meet with instructor online.

For the online sessions, you will need:

- *A USB headset with microphone. Quality entry models are widely available at BestBuy, Walmart or online.*
- *A high speed internet connection is highly recommended for these sessions. A wireless internet connection may be used if successfully tested for audio quality prior to web conferencing.*

Textbooks and Supplementary Materials

Required System

Wiley CPAexcel or Becker CPA Review

Technical Considerations

Required Technology:

In order to access your online course content, students need to log onto [UNM Learn](https://learn.unm.edu). (<https://learn.unm.edu>). In addition, this course requires students to be able to open, use and read Word, Adobe pdf, PowerPoint and Excel files.

Online Course Requires:

- A high speed Internet connection is highly recommended. If you do not have access to high speed internet at home, please consider using computers at UNM's computer labs, public libraries or places like Starbucks, McDonalds, or Flying Star.
- Supported browsers include: Internet Explorer, Firefox, and Safari. Detailed Supported Browsers and Operating Systems: <http://kb.blackboard.com/pages/viewpage.action?pageId=38830689>

Any computer capable of running a recently updated web browser should be sufficient to access your online course. However, bear in mind that processor speed, amount of RAM and Internet connection speed can **greatly** affect performance.

Learn course components perform best on a high speed Internet connection. Those using dial-up connections will experience longer page load times and much slower performance when accessing their online course. Many locations offer free high speed Internet access including Anderson's Computer Lab (ASM 1002), ([UNM's Computer Pods](http://it.unm.edu/pods/locations.html) (<http://it.unm.edu/pods/locations.html>) or one of UNM's many ([Statewide Centers](http://statewide.unm.edu/nm/index.html) <http://statewide.unm.edu/nm/index.html>).

For additional information: see <https://learn.unm.edu>

For UNM Learn Technical Support: (505) 277-5757 (24/7) or email learn@unm.edu.

Assessment and Grading

Instructor Expectations:

I will give each of you 100% of my commitment to help you successfully complete my class, however, I expect 100% of your commitment to this class, which includes:

- Being **organized** and **STAY ON SCHEDULE**
- Being **proactive** and **CONTACT PROF. BROOKS** if you run into trouble **ASAP**
- Complete **ALL weekly assignments**:
 - Each EXAM is divided into 11 weeks which is used to go through the exam material once
 - Note – each assignment is made up of several topics
 - Each Exam has three (3) weeks for review of material and time for taking additional practice exams
 - Each student must schedule to **sit for their exam** no later than the **2nd week of May**
 - Student who are not eligibility and have received prior approval from the Professor can get an incomplete

Grades: In order to receive **CREDIT** for this course, student **MUST complete** each of the following **by their respective due date in the class schedule**:

Orientation Assignments <ul style="list-style-type: none">• Welcome Posting• Questionnaire Survey• Personal Calendar (part of Orientation spreadsheet)• Purchase and Register for Wiley CPAexcel or Becker CPA Review• UNM Survey (email sent to students with Link at their preferred email)
Proof of Application and Transcript Submission
Proof of Application Acceptance
Submission of NTC
Proof of Exam Date
Proof of Exam Date Appearance
UNM Mid-Course Survey
Prof. Brooks Evaluation
Required Group Weekly Posting
ALL Weekly CPAexcel Assignment
85% on ALL Weekly CPAexcel exams
Sit for CPA Exam Part by the 2nd week of May

Group Discussion Board Posting Guidelines

One goal of the CPA Exam Prep course is to help students be accountable for staying on track and successfully completing all required assignments in a timely fashion as well as to create a support and learning community. Each student will be placed in an Exam Group based on which exam the student is planning on completing while in the course. For each assignment, the student will reply to **the weekly “How Am I Doing” post and let your Exam group and I know how you did on this assignment by completing the five (5) bullets:**

- How successfully were you in completing All of this week’s assignments
 - (give a percentage of completion)
- How successfully were you in earning 85% on ALL of this week’s assignment exams
 - (how many exams were you not able to score at least an 85?)
- What topics did you find the most difficult (must list at least 3)?
 - Give a list naming the topics
- Which Courses in Anderson or where you attended should have helped you in these topics?
 - List the topic and the course that should have helped you
- Do you have any tricks or tips to share that helped you successfully get through these topics?
 - List the topic and the tip, trick or method that got you through it

Assignments and Participation

Weekly Routine

1. Complete the weekly assignment
2. Complete each exam within the weekly assignment getting at least 85% (review the detail and take the exam again until you get 85%)
3. Post your Group Posting

UNM Learn Tracking:

UNM Learn automatically records all students’ activities including: your first and last access to the course, the pages you have accessed, the number of discussion messages you have read and sent, chat room discussion text, and posted discussion topics. This data can be accessed by the instructor to evaluate class participation and to identify students having difficulty.

Inclement Weather, Course Interruptions and Scheduled Maintenance

Inclement Weather

Since all assignments are available online, weather should not prevent submissions.

Scheduled Maintenance

UNM Learn has a daily scheduled maintenance window on Saturdays from 4:30 am – 5:30 am when UNM Learn is not available. Announcements for additional maintenance windows are normally posted in UNM Learn two weeks ahead of time to notify users of planned outages.

Course Expectations & Ground Rules

Course Expectations:

- Students are expected to learn how to navigate in UNM Learn
- It is expected that students will need to work on the class between 8-15 hrs per week, depending on which CPA Exam part the student is studying
- Students are expected to keep informed of course announcements
- Students are expected to use the UNM Learn Course Messages to contact instructor for personal matters as opposed to emailing the instructor at their UNM email address (exception is when Learn is down)
- Students are expected to keep the instructor informed of class related problems or problems that may prevent the student from full participation (send a message when you encounter problems so that the instructor knows you still have intentions of completing the course).
- Students are expected to address technical problems immediately and to have a backup computer and internet access
- Students are expected to follow UNM's Respectful Campus Policy 2240
<http://policy.unm.edu/university-policies/2000/2240.html>
- Students are expected to observe course netiquette at all times
- Students are expected to complete ALL exams and the final without any assistance from persons or non-course resources

Example of Netiquette Ground Rules:

- In following with the UNM Student Handbook, all students will show respect to their fellow students and instructor when interacting in this course. Take Netiquette suggestions seriously. Flaming (personal insults or attacks) is considered a serious violation and will be dealt with promptly. Postings that do not reflect respect will be taken down immediately.
- Respect Others' Copyrights
- Don't type in ALL CAPS
- Use proper grammar and spelling (type your postings in WORD first in order to use spell check then copy and paste into UNM Learn)

Instructor Drop Policy:

The instructor may drop a student, if the student does not complete the **Questionnaire or Calendar or Purchase Wiley CPAexcel by the Monday of the 2nd week of the course**. The instructor may also drop a student during the semester, **if a student fails or misses more than two (2) homework assignments or does not get at least 85% on assignment exams and does not contact the instructor within one week of the failed or missed assignments or exams**.

This course falls under all UNM policies for the last day to drop courses, etc. Please see <http://www.unm.edu/studentinfo.html> or the [UNM Course Catalog](#) for information on UNM services and policies. Please see the [UNM academic calendar](#) for course dates, the last day to drop courses without penalty, and for financial disenrollment dates.

Online UNM Resources

- **Libraries:** <http://www.unm.edu/libraries>

Academic Adjustments for Students with Disabilities

Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the Accessibility Resource Center (<http://as2.unm.edu/>). Please refer to UNM's Disability Policy for further information, <http://pathfinder.unm.edu/common/policies/academic-adjustments.html>

The American with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodations of their disabilities. If you have a disability requiring accommodation, please contact me immediately to make arrangements as well as Accessibility Services Office in 2021 Mesa Vista Hall at 277-3506 or <http://as2.unm.edu/index.html>. Information about your disability is confidential.

If you are a qualified person with disabilities who might need reasonable accommodations in academic settings, please communicate with me as soon as possible so that we may make appropriate arrangements to meet your needs. Frequently, we will need to coordinate accommodating activities with other offices on campus, so that course materials can be made available in alternative formats.

Technical Support

Students are responsible for meeting course deadlines. If you experience technical problems, please exercise one or all of the following options:

- UNM online Student Support at <http://statewide.unm.edu/online/support/>, or 505-277-0857 (24/7)
- UNM's Knowledge Base - http://fastinfo.unm.edu/prod/index_student.php

Copyrighted Materials

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

<http://pathfinder.unm.edu/common/policies/copyright-policy-and-law.html>

Academic Integrity

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. Dishonesty is defined as a lack of truth, honesty or trustworthiness. Cheating is defined as influencing or leading by deceit. Deceit is defined as intending to mislead and commonly suggests a false appearance.

Students should be familiar with UNM's [Policy on Academic Dishonesty](#) and the [Student Code of Conduct](#) which outline academic misconduct defined as plagiarism, cheating, fabrication, or facilitating any such act.

Examples (not exhaustive) of dishonest behavior include:

- Uses or attempts to use unauthorized aids in examinations or other academic assignments to be submitted for evaluation (non-course material)
- Misrepresentation of data, results or sources for papers or reports
- Copying another student's work or working with others when prohibited

Anderson School of Management faculty, staff and students commit to values of trust, honesty, integrity, and accountability. We will not tolerate academic dishonesty. **By enrolling in any course at Anderson, the student accepts the Anderson Academic Honesty Code and affirms the following pledge: I will not lie, cheat, fabricate, plagiarize or use any other dishonest means to gain unfair academic advantage.**

Any violation of the code of conduct will be taken very seriously and appropriate sanctions will be applied. For full text of Anderson's Academic Honesty Code, please visit

<http://www.mgt.unm.edu/honesty>

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