

Note: The 16 Career Clusters identified at the national level have been arbitrarily placed under the 6 Career Pathways identified by the State of Iowa where they seem to most closely align. In reality, the Career Clusters may have application in multiple Career Pathways.

To assist them in their career planning, students need to do research to become familiar with the full range of opportunities available; the preparation required; job opportunities; salary range; and advantages and disadvantages of each career area. The State of Iowa funds phenomenal web-based career exploration software called “Choices” that will assist students with their research. Students and parents may go to www.ihaveaplaniowa.gov and follow directions to register for your student’s school in Davenport to use this program outside of the classroom.

The DCSD has developed *Plans of Study* intended to serve as guides, along with other career planning resources, in helping students complete their ACPs. These *Plans of Study* show actual DCSD core courses recommended for each career pathway. The *Plans of Study* are not intended to be complete listings of all the options within the career pathways. They are intended to be flexible and should be individualized to meet each learner’s educational and career goals. All of the *Plans of Study* are rigorous enough to prepare students for post-secondary education after high school graduation, should they choose to attend college, and are built upon a solid foundation of core academics. Supplementary materials showing elective course offerings that relate to each career pathway are also available in the schools and on the district web site. If you have questions, please contact your school’s guidance department. The *Plans of Study* can be found on the district web site under /Career Pathways: <http://www.davenportschools.org/students.asp>

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.**

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. Satisfies technology graduation requirement
Computer Applications II	030321	0.5	X	X	X	X	Computer Applications I
Visual Basic Programming	032411	0.5		X	X	X	Algebra recommended.
Advanced Visual Basic Programming	032421	0.5		X	X	X	Visual Basic Programming
Java Programming	032611	0.5		X	X	X	Algebra recommended.
Principles of Accounting	020770	0.5		X	X	X	None
Financial Accounting ACC 142 (2-term course)	020771 /020772	1		X	X	X	ACT or COMPASS Test -See page 1 3 college credits
Managerial Accounting ACC 146 (2-term course)	020773/ 020774	1			X	X	ACT or COMPASS Test -See page 1 Financial Accounting 3 college credits
Introduction to Business	022111	0.5	X	X	X	X	None
Business Law	276311	0.5		X	X	X	None
Operating a Small Business	022411	0.5			X	X	None-Accounting I recommended
Applied Economics	274141	0.5			X	X	None
Managing Your Personal Finances	222101			X	X	X	None
Web Page Design	031641	0.5		X	X	X	Computer Applications I & Computer Applications II
Career Exploration Internship	089641	0.5			X	X	Approval of Cooperative Work Experience Teacher
Career Emphasis Internship	089642	1			X	X	Approval of Cooperative Work Experience Teacher
Information Technology (2-term course)	039511 /039512 /039513 /039514	1			X	X	Computer Applications II (North and West Only)
Information Technology Occupations Cooperative Work Experience (4-term course)	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. (North and West Only)

Marketing Education (2-term course)	029911 /029912 /029913 /029914	1					X	Marketing Education Cooperative Work Experience (must be taken concurrently) (North and West Only)
Marketing Education Cooperative Work Experience (4-term course)	029721 /029722 /029723 /029724	2					X	Marketing Education Class (must be taken concurrently) (North and West Only)

COMPUTER TECHNOLOGY

Word Processing (020411) 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) 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) 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) 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.

Java Programming (032611) 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 repletion with reusable objects, create arrays, loops, and layout managers using external class.

Information Technology (039511/039512/039513/039514) Focuses 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 will be beneficial in many career fields including those interested in a Computer Software Engineer/Application career.

ACCOUNTING COURSES

Principles of Accounting (020770) Students successfully completing this course will be able to determine the profitability of a business. This course is designed for students wanting a basic principles course and could be used for preparation for advanced study in ACC142 and ACC146. Generally accepted accounting procedures will be presented, practiced, and used. *There is an additional fee for materials.*

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. There is an additional fee for materials. **This course awards college credit.**

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. There is an additional fee for materials. **This course awards college credit.**

BUSINESS EDUCATION (CONT)

PERSONAL/SURVEY BUSINESS COURSES

Introduction to Business (022111) 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) 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.

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. **This course receives Social Studies credit. (North only)**

Managing Your Personal Finances (222101) Designed to teach students about all aspects of personal finance. It will include such things as evaluating and applying financial information, setting financial goals, exploring earning potential, investing, and understanding the importance of saving.

Web Page Design (031641) Focuses 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 Adobe Creative Suite CS3 software – Dreamweaver, Photoshop, and Flash to create web pages, manipulate and edit photos.

Independent Study (029611) 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.

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) Focuses 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,

BUSINESS EDUCATION (CONT)

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	
Academy Introduction to Business	022141	0.5	X				None
Academy Computer Applications I	030141	0.5	X				None
Academy Computer Applications II	030241	0.5		X			Academy Computer Applications I
Academy Advanced Business	022341	0.5		X			Academy Introduction to Business
Academy Economics	274141	0.5			X		Academy Advanced Business
Academy English 9 (2-term course)	100141/ 100541	1	X				None
Academy American Literature	101022	0.5			X		None
Academy Speech	108141	0.5		X			None
Academy Writing Experiences	101112	0.5		X			Academy English Strategies
Academy American Studies II (2-term course)	272141 /272142	1	X				None
Academy Contemporary American History	272143	0.5		X			Academy American Studies I
Academy American Government	273041	0.5			X		None
Academy Geography	270141	0.5		X			None
Academy Senior Seminar (2-term course)	029941 /029942	1				X	Completion of years 1-3 of Academy courses

APPLICATION AND INTERVIEW REQUIRED FOR ADMISSIONS - SEE COUNSELOR

Through a unique method of instruction, the Business Career Academy at West High School will integrate the regular academic curriculum with specialized business electives emphasizing computer and oral communication skills. Business Career Academy students will develop career portfolios, attain marketable skills, and experience job shadowing, internships/co-op, and service learning. Students entering as 9th graders must apply for the Academy. (Applications are available through your 8th grade counselor.) Selection of applicants is based on attendance, academic achievement, and teacher recommendations.

Academy Introduction to Business (022141) 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: decision making; budgeting; checking and savings accounts; banking services; credit; consumer techniques; rights and responsibilities; career development; employment seeking and keeping skills; recordkeeping/accounting; and how businesses operate in our economic system.

Academy Computer Applications I (030141) Students successfully completing this course will be able to use a keyboard to effectively key such items as: personal and business letters, short manuscripts with references, and multiple-column tables of information in the proper format. Students will also be able to develop and/or revise a variety of personal and business problem-solving communications using word processing, spreadsheet, and database management applications on IBM-compatible computers. There is an additional fee for materials.

Academy Computer Applications II (030241) Students will use the computer as a problem-solving device: designing advanced spreadsheets, databases, and word processing documents to provide information needed for decision-making. Software featured in this course is Microsoft Word and Microsoft Excel. In addition, DESKTOP PUBLISHING features will be explored. There is an additional fee for materials.

Academy Advanced Business (022341) Students will operate a business following the guidelines and procedures outlined in the Junior Achievement Student Company program. Business principles of leadership and teamwork will be applied through integrated group projects and simulations. Students will accumulate service learning hours and reflections for their capstone portfolio.

Academy Economics (274141) Students will develop personal and business finances. Personal finances will include: establishing credit, managing money, personal investments, taxes, insurance, and major purchases. Business finances will include: creating a business plan, obtaining financing, and management operations. The continuation of service learning requirements and capstone portfolio development will be emphasized.