



## COMPUTER LAB RULES

1. No food, drink at computer.
2. No purses on desk or floor.
3. T.H.I.N.K. BEFORE speaking!
4. Drive cars, not chairs.
5. Use class time wisely.

## TARDY POLICY

- |                 |   |
|-----------------|---|
| 1 <sup>st</sup> | Free  |
| 2 <sup>nd</sup> | Teacher Choice                                    |
| 3 <sup>rd</sup> | One Unexcused Absence<br>Plus....3 Days Detention |

You are responsible for following all requirements as set forth in the student handbook, as well as the acceptable use policy you will sign.

Each  
Semester  
Each  
Class

# Accounting 1

This course is designed to provide training in the basic fundamentals of accounting. The student will complete an accounting cycle for a service and merchandising business as well as a corporation. The course will also cover payroll preparation and taxes, specialized accounting procedures such as depreciation and uncollectible accounts, and exploration of the different forms of business organization.

## TECH PREP

All students completing this course with an 80 or better, will be awarded 3 hours of Tech Prep credit from South Plains College. Visit the South Plains College Tech Prep web site to better understand the Tech Prep program.

<http://www.southplainscollege.edu/techprep/edu.html>

## GRADING POLICY

Grades are assigned on a point basis as follows:

40 possible correct items 5 student errors 35 / 40 = 88	Weights: Homework Problems      1 Tests                              4
---	--

