DAY, TIME, LOCATION: MWF, 9:20am, OM 314  
OFFICE LOCATION: TC-312  
OFFICE HOURS:  
MWF 8:00 - 9:10am  
11:35 – 11:45am  
TTh  7:15 – 7:35am  
9:15 – 10:00am  
(Other times by appointment)  

PHONE: 724-946-7167 or 724-475-1137  

CLASS DECORUM:  
It is essential that proper classroom decorum be maintained for learning to take place. Cell phones are to be  
turned off and texting is not permitted. Failure to comply will result in a reduction of your grade. Cheating will  
be handled as noted in the college catalog. Those who are late or disruptive may be required to leave.

ATTENDANCE:  
In this course, attendance is an essential element in the learning process. The benefits which accrue are numerous  
and include: receiving lecture material first-hand, participation in classroom dialog, review of homework  
assignments, and completion of chalkboard exercises. Attendance is, therefore, expected at all regular scheduled  
classes. You begin the course with an attendance grade of 100 points. Those students who are absent or late three  
or less times will maintain this grade.

TEXT & SUPPLIES:  
Students are expected to bring the textbook, a pencil, eraser, ruler, calculator, notebook, and handout folder to  
each class period. Programmable calculators and cell phones are not permitted.

ASSIGNSMENTS:  
Each assignment should be completed prior to the class in which it is to be covered. All students are expected to  
participate in class discussion. Assignments will be collected at the discretion of the instructor. Late  
assignments will receive partial credit.

TESTING:  
All exams and quizzes are required. There will be no makeup exams or quizzes. An excused absence from an  
exam or quiz will result in a grade replacement based on the final exam. It is your responsibility to notify the  
instructor personally.

FINAL EXAM:  
There will be a comprehensive final exam in this course. The final exam will be approximately 25% of the course  
grade. Students must achieve at least a 60% on the final in order to earn a "C-" in the course.  
(Thursday, December 13 @ 8:00am)

GRADING:  
Students will have the opportunity to earn points on exams, quizzes, assignments, class discussion, etc. At any  
point during the term, your average can be calculated by dividing the number of points you have earned by the  
total possible points. You are required to keep the grade sheet for this course. Understand that your grade is at  
the discretion of the instructor and may relate to your overall business acumen.

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<th>Percentage</th>
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<tr>
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<tr>
<td>F</td>
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Accessibility Statement  
Westminster College actively strives for the full inclusion of all our students. Students with disabilities who require access  
solutions for environmental or curricular barriers should contact Faith Craig, Director of Disability Resources, located in 209  
Thompson-Clark Hall. phone: 724-946-7192 e-mail: craigfa@westminster.edu
Intended course outcomes – Students will be able to:
1. Express the general purpose of accounting and the accounting profession.
2. Demonstrate generally accepted accounting principles needed to prepare fairly presented financial statements.
3. Specify moral and ethical dilemmas faced by business professionals.
4. Gain a self-awareness and desire for self improvement thus enabling the selection of an appropriate career path and encouraging a commitment to lifelong learning.

Chapter 1  Accounting & Business Environment  
Objective: Learn the 3 basic F/S.  
Read chapter, learn vocabulary, do quick check m/c  
H/W Problems: 16, 27, 36, 35  
Feature Problem: 35  
Various H/O and quiz

Chapter 2  Recording Business Transactions  
Objective: Learn the accounting cycle from business transaction to F/S.  
Read chapter, learn vocabulary, do quick check m/c  
H/W Problems: 16, 23, 30, 31  
Feature Problem: Harper Framing H/O  
Various H/O and quizzes  
** Exam #1 on Chapters 1 & 2

Chapter 3  The Adjusting Process  
Objective: Learn adjusting entries.  
Read chapter, learn vocabulary, do quick check m/c  
H/W Problems: 17, 22, 32, 34 modified  
Feature Problem: 34 modified  
Various H/O and quiz

Chapter 4  Completing the Accounting Cycle  
Objective: Learn closing entries.  
Read chapter, learn vocabulary, do quick check m/c  
H/W Problems: 4, 5, 8, 9, 25 modified, 31  
Feature Problem: 25 modified  
Various H/O and quiz  
** Exam #2 on Chapters 3 & 4

Chapter 5  Merchandising Operations  
Objective: Learn new entries for merchandisers.  
Read chapter, learn vocabulary, do quick check m/c  
H/W Problems: 10, 12, 13, 29  
Feature Problem: White Co. H/O  
Various H/O and quizzes
Chapter 6  Merchandise Inventory  
Objective: Learn to value merchandise inventories.  
Read chapter, learn vocabulary, do quick check m/c  
H/W Problems: Handout Packet  
Feature Problem: Practice Exam  
Various H/O and quiz  
** Exam #3 on Chapters 5 & 6

Chapter 8  Receivables  
Objective: Learn to account for uncollectibles and N/R.  
Read chapter, learn vocabulary, do quick check m/c  
H/W Problems: 6, 18, 28  
Feature Problem: Bobby Bream/Sid Bonds H/O  
Various H/O and quizzes  
** Exam #4 on Chapter 8

Chapter 7  Internal Control and Cash  
Objective: Learn bank recs and understand I/C.  
Read chapter, learn vocabulary, do quick check m/c  
H/W Problems: 1, 10, 17, 18, 30  
Feature Problem: Seaside H/O  
Various H/O and quiz  
** Exam #5 on Chapter 7

Chapter ---  Other topics as time permits

Comprehensive M/C Final Exam – Chapters 1- 8

*Final Exam Scheduled for Thursday, December 13 @ 8:00am.*
**Academic Integrity Agreement**

"Central to the purpose and pursuit of any academic community is academic integrity. All members of the Westminster community, including students, faculty, staff, and administrators, are expected to maintain the highest standards of honesty and integrity, in keeping with the philosophy and mission of the College. Academic dishonesty is a profound violation of this code of behavior."

- ACADEMIC INTEGRITY (Westminster College Catalog)

As a student in Westminster College's School of Business I, ____________________________ , agree to maintain the highest standards of honesty and integrity, in keeping with the philosophy and mission of the college.

I will not cheat, engage in misconduct, plagiarize, or provide false information as outlined in the Westminster College Catalog. I understand and agree that professionalism and ethics are the cornerstone of any educational or business pursuit, and I will strive to establish both.

I will also abide by the following School of Business electronic device policy which states:

1. Cell phones are not to be used during class for any purpose unless given specific authorization from instructor.
2. All cell phones are to be turned to silent and placed in some type of carrying bag (such as a backpack), that does not sit on your desk during class.
3. No recordings of any kind are permitted to be taken during class; including audio, video, photos, etc.

Student signature: ____________________________ Date: ________________
Learning Contract for Principles of Accounting I – Fall 2018

I have read and understand the course policy sheet and agree to abide by the following:

1. I read and understand the class decorum statement as listed in the course policy sheet. ______

2. I read and understand the attendance policy as listed in the course policy sheet. Furthermore, I recognize that missing even one class impairs my ability to get needed material from this course. ______

3. I agree to bring to class every time the text and supplies as listed on the course policy sheet. ______

4. I agree to make a good faith effort to complete my homework prior to class as noted in the course policy sheet. ______

5. I understand there are no makeup exams or quizzes. If I cannot take an exam or quiz at the scheduled time, it is my obligation to personally speak with the professor to find a viable alternative. Failure to follow these instructions will result in a zero. ______

6. I understand when the final exam is scheduled and will be available at that time. ______

7. I understand I must get at least a “C-” in the class and at least a “D-” on the final exam to move to the next accounting class. ______

8. I am committed to abiding by the course policy sheet and doing my best to be successful in this course. ______

Signed __________________________ Date __________

Personal Information

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High school & graduation year:

High school activities:

College activities:

Summer job, hobbies:

Favorite musical genre or artist:
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The following links will be useful to accounting students and are available electronically on Professor Ligo’s faculty website at http://profligo.weebly.com/links.html

1. Westminster College Career Center -
   https://my.westminster.edu/ICS/Campus_Life/Campus_Groups/Career_Center


3. Pennsylvania Institute of CPAs (PICPA) - http://www.picpa.org/content/home.aspx

4. Ohio Society of CPAs (OSCPA) - http://www.futurecpa.com


6. Pennsylvania State Board of Accountancy -
   http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Accountancy/Pages/default.aspx#VWcDHEZW9Vs

7. NASBA’s CPA Exam info and links - http://nasba.org/exams/cpalexam/

8. AICPA’s CPA Exam info and sample tests - http://www.cpa-exam.org


13. LinkedIn profile instructions - https://university.linkedin.com/linkedin-for-students

14. The Missing Semester by Gene Natali (financial planning for college students) -
   http://www.themissingsemester.com/home.html
**ACC201 Mission Statement**

Introduce the art, science, and profession of accounting. Students should gain a basic competency in preparing, analyzing, and understanding basic financial statements and information, and the environment in which this is accomplished.

**ACC201 Course Outcomes**

- express the general purpose of accounting and the accounting profession.
- demonstrate generally accepted accounting principles needed to prepare fairly presented financial statements.
- specify moral and ethical dilemmas faced by business professionals.
- gain a self-awareness and desire for self improvement thus enabling the selection of an appropriate career path and encouraging a commitment to lifelong learning.

**ACC201 Course Assessment**

- express the general purpose of accounting and the accounting profession.
  - 80% of students will score 75% or better on quizzes and tests covering material.
  - 75% of students will miss 3 or fewer class sessions.
- demonstrate generally accepted accounting principles needed to prepare fairly presented financial statements.
  - 90% of students will score 75% or better on graded homework/problem solving exercises.
  - 80% of students will score 75% or better on quizzes and tests covering material.
- specify moral and ethical dilemmas faced by business professionals.
  - 80% of students will score 75% or better on quizzes and tests covering material.
- gain a self-awareness and desire for self improvement thus enabling the selection of an appropriate career path and encouraging a commitment to lifelong learning.
  - 75% of students will miss 3 or fewer class sessions.
  - 85% of students enrolled will be eligible to proceed to ACC202.
ACC201 Course Assessment – RESULTS OF MEASUREMENT

- express the general purpose of accounting and the accounting profession.
  - 80% of students will score 75% or better on quizzes and tests covering material.(F)
    - ☐ ??% scored 75% or better.
  - 75% of students will miss 3 or fewer class sessions.(A)
    - ☐ ??% missed 3 or fewer class sessions.
- demonstrate generally accepted accounting principles needed to prepare fairly presented financial statements.
  - 90% of students will score 75% or better on graded homework/problem solving exercises.(HW1)
    - ☐ ??% scored 75% or better on graded homework/problem solving.
  - 80% of students will score 75% or better on quizzes and tests covering material.(Q1,Q2,Q3,E1)
    - ☐ ??% scored 75% or better on quizzes and tests.
- specify moral and ethical dilemmas faced by business professionals.
  - 80% of students will score 75% or better on quizzes and tests covering material.(Q10,Q11,E4)
    - ☐ ??% (instead of 80%) scored 75% or better on quizzes and tests.
- gain a self-awareness and desire for self improvement thus enabling the selection of an appropriate career path and encouraging a commitment to lifelong learning.
  - 75% of students will miss 3 or fewer class sessions.(A)
    - ☐ ??% missed 3 or fewer class sessions.
  - 85% of students enrolled will be eligible to proceed to ACC202.
    - ☐ ??% enrolled were eligible to proceed to ACC202.

↓↑

ACC201 Course Assessment – ASSESSMENT CONCLUSION

The results of ACC201 assessment measurement inform me that students are very good at learning individual topics as opposed to integrating and retaining the knowledge of those topics. I need to continue to relate and tie individual topics to the big picture and work on their ability to retain the knowledge.