



# BUSINESS AND TECHNOLOGY

**REQUIREMENTS:** Computer Applications 1 and Computer Applications 2; Computer Applications 3, or Computer Programming or Web Page Design.

**ERIE BUSINESS CENTER ARTICULATION AGREEMENT:** Students can earn 3 credits when they receive a grade of B or better in Accounting 2H or Economics AP.

**ERIE INSTITUTE OF TECHNOLOGY ARTICULATION AGREEMENT:** Upon matriculation at the Erie Institute of Technology, students can earn 5 credits (CS105) when they earn an "A" or "B" in the following classes: Computer Applications 1, Computer Applications 2, and Computer Applications 3. Students can also earn 1 credit in Keyboarding (SS 104) if they have speed of 50 words a minute with 5 errors or less.

## ACCOUNTING 1

# 5014  
Grade level: 10, 11, 12  
Credit: 1.0

This course will give students a thorough background in basic accounting procedures. The accounting procedures presented will also serve as a background for employment in office jobs and preparation for studying the business core in college. The complete accounting cycle is done manually, with the integration of automated accounting. We will also discuss multicultural issues, careers in the business field as well as professional business ethics.

## ACCOUNTING 2 H

# 5034  
Grade level: 11, 12  
Credit: 1.0

Accounting 2 improves basic skills learned in Accounting 1 while the student gains a deeper insight into basic accounting and business activities. An overall view of partnership and corporation accounting with the introduction of accrual vs. the cash method for keeping records will be stressed. The student will be introduced into the areas of control accounting throughout the use of a voucher system, systems of inventory control, and financial budgeting.

Prerequisite: "C" in Accounting 1

## COMPUTER APPLICATIONS 1

# 1032  
Grade Level: 9  
Credit: .050

This introductory course provides students the basic skills needed to manage maintain and operate hardware and software. The majority of the course includes a Keyboarding software package, information management, word processing and presentation graphics that will be used to develop practical problem solving skills. This course includes an overview of Word 2007 as well as PowerPoint 2007.

## **COMPUTER APPLICATIONS 2**

# 2021  
Grade Level 10  
Credit: 0.25

This course offers hands on experience using Microsoft Word 2007. Students will learn many of the features contained in the Office 2007 software. The goal of this course is to give the students the necessary skills to apply what is taught for school, business, and personal use.

Prerequisite: Computer Applications 1

## **COMPUTER APPLICATIONS 3**

# 5052  
Grade Level 10, 11, 12  
Credit 0.50

This course offers students an in depth study of the integration of the Microsoft Office Suite: Access, PowerPoint, Word and Excel. This affords the student the opportunity to test out of the Level One computer classes at post-secondary institutions.

Prerequisite: Computer Applications 2

## **COMPUTER PROGRAMMING**

# 5072  
Grade level: 11, 12  
Credit: 0.50

This course will teach the students the fundamentals of the Visual Basic.Net programming language. With a focus on proper design and class programming to provide students with a strong introduction of object-oriented design and programming techniques.

Prerequisites: Algebra 1 H and Geometry H or Department approval.

## **THE LAW AND YOU**

# 6022  
Grade level: 11, 12  
Credit: 0.50

This is a survey course to introduce the students to the foundations of the legal system in the United States. The student will gain an understanding of the basic structure and principles of the legal system and the ways the law impacts their lives every day. Topics covered will be criminal law, family law, contracts, torts, ethics, and laws affecting minors.

## **WEB PAGE DESIGN**

# 6032  
Grade level: 10, 11, 12  
Credit: 0.50

This course introduces the student to the basics of web page creation using current markup standards. Students will design, maintain, and upgrade web pages, using Adobe Dreamweaver. Pages will be displayed on our local server.

Prerequisite: Computer Applications 2