

CONSUMER AND TECHNICAL SKILLS DEPARTMENT

The business, family and consumer science and industrial tech courses challenge students to develop Christ-centered practical living skills. Students are encouraged to use their skills in all areas to help restore and reclaim God's kingdom here on earth. Emphasis will be on stewardship and discernment as a basis for making wise decisions which will lead to a life of service.

BUSINESS COURSES

- 250 Accounting I** One Semester Grades 10-12
This course provides an introduction to the basic principles of accounting and the complete accounting cycle. These principles are applied to both service and merchandising businesses using combination and specialized journals. Other topics covered include recording payroll, sales tax, depreciation, income tax, and bad debts. The students will also prepare the financial statements needed at the end of the fiscal period. According to the Michigan Merit Curriculum, this can count for the 4th year of math.
- 251 Accounting II** One Semester Grades 10-12
A continuation of Accounting I taught in the second semester.
- 252 Advanced Accounting** One Semester Grade 12
Prerequisites: Accounting I & II
Advanced Accounting is an elective course which begins with a review of the accounting principles learned in Accounting I and II. More complex accounting theory is studied with an emphasis on figuring end-of-fiscal-period adjustments, accounting for managerial use, and accounting for partnerships and corporations. Attention is given to Christian ethics as they relate to work habits and honesty as well as the particular temptations of the competitive business world.
- 270 Computer Programming** Nine Weeks Grades 9-12
Upon completion of this course, students will be able to write computer programs for PC-compatible computers using the VISUAL BASIC programming language. It is assumed that the student has had no previous programming experience. This course will provide students opportunity to develop and practice logic skills in a concrete manner.
- 253 Computer Accounting** One Semester Grade 12
Prerequisite: completion of or currently enrolled in Accounting II
Students will apply principles learned in Accounting I by doing simulations on PC-compatible computers. Emphasis is placed on reinforcing these principles while learning how commercial software packages work. Students will also learn how to adapt some manual accounting functions to spreadsheet applications. Emphasis will be placed on accounting for small businesses and sole proprietorships. Attention is given to Christian ethics as they relate to work habits and honesty in the business world.
- 272 Computer Applications** One Semester Grades 9-12
Prerequisite: Word Processing
In this course students learn the basic concepts of computer use including word processing, spreadsheets, database, financial record keeping, and **Windows VISTA or Windows 7** and will integrate those skills in multi-tasking projects.
- 280 Computer Presentations** 9 Weeks* Grades 9-12
*This could be taken every other day for a semester
Students will learn to convey information graphically using the computer. Students will learn to use presentation software to add graphics to speeches and other presentations. They will learn how to integrate graphs and charts into reports and presentations. Both basic and advanced concepts will be covered.

BUSINESS COURSES CONTINUED

260 Money Management

One Semester

Grade 10-12

This course concentrates on how the Christian should make personal finance decisions. Special regard is given to the teachings of the Bible as well as established laws. Some of the topics covered are budgeting, checking, credit, housing, advertising and insurance

285 Video Presentations

9 Weeks

Grades 9-12

Students will learn how to use computers to produce presentations from original video captured with a digital camera. Emphasis will be placed on principles of video design as well as techniques for creating a useful medium for presenting material to groups for classroom projects and reports. Ethical use of technology will be emphasized.

273 Web Design & Development

One Semester

Grades 9-12

Prerequisite: Word Processing

This course will explore all facets of web design including art elements as well as content. Students will learn to create web pages using HTML coding and Dreamweaver development software. Ethical use of the Internet will be emphasized as well as exploring uses of the Internet to promote and glorify God in this world.

221 Word Processing

9-weeks*

Grades 9-12

*Could be taken every other day for a semester

Students will learn to properly set-up basic documents, such as MLA reports, tabulations, newsletters and business letters. Students will create desktop publishing documents that will be relevant to their high school experience. Emphasis will be placed on Christian work habits and ethics.