

BUSINESS EDUCATION

Subject	Course#	Credits	Grade Level				Prerequisites and related info
			9	10	11	12	
COMPUTER TECHNOLOGY							
Microsoft Office Applications	060311	0.5	X	X	X	X	Satisfies technology graduation requirement
Advanced Microsoft Office Applications	060321	0.5	X	X	X	X	Microsoft Office Applications; Algebra recommended
Introduction to Computers (CSC110)	000003	0.5	X	X	X	X	This course does fulfill the Technology requirement for graduation. 3 college credits +
Visual Basic Net I (CIS606)	032411	0.5		X	X	X	3 college credits
Java (CIS171)	032611	0.5		X	X	X	Algebra recommended 3 college credits +
C++ (CIS161)	032621	0.5		X	X	X	3 college credits +
C# (CIS169)	000034	0.5		X	X	X	3 college credits +
Fundamentals of Web Design I (CIS251)	031641	0.5		X	X	X	Computer Apps I & II recommended 3 college credits +
ACCOUNTING							
Principles of Banking (FIN106)	020222	0.5			X	X	Recommended 2.0 GPA or higher 3 college credits +
Principles of Accounting	020770	0.5		X	X	X	None
Computer Accounting QuickBooks I (ACC332)	020781	0.5		X	X	X	Principles of Accounting (or) Financial Accounting (ACC142) required 2 college credits +
Financial Accounting (ACC142)	020771	0.5		X	X	X	Principles of Accounting. 3 college credits +
Managerial Accounting (ACC146)	020773	0.5		X	X	X	Financial Accounting (ACC142) 3 college credits +
PERSONAL/SURVEY							
Principles of Business	022111	0.5	X	X	X	X	None
Introduction to Business (BUS102)	000018	0.5		X	X	X	3 college credits +
Business Law	276311	0.5	X	X	X	X	None
Small Business Management	062411	0.5			X	X	Principles of Accounting recommended.
Sports and Entertainment Marketing	000073	0.5			X	X	Principles of Business or Introduction to Business (BUS102) recommended or 2.0 GPA or higher
Managing Personal Finances	222101	0.5	X	X	X	X	None
Principles of Marketing (MKT110)	029912	0.5			X	X	3 college credits +

Employment Strategy (BUS106)	029911	0.5			X	X	2 college credits ♣♦
Employability Skills	000047	0.5			X	X	None
Independent Study	029611	0.5				X	See course description for information
Davenport Digital Innovators I	221061 221062	1	X	X	X	X	Application and approval.
Davenport Digital Innovators II	221063 221064	1	X	X	X	X	Application and approval.
CO-OPERATIVE WORK EXPERIENCE							
Cooperative Work Experience	029721 029722 029723 029724	2				X	Employment Strategy OR Employability Skills OR iJAG Employment Strategy must be taken as a pre-requisite or concurrently.
Occupational Experience (Banking) (ADM936)	020111	0.5			X	X	Successfully completed or currently enrolled in Principles of Banking (FIN106) 3 college credits ♣♦

College Credits and Transfer Key

+	Transfers to some state colleges as equivalent course.
♣	Transfers to some state colleges as elective credit.
♦	Nontransferable at some colleges

BUSINESS COURSE DESCRIPTIONS

COMPUTER TECHNOLOGY

Microsoft Office Applications 060311 0.5 credits

This course teaches Windows software beginning with a brush-up on proper keyboarding techniques. Microsoft Word will be used to develop and/or revise a variety of personal and business letters, MLA style reports, resumes, tables and other business documents. Students will also learn how to create and manipulate spreadsheets and charts using Microsoft Excel. This course provides students technology skills needed for other curricular areas such as PowerPoint, Photo Stories and Web searches, and includes current and emerging technological trends and advancements and prepares students for college and/or entry into the workforce. Students will satisfy State of Iowa career requirements by completing Career Cruising.

Advanced Microsoft Office Applications 060321 0.5 credits

Students will use Microsoft Office Word, Excel, PowerPoint and Access to design advanced spreadsheets, databases, presentations and business documents. Publisher and Graphics will also be included. Students will use the Internet to access information. An integration project will be completed at the end of the course integrating Word, Excel, Access and PowerPoint.

Introduction to Computers (CSC110) 000003 0.5 credits

An introduction to computers including: operating systems, word processing, spreadsheets/worksheets, databases, presentation programs, email, the internet, and certain related computer concepts. Course will satisfy technology requirements for graduation. This course awards college credit.

Visual Basic Net I (CIS606) 032411 0.5 credits

This hands-on course covers essential aspects of Visual Basic for Windows. Students will design applications; understand controls and properties; use variables, functions and expressions; use statements and methods; use arrays; design menus; and access files. This course awards college credit.

Java (CIS171) 032611 0.5 credits

An introduction to object-oriented programming using the Java programming language. The course covers methods, objects and classes with emphasis on modularity and reusable code. Students design programs demonstrating conditionals, iteration, array handling and event processing. This course awards college credit.

C++ (CIS161) 032621 0.5 credits

This course is designed to give students a basic understanding of the C++ language. Topics covered include Visual C++, NET environment, variables, calculations, loop structures, design structures, pointers, arrays and function templates. This course awards college credit.

C# (CIS169) 000034 0.5 credits

Course introduces programming using the C# programming language to solve business-related problems. Content includes program development and design, visual and object-oriented programming, screen design, structured programming techniques, and event-driven programming using objects. Programming assignment concepts include arithmetic calculations, decision making, looping, reports to screen and paper, subroutines and functions, interactive processing, working with arrays, and introductory concepts of file creation and access.

Fundamentals of Web Design I (CIS251) 031641 0.5 credits

Students will learn how to design web sites focusing on the overall web site production processes with particular emphasis on design elements involving layout, navigation, accessibility and interactivity. Students will use Adobe CS Design Premium and will learn HTML, Flash, Dreamweaver and Photoshop. This course awards college credit.

ACCOUNTING COURSE DESCRIPTIONS

Principles of Banking (FIN106) 020222 0.5 credits

Presents the basic economic principles as they relate to the banking/credit union Industry. Provides the essential understanding necessary to further banking studies by providing students with an overview of the American monetary and banking system as well as types of financial institutions and the services and products that they offer. This course awards college credit.

Principles of Accounting 020770 0.5 credits

Students will be able to successfully 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. Quickbooks software will be utilized for the instruction of computerized accounting concepts. There is an additional fee for materials.

Computer Accounting Quickbooks 1 (ACC332) 020781 0.5 credits

Students apply accounting concepts to keep financial records for small service and merchandising companies using the accounting software Quick-Books. Topics include setting up a company, creating a chart of accounts, recording customer and vendor transactions, processing payroll, printing financial reports, and recording and adjusting entries. This course awards college credit.

Financial Accounting (ACC142) 020771 0.5 credits

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 statements of sole proprietorships and corporations will be discussed. There is an additional fee for materials. This course awards college credit.

Managerial Accounting (ACC146) 020773 0.5 credits

The foundation for all other accounting courses designed for students planning careers in accounting and business administration. Emphasis is given to managerial and cost analysis activities. Covers 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.

PERSONAL/SURVEY BUSINESS COURSE DESCRIPTIONS

Principles of Business 022111 0.5 credits

Students will learn basic business principles and how to apply them to everyday living. Topics for study include: 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.

Introduction to Business (BUS102) 000018 0.5 credits

Introduces the student to American contemporary business, its nature, and its environment. A survey course providing exposure to social responsibilities of business, management, production, human resources, marketing, finance, quantitative methods, world business and business law. This course awards college credit.

Business Law 276311 0.5 credits

Business Law explores criminal and civil law; legal rights and responsibilities; the court system; contracts and property law. Class discussion, guest speakers and videos and written materials will provide every student with usable information for his/her daily life as well as insights into possible career choices.

Small Business Management 062411 0.5 credits

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.

Sports & Entertainment Marketing 000073 0.5 credits

Sports & Entertainment Marketing is a comprehensive course that covers many aspects of the sports and entertainment field. Some of the areas discussed in the course include: The history and evolution of Sports & Entertainment Marketing (SEM), creating a brand/licensing, sponsorships, promotions, endorsements, ticket sales, communications, marketing, and careers in the SEM field. Projects are a large part of this course. Students will explore local community events to gain real- world, hands on experience, and make connections within the industry. *Students must submit a teacher recommendation in order to be enrolled.*

Managing Personal Finances 222101 0.5 credits

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.

Principles of Marketing (MKT110) 029912 0.5 credits

Develops an integrated, analytical and managerial approach to the study of marketing. Principles of psychological, social, political and economic forces are analyzed as they relate to the marketing of goods and services. Strategy of marketing is based on the consumer-oriented concept. This course awards college credit.

Employment Strategy (BUS106) 029911 0.5 credits
Students will complete assignments focused on their individual and career targets, while developing successful lifetime job search skills and career management tools. Students will also learn job search techniques, such as completing employment applications, preparing letters of application and resumes and participating in a mock interview. This course serves as a related course for cooperative work experience. This course awards college credit.

Employment Skills 000047 0.5 credits
This course offers a hands-on approach in employability/job attainment skills (resumes, cover letters, job applications, interviewing, etc.) and work place survival skills. Students will continue their own self-study on career options, with emphasis on planning for life after high school graduation. This format involves individual assignments, team activities/projects, and guest speakers. This course satisfies the Cooperative Work Experience related course requirement.

Independent Study 029611 0.5 credits
Designed to allow students to pursue an area of study not already available. Before registering, the student must secure a faculty advisor who will support the student's request and is willing to supervise the student's program. A proposed plan of study must be submitted to and approved by the faculty advisor before registration, and approved by the department chairperson, the student's counselor and building principal. Independent study does not meet as a regularly scheduled class. Conferences are arranged between teacher and student as needed.

Davenport Digital Innovators I 221061, 221062 0.5 credits
Students will engage in self-directed learning to solve a problem within the community using a digital tool. Students will collaboratively work to learn a programming language to develop a creative solution to a problem of their choosing. Teams will work with community mentors and teacher facilitator to manage projects, refine solutions, and share innovations at an exhibition event for the community.

Davenport Digital Innovators II 221061, 221062 0.5 credits
Building on the beginner level course, students will engage in self-directed learning to solve a problem within the community provided by a client. Students will develop a digital tool as the solution, working to build their skills as coders, creative thinkers, and successful communicators. Teams will work with community mentors and teacher facilitator to manage projects, refine solutions, and share innovations at an exhibition event for the community.

CO-OPERATIVE WORK EXPERIENCE COURSE DESCRIPTIONS

Cooperative Work Experience 029721, 029722, 029723, 029724 2 credits
Note: Students must be enrolled in a related 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 work experience teacher 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.

Occupational Experience (Banking) (ADM936) 020111 0.5 credits
Designed to provide students with the opportunity to receive practical office-related work experience through on-the-job training. While at work, students apply knowledge and skills learned in the classroom to complete the tasks and responsibilities of their positions. Students are guided by the coordinated efforts of the employer and the occupational experience coordinator. This course awards college credit.

CAREER INTERNSHIP & WORK EXPERIENCE

Subject	Course#	Credits	Grade Level				Prerequisites and related info
			9	10	11	12	
Career Exploration Internship	089641	0.5			X	X	Approval of coop work experience teacher
Career Emphasis Internship	089642	0.5			X	X	Approval of coop work experience teacher

Every effort will be made to place students in experiences that relate to their area of interest. However, availability of sites will determine placement.

CAREER INTERNSHIP & WORK EXPERIENCE COURSE DESCRIPTIONS

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.

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.

CAREER INTERNSHIP & WORK EXPERIENCE OPPORTUNITIES		
Career Exploration Internship	Career Emphasis Internship	Cooperative Work Experience
Typically unpaid work experience; can be business/community-based or school-related work experience if student obtains faculty sponsor.	Paid or unpaid work experience depending on situation(s); may include a variety of work-site hosts for short periods of time such as with employment agency or other business & community organizations; school projects/assignments or community service will fill in during non-employment intervals	Typically a paid work experience, all year, with concurrent enrollment in a related class;
Juniors or seniors who fulfill predetermined criteria	Juniors or seniors who fulfill predetermined criteria	Senior status
Application process required - get from and return application to counselor	Application process required - get from and return application to counselor	Application process required - get from and return application to counselor
1 term of Internship (may be repeated • with approval)	1 term of Internship (may be repeated - with approval)	1 year of Cooperative Work Experience and concurrent enrollment in the related class
Average 7.5 hours/week of work experience	Average 15 hours/week of work experience and/or school/homework; work experiences may consist of a variety of timeframes and/or at multiple work-sites with possible intervals of non-employment	Average 15 hours/week of work experience

0.5 unit credit per term	1.0 unit credit per term	2 units credit/year for work experience. 1 unit of credit/year for related class
Approved by the Cooperative Work Experience teacher	Approved by the Cooperative Work Experience teacher	Approved by the Cooperative Work Experience teacher
Approved work-site or school position (linked with perceived career interests) Mutual sign-off on job description by student, supervisor and Cooperative Work Experience teacher	Approved work-site or school position (linked with perceived career interests) Job description provided by work-site host with mutual sign off (student & supervisor); student skills will determine placements	Approved work-site or school position (linked with perceived career interests) Criteria determined by Cooperative Work Experience teacher
Typically unpaid - Might be paid depending on the situation	Paid or unpaid - dependent upon work-site experience	Typically paid for work experience
Culminating activity/project(s) required (such as career paper, journal, presentation, etc.)	Culminating activity/project(s) required (career paper, journal, web site, presentation using graphics, etc.)	Activities/projects required in related class
Special certificate awarded to student documenting successful experience	Special certificate awarded to student documenting successful experience	Success documented by employer/ Cooperative Work experience teacher
Recommendation from employer and/or teacher available upon successful completion of term at student's request	Recommendation from employer and/or teacher available upon successful completion of term at student's request	Recommendation from employer and/or teacher available upon successful completion of term at student's request
Facilitated by Cooperative Work Experience instructor in conjunction with supervisor	Facilitated by Cooperative Work Experience instructor in conjunction with supervisor (upon request) at completion of term	Cooperative Work Experience teacher monitors and reviews performance at work-site and in class