

For Your Best Accounting Tutoring Visit

Welcome to the Business Resource Center (BRC)

Main Campus, SB-210

Montoya Campus, H-124

We offer tutoring in all the below 1000 level accounting classes.

ACCT 1109 Business Math

ACCT 1120 Payroll Accounting

ACCT 1111 Accounting 1A

ACCT 1140 Accounting Applications

ACCT 1112 Accounting 1B

OTEC 1112 Office Accounting

ACCT 1210 Accounting II

Procedures

For the most useful and productive tutoring visits, you should:

Visit the BRC as soon as you encounter difficulties, even if it's the first day of class! The sooner you tackle a problem the easier it is to solve.

Prepare for your tutoring session. Read your text and try to do some of the homework problems. The tutor can't help you with a blank page.

Bring your textbook, syllabus, graded tests, notes and handouts, your current assignment, and previous papers or other work—anything and everything you would bring to class!

Understand that we provide a conference room style walk-in tutoring area at Main Campus where students share our one accounting technician, **Mary Collins (505) 224-3812**. Students find it helpful because they can either ask individual questions or share questions and methods for learning in a small study group. For more concentrated one-on-one assistance, consider setting up an appointment with one of our part-time afternoon/evening tutors **Yasmin Nagji (505) 224-3872** at Main Campus or **Jan Iwaszek (505) 224-5596** at Montoya Campus.

Remember some times of a day, certain days of the week, midterm and final weeks are very busy at the BRC. Please plan your visits with a tutor to facilitate a more relaxed and productive tutoring session; don't wait until the last minute (either before a class or a test) to see a tutor.

What to expect on your visit

Our courteous BRC staff at the computer lab desk will ask you to sign-in at the computer as you enter the door.

Our Accounting Technician or Tutor will work with you as soon as possible after you arrive or as a scheduled appointment.

Our Accounting Technician or Tutor will ask you to log-in and include the name of the course you want help with.

Our Accounting Technician or Tutor will ask questions and make suggestions so as to foster a clearer understanding of the material covered in your textbook and in your classroom studies.

What tutoring can't do

“The BRC will not do my work for me!”—The BRC is not a fix-it shop. We do not do your accounting homework, projects, or exams. We will help you understand the concepts used in your homework, show you a process for doing problems or projects, and point out some errors you need to resolve in your homework. We will review graded assignments with you. Remember: The goal of tutoring is to create independent learners.

“I can just go to the tutoring center if I miss class.”—Tutoring is not teaching. It cannot and does not substitute for attending class and doing your homework. If you miss class, you need to see your instructor. Then we'll be happy to help you with questions about your make-up work.

“I can't demand all the private help I want.”—We cannot provide tutors for all subjects at all times. Please contact the BRC or check our website at <http://www.cnm.edu/depts/bit/resources> for further details on scheduling appointments and our walk-in policy. Our website will have up-to-date information. Because our accounting technician works with walk-ins at Main Campus, she has a calendar on the wall next to the door should she be required to be out of the office for an accounting class substitution. Tutoring schedules with hours and locations will be posted in classrooms at the beginning of each term.