

**POSTSECONDARY ENROLLMENT OPTION (CONT)**

3. **May a student enroll full-time at the postsecondary school and what is the maximum amount of time a student may enroll?**  
 Answer: No, a student must enroll only as a part-time student. A student may enroll part-time for no more than four terms unless he/she was first enrolled as a ninth or tenth grade student.
4. **May a student enroll in an eligible postsecondary education institution under this act if a comparable course is offered by the Davenport Community Schools?**  
 Answer: No, students may not enroll in a course if a comparable course is available in the local school district. The opportunities afforded under the act are intended to augment the offerings of local school districts, not replace them. Eligible courses will be the logical and natural extension of the school district's curriculum and the student's academic pursuit. Students/parents should not assume that all postsecondary courses for which the district has no comparable courses to be eligible under this program. Eligible courses will be determined after consultation with building and district personnel.
5. **Who furnishes transportation for students attending postsecondary institutions under this act?**  
 Answer: The parent/guardian is responsible for furnishing transportation to and from the postsecondary institution.
6. **What is the cost to a student for enrolling in a course under this act?**  
 Answer: There will be no charge to the student for tuition, textbooks, materials, or fees. However, students may be required to purchase equipment that becomes their property. The act provides that school districts pay a reimbursement to the postsecondary institution of the actual cost up to a maximum of \$250 per course.
7. **What must a student do to enroll in a course under this act?**  
 Answer: First, the student must discuss his/her intent with the school counselor before contacting or enrolling in a postsecondary school. Second, the student must apply at the eligible postsecondary institution and meet the admissions requirements. Third, the student must sign a statement indicating the student and parent or guardian has received information about the act from the school district. The Davenport Community Schools will assume no financial obligation unless these steps are followed.
8. **What must the Davenport Schools do before the student is eligible to enroll in courses under this act?**  
 Answer: The District must certify the eligibility of the student to participate under the act and approve all course selections.
9. **What must the postsecondary institution do before a student may enroll in a course under this act?**  
 Answer: The postsecondary institution must send a notice of acceptance to the student, the Davenport school district, and the Iowa Department of Education. This notice must identify the courses, the clock hours of attendance and the number of hours of postsecondary academic credit.
10. **Is there an annual deadline for enrolling in classes under this act?**  
 Answer: The process of enrolling under the act is quite involved and can be very time consuming. The process should begin at the time of registration for high school classes for the following year (normally takes place in February) and should be completed by the end of May. No application will be considered after August 15 (1st term) or December 15 (2nd term) A student anticipating participation in the Postsecondary Enrollment Option should inform the school district by March 15 of the intent to enroll in postsecondary courses during the next school year.
11. **What credit will a student receive from the Davenport Community Schools for courses completed under this act at a postsecondary institution?**  
 Answer: The Davenport Community Schools will award .5 units of credit for each postsecondary course completed under this act. The credit will count toward applicable graduation requirements of the Davenport Community Schools, will be included in the student's GPA and will be recorded on the student's high school transcript.

**ADVISOR/ADVISEE**

**Advisor/Advisee (PAWS) (084209/084210/084211/084212)**An advisory class is a program in which each teacher in the school is assigned to mentor the same group of students for four years of high school. Each advisory teacher will deliver the grade specific curriculum that will better prepare students for graduation and 2 to 4 years of post secondary opportunities. The class meets twice a month and additional sessions during registration and preparation for state testing. **Students will receive .125 credits per year. North only**

**BUSINESS EDUCATION**

Subject	Course Numbers	Units per course	Grade level offered				Prerequisites and related information
			9	10	11	12	
*Word Processing	020411	0.5	X	X	X	X	Satisfies technology graduation requirement for students who cannot key 30 wpm on a 3 min. timed test with 3 or fewer errors using the touch typing (2-hand) home row method
*Computer Applications I	030311	0.5	X	X	X	X	Pre-requisite: One term of Word Processing or the ability to key 30 wpm on a 3 min. timed test with 3 or fewer errors using the touch typing (2-hand) home row method. <b>Satisfies technology graduation requirement</b>
*Computer Applications II	030321	0.5	X	X	X	X	Computer Applications I
Visual Basic Programming	032411	0.5		X	X	X	Algebra recommended.

**BUSINESS EDUCATION (CONT)**

Subject	Course Numbers	Units per course	Grade level offered				Prerequisites and related information
			9	10	11	12	
<b>Advanced Visual Basic Programming</b>	032421	0.5		X	X	X	Visual Basic Programming
<b>Java Programming</b>	032611	0.5		X	X	X	Algebra recommended.
<b>*Financial Accounting – ACC 142 (2-term course)</b>	020771 /020772	1		X	X	X	None
<b>*Managerial Accounting – ACC 146 (2-term course)</b>	020773/ 020774	1			X	X	Financial Accounting
<b>Introduction to Business</b>	022111	0.5	X	X	X	X	None
<b>Business Law</b>	276311	0.5		X	X	X	None
<b>Operating a Small Business</b>	022411	0.5			X	X	None-Accounting I recommended
<b>Recordkeeping</b>	020611	0.5	X	X	X	X	None
<b>Applied Economics</b>	274141	0.5			X	X	None – <b>North only</b>
<b>Web Page Design</b>	031641	0.5		X	X	X	Computer Applications I & Computer Applications II
<b>Career Exploration Internship</b>	089641	0.5			X	X	Approval of Cooperative Work Experience Teacher
<b>Career Emphasis Internship</b>	089642	1			X	X	Approval of Cooperative Work Experience Teacher
<b>*Information Technology (2-term course)</b>	039511 /039512 /039513 /039514	1			X	X	Computer Applications II ( <b>North and West Only</b> )
<b>Information Technology Occupations Cooperative Work Experience (4-term course)</b>	029711 /029712 /029713 /029714	2				X	Computer Applications II, Accounting I recommended. Information Technology to be taken concurrently. Accounting II can be taken as the related course. ( <b>North and West Only</b> )
<b>Marketing Education (2-term course)</b>	029911 /029912 /029913 /029914	1				X	Marketing Education Cooperative Work Experience (must be taken concurrently) ( <b>North and West Only</b> )
<b>Marketing Education Cooperative Work Experience (4-term course)</b>	029721 /029722 /029723 /029724	2				X	Marketing Education Class (must be taken concurrently) ( <b>North and West Only</b> )

\* Successful completion of these courses may result in advanced placement and/or credit in certain postsecondary programs.

**COMPUTER TECHNOLOGY**

**Word Processing (020411)** This course is recommended for students who still look at the keys as they type and/or have very little or no recent keyboarding experience. Students will review proper keyboarding technique and further develop their speed and accuracy. Students will learn to effectively key such items as: personal and business letters with envelopes, memos, reports with references to title pages, and centered tables with multiple columns and headings.

**Computer Applications I (030311)** This course is for students who have taken Word Processing or a keyboarding course. The course will begin with a brush-up of proper keyboarding techniques, including a review of the keys. Students will use Windows on PC computers. Microsoft Word will be used to develop and/or revise a variety of personal and business letters, reports, tables, and memos. Students will also learn how to create and manipulate spreadsheets and databases using Microsoft Excel and prepare Power Point presentations.

**Computer Applications II (030321)** Students will use Microsoft Word, Excel, and Access to design advanced spreadsheets, databases, and word processing documents. They will prepare advanced-level Power Point presentations. Desktop Publishing and graphics will also be included. Students will use the Internet to access information.

**Visual Basic Programming (032411)** This course combines the development of a graphical user interface with fundamental programming skills. The focus is on the understanding of event-driven programs including objects, properties, and methods. The students will design, code, run, and debug programs. Course topics will include controls, variables, constants, calculations, decisions and conditions, menus, sub-procedures, sub-functions, and multiple forms. Students must be able to work independently, be highly motivated, and be able to solve problems as a team.

**Advanced Visual Basic Programming (032421)** This course is designed for the student who has successfully completed the Visual Basic Programming course. This course will provide the student with more advanced topics in Visual Basic. The course introduces looping structures and MenuStrips. Students will also be exposed to Web applications using Splash Screens with ActiveX ComboBox controls. Arrays and classes will also be demonstrated. Students will also create and design Smartphone applications. Computer program solutions are implemented using Visual Basic 2005.

## BUSINESS EDUCATION (CONT)

**Java Programming (032611)** This course is an introductory course to the Java programming language and program design. The student will focus on creating Java applications using Applets. In the applications, students will manipulate data using methods, using decision making and repetition with reusable objects, create arrays, loops, and layout managers using external class.

**Information Technology (039511/039512/039513/039514)** This course will focus on a variety of softwares used in the processing of information. Students will complete expert-level integrated projects utilizing Microsoft Office, manipulate images and photographs for printed material using Adobe Photoshop, and create movies using Macromedia Flash. Students will develop user applications of the software to maximize operational efficiency in a variety of office and industry settings. Students will also create a career portfolio including samples of work. This course will be beneficial in many career fields including those interested in a Computer Software Engineer/Application career.

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### ACCOUNTING COURSES

**Financial Accounting ACC142 (020771/020772)** Financial Accounting is a college-level course. It introduces students to the use of accounting concepts in the decision making process. Information is presented from a user's standpoint as opposed to an accountant's standpoint. Identifying the role of accounting in society; basic accounting and business terminology; concepts behind financial information; accepted accounting practices; and analysis and interpretation of financial statement of sole proprietorships and corporations will be discussed. **Dual credit (3 semester hours) can be earned through Scott Community College.** There is an additional fee for materials.

**Managerial Accounting – ACC146 (020773/020774)** Managerial Accounting is a college-level course. It serves as the foundation for other accounting courses and for students planning careers in accounting and business administration. Emphasis is given to managerial and cost analysis activities by exposing students to accounting principles and practices. The course covers the following topics: Managerial Accounting; Job Order Cost Accounting; Process Cost Accounting; Activity-Based Costing; Cost-Volume- Profit Analysis; Incremental Analysis; Variable Costing; Pricing; Budgetary Planning; Budgetary Control and Responsibility Accounting; Standard Costs and Balanced Scorecard; Planning for Capital Investments; Statement of Cash Flows; and Financial Analysis. **Dual Credit (3 semester hours) can be earned through Scott Community College.** There is an additional fee for materials.

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### PERSONAL/SURVEY BUSINESS COURSES

**Introduction to Business (022111)** This course is aimed at helping the student understand basic business principles and how to apply them to everyday living. Topics for study come from the following areas: career planning (seeking, obtaining, and advancing), decision making, budgeting, checking and savings accounts, credit, investments, consumer buying, and the role of business in our economic system. Students may also elect to participate in a job shadowing experience. There is an additional fee for materials.

**Business Law (276311)** Business Law explores Criminal and Civil Law, Legal Rights and Responsibilities, the Court System, Contracts, and Property Law. The textbook, the class discussion, the guest speakers, and the videos will provide every student with usable information for his/her daily life as well as insights into possible career choices.

**Operating a Small Business (022411)** This course is highly recommended for business students and others planning advanced studies in business administration or accounting. It is taught from the viewpoint of the small business operator, focusing on the operation (sales, pricing, promotion, personnel, and finance), planning, and controlling functions necessary for successful business operation. Small business models are used extensively. Students will have the opportunity to apply business principles through simulations and case studies. There is an additional fee for materials.

**Recordkeeping (020611)** Students will learn to keep and maintain the basic and most commonly used records of individuals and businesses. These records include: budgeting records, checking accounts, sales slips, inventory records, purchase invoices, accounts payable, accounts receivable, cash journals, and payroll records. This course is not available to students who have successfully completed Accounting I. There is an additional fee for materials.

**Applied Economics (274141)** This is a Junior Achievement course which emphasizes practical elements of microeconomics and includes a business consultant who brings real life situations to blend with textbook theory. Note: This course receives Social Studies credit. (North only)

**Web Page Design (031641)** This course will focus on three basic concepts for a web site: information (how to structure the information); programming (how to get the site to function); and visual (what the site will look like). Also included will be the general principles behind web site design. Students will be introduced to Microsoft FrontPage software to create web pages, Adobe Photoshop to manipulate and edit photos, a digital camera, and a scanner. There is an additional fee for materials.

**Independent Study (029611)** This course is designed to allow the student to pursue an area of study not available in our standard offerings. Before registering for the course, the student must secure a faculty advisor who is convinced of the student's ability to carry out independent study and who is willing to supervise the student's program. A proposed plan of study must be submitted to the instructor before registration. That plan must be approved by the instructor, department chairperson, the student's counselor and the principal. Independent study does not meet as a regularly scheduled class. Conferences are arranged between teacher and student as needed.

## BUSINESS EDUCATION (CONT)

### CO-OPERATIVE WORK EXPERIENCE TRAINING PROGRAMS

**Career Exploration Internship (089641)** Students will have an opportunity to learn first-hand about a career of interest by volunteering (unpaid) at a business or community work site. A written proposal will be jointly agreed upon between the student and the cooperative work experience teacher. This can also include working in a school setting if the student has a faculty member who will be their sponsor/supervisor. Students will perform a variety of tasks that expose them to many facets of their career choice. The internship will enable students to obtain valuable knowledge and skills to help them make informed decisions about their future. Students must have at least a 2.5 GPA, an excellent attendance/discipline record, and a recommendation from a teacher/counselor. Applications may be picked up from the student's counselor. (See page 10 for details.)

**Career Emphasis Internship (089642)** Students will have an opportunity to work at one or more sites to gain in-depth knowledge and skills first-hand about one or more career fields. A written proposal will be jointly agreed upon between the student and the cooperative work experience teacher. Work experiences may consist of a variety of timeframes with possible periods of unemployment filled with volunteer service projects, self-directed studies, and school-related activities. Students may be paid for some of their work, but it depends on the situation(s). Placements will be dependent upon available sites and the student's skills. Students must have at least a 2.5 GPA, an excellent attendance/discipline record, and a recommendation from a teacher/ counselor. Recommendations for scholarship applications and opportunities for future employment based on contacts made during a successful internship experience are excellent. Applications may be picked up from the student's counselor. (See page 10 for details.)

**Information Technology (039511/039512/039513/039514)** This course will focus on a variety of software used in the processing of information. Students will complete expert-level integrated projects utilizing Microsoft Office, manipulate images and photographs for printed material using Adobe Photoshop, and create movies using Macromedia Flash. Students will develop user applications of the software to maximize operational efficiency in a variety of office and industry settings. Students will also create a career portfolio including samples of work. This course would be beneficial in many career fields including those interested in a Computer Software Engineer, Application career. There is an additional fee for materials.

**Information Technology – Occupations (Cooperative Work Experience) (029711/029712/029713/029714)** Note: Students must also be registered for a "related" class, Information Technology or Accounting II. Local businesses provide students with experience in entry-level work positions. The student receives two units of credit for the year plus wages for hours worked. Hours are arranged with the employer but must average at least 15 hours per week. The coordinator will help arrange interviews for approved positions and will visit a student on the job site to determine his/her progress and training needs. Applicants must be approved by the coordinator before enrollment is complete. **Students are not guaranteed a job.** Students not working may remain in the "related" class but will not receive on-the-job credit.

**Marketing Education Class (029911/029912/029913/029914)** Note: Students must also register for Marketing Education Cooperative Work Experience when registering for this course. Students will learn the skills, knowledge, and practices needed by employees, supervisors, managers, and business owners. Emphasis is placed on human relations, job safety, communications, math, career exploration, economic understanding, product and service knowledge, retail selling, merchandising, advertising, and personal money management. Each student will prepare a resume to have for future use in applying for jobs. There is an additional fee for materials.

**Marketing Education Cooperative Work Experience (029721/029722/029723/029723)** Note: Students must be enrolled in the Marketing Education Class. Businesses in the community cooperate with the school by providing actual work experience and job training to the students. Students must work a minimum of 15 hours per week at a school-approved job in the retail, wholesale, or service occupations. The coordinator must meet with each student during registration. An application must be completed and approved by the coordinator before enrollment is complete. The coordinator will assist students in arranging interviews and will regularly visit the student on the job. Students are not guaranteed a job. The student receives two units of credit for the year plus wages for hours worked.

## BUSINESS CAREER ACADEMY (WEST HIGH ONLY)

Subject	Course Numbers	Units per course	Grade level offered				Prerequisites and related information
			9	10	11	12	
<b>Academy Introduction to Business</b>	022141	0.5	X				None
<b>Academy Computer Applications I</b>	030141	0.5	X				None
<b>Academy Computer Applications II</b>	030241	0.5		X			Academy Computer Applications I
<b>Academy Advanced Business</b>	022341	0.5		X			Academy Introduction to Business
<b>Academy Economics</b>	274141	0.5			X		Academy Advanced Business
<b>Academy English 9 (2-term course)</b>	100141/ 100541	1	X				None
<b>Academy American Literature</b>	101022	0.5			X		None
<b>Academy Speech</b>	108141	0.5		X			None
<b>Academy Writing Experiences</b>	101112	0.5		X			Academy English Strategies