

Savannah Christian Prep School – BUSINESS COURSES

Savannah Christian Preparatory School does not require any business courses in order to graduate. There are academic and nonacademic business course.

ACCOUNTING I

This course places emphasis on the basic principles, concepts and procedures of accounting. Anyone who deals with any phase of business can benefit from an understanding of basic accounting principles covered in this course. Students planning to attend college will find a high school introduction to the subject helpful. This course includes computerized accounting.

Length: One semester Credit: ½ unit Prerequisite: None

ACCOUNTING II

Accounting I is continued with a focus on characteristics, forming and dissolving business structures such as proprietorships, corporations, and partnerships. Ethical policies of real-world companies are reviewed. Business performance in all aspects of operations will be analyzed using financial statements. This course includes computerized accounting.

Length: One semester Credit: ½ unit Prerequisite: Accounting I

BUSINESS LAW (11TH & 12TH)

A practical approach to law that emphasizes current and relevant topics students need to understand for business transactions; i.e., contracts, personal property, sales, business organization, real property, risk-bearing, sexual harassment, computer laws, etc.

Length: One semester Credit: ½ unit Prerequisite: None

COMPUTER APPLICATIONS I (MICROSOFT EXCEL)

Students will develop an understanding of Excel, a spreadsheet program that allows you to organize data, complete calculations, make decisions, graph data, develop professional looking reports, and publish organized data on the Web.

Length: One semester Credit: ½ unit Prerequisite: None

COMPUTER APPLICATIONS II (MICROSOFT POWERPOINT)

Students will develop an understanding of PowerPoint, a presentation program that allows you to build presentations. Design simple presentations using state-of-the-art text and graphic tools. Learn how to expedite presentation creation with the Outline mode, Masters and Templates. Add some transitions and animations for audience interest and get your points across quickly and clearly.

Length: One semester Credit: ½ unit Prerequisite: None

COMPUTER APPLICATIONS III (MICROSOFT WORD)

Students will develop an understanding of *Microsoft Word*, a word processing program.

Length: One semester Credit: ½ unit Prerequisite: Technology & Society

PERSONAL FINANCE (11TH & 12TH)

The curriculum is Dave Ramsey's "Foundations in Personal Finance." The following topics are explored: saving, investing, credit, debt, financial responsibility, money management, insurance, risk management, income, careers, and the power of giving.

Length: One semester Credit: ½ unit Prerequisite: None

TECHNOLOGY AND SOCIETY

The students develop an understanding of the social impact of the World Wide Web by examining society's ethical and legal issues created by it. Students learn the techniques and skills of alphabetic keyboarding, formatting, mail merge, document processing of letters, reports, and tables in Microsoft Word, PowerPoint, Access, and Excel are introduced.

Length: One semester Credit: ½ unit Prerequisite: None