

## DUAL CREDIT

Community college course delivered specifically for high school students in grades 10, 11 & 12. Individual students must complete community college admission and meet admission criteria. A 28E agreement between the high school and the community college is required. Students may earn high school and community college credit.

### FINANCIAL ACCOUNTING

020731

GRADES: 11-12

\*PREREQUISITE:

ACCOUNTING I

.5 CREDIT/1 TERM

### DUAL CREDIT

This course offers dual credit from both Bettendorf High School and Scott Community College. This course is designed for the serious accounting and /or business students. The course is designed to provide advanced knowledge and college credit in the area of financial accounting. This class will use accounting in the decision making process. Information will be presented with a bias toward user orientation as opposed to preparer orientation. Course competencies will be developed in the areas of identifying the role of accounting in society, basic accounting and business terminology, concepts behind financial information, accepted accounting practices, analysis and interpretation of financial statements of sole proprietorships and corporations.

#### Benchmarks

The students will:

- identify the major policy setting bodies in the accounting profession and demonstrate and understanding of their roles
- explain the role of accounting in making business decisions.
- describe the major types of business organizations in private enterprise economy and how accounting procedures differ for each type of business
- apply and interpret the accounting concepts and principles.
- identify and describe the generally accepted accounting principles and how they impact the recording of financial transactions and development of financial statements
- explain the role of certain ratios in the decision making process for businesses.
- identify and perform concepts related to Cash Control, and Receivables.
- identify, explain and report debt financing, equity financing and other liabilities.
- assess and interpret the financial condition of a business through financial ratios analyzing profitability, liquidity and solvency to make informed business decisions
- demonstrate understanding of planning and control principles used to evaluate the performance of a company
- develop a working knowledge of an annual report and financial statements and how they are utilized in the business environment

Iowa Core Curriculum/21st Century Skills - The accounting standards also focus on the skills and competencies students need to acquire and develop as they further their education, prepare to enter the workforce, and pursue their chosen career path.

Student will utilize:

- strategic and critical thinking
- risk analysis
- problem solving and decision making
- communication
- teamwork and leadership
- the ability to employ and use technology
- an awareness of the legal and regulatory environment
- ethical responsibility

\*See the Business department introduction for a description of Employability, Financial Literacy and Technology essential skills and benchmarks

**MANAGERIAL ACCOUNTING****020721****GRADES: 11-12****\*PREREQUISITE: ACCOUNTING I & FINANCIAL ACCOUNTING****.5 CREDIT/1 TERM****DUAL CREDIT**

This course offers dual credit from both Bettendorf High School and Scott Community College. This course emphasizes financial statement analysis, including the reporting of cash flows and managerial accounting as it relates to decision-making and to the manufacturing environment. This course serves as a foundation for other accounting courses for students planning careers in accounting, as well as providing for the needs for students in business administration. This class is a continuation of Financial Accounting. This class 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. Emphasis is given to managerial and cost analysis activities by exposing students to accounting principles and practices. This course not only serves as the foundation for other accounting courses, but also provides the literacy needed for students in business administration.

**Benchmarks**

The students will:

- distinguish and use different cost methods used in making business decisions
- describe and illustrate the reporting of cash flows, including cash flows from operating activities, investing activities, financing activities and significant non-cash transactions
- describe basic financial statement analytical procedures including horizontal and vertical analysis
- identify and discuss the general content areas of corporate annual reports
- define managerial accounting and describe its role in the management process
- differentiate between managerial and financial accounting
- differentiate between general accounting systems and cost accounting systems
- use job order cost information for decision-making
- understand and use budgetary components in preparing financial, production, labor and cash budgets
- describe desired characteristics of effective managerial accounting reports
- describe and illustrate basic principles of budgetary systems
- describe the managerial accountant's role in the decision-making process
- explain the nature and importance of capital investment analysis

Iowa Core Curriculum/21st Century Skills addressed in this course:

- Employability Skills
- Financial Literacy

\*See the Business department introduction for a description of Employability and Financial Literacy essential skills and benchmarks.

**PERSONAL FINANCE****020631****GRADES: 10-12****\*PREREQUISITE: NONE****.5 CREDIT/1 TERM****DUAL CREDIT**

Financial planning - your roadmap to financial success! With an emphasis on real-life situations and applications, students will use materials from the Family Economics and Financial Education, the JumpStart Coalition for Personal Financial Literacy, Practical Money Skills as well as online resources to focus on financial literacy, choices and decisions. They will also take part in a Stock Market Game and hear from financial experts. Students will explore financial planning, financial statements, consumer decision-making, financial services, consumer credit, investing and insurance.

**Benchmarks**

The students will:

- understand the financial planning process.
- explore career options based on their desired lifestyle.
- understand the connection between income, expenses, assets and liabilities.
- make wise financial decisions.
- select among the various savings options.
- research and utilize investment information.
- recognize and victim-proof themselves against fraud and consumer scams.
- explain the advantages, disadvantages, costs and laws involved with consumer credit.
- examine the benefits and features of insurance.
- utilize online resources to conduct financial research and make financial decisions.

Iowa Core Curriculum/21st Century Skills addressed in this course:

- Employability Skills
- Financial Literacy
- Technology Literacy

\*See department introduction for a description of Employability, Financial Literacy and Technology essential skills and benchmarks

**PROFESSIONAL SKILLS**

**029811**

**GRADES: 10-12**

**.5 CREDIT/1 TERM**

**\*PREREQUISITE: NONE**

**DUAL CREDIT**

This course provides an opportunity for students to explore careers and identify career pathways based on individual interests and goals. This class covers topics designed to help students succeed in the world of work: career exploration, job application process, human relations, and goal-setting. This course serves as a prerequisite to the Professional Internship/Work Experience Program which can be taken as a senior.

**Benchmarks**

The students will:

- complete interest inventories and make connections to Career Pathways.
- conduct post-secondary/career research and planning.
- understand the job application process including resumes, interviewing and networking.
- assess workplace readiness skills and employability competencies.
- analyze the importance of Workplace soft skills.
- integrate technology applications.

Iowa Core Curriculum/21st Century Skills addressed in this course:

- Employability Skills
- Financial Literacy
- Technology Literacy

\*See the Business department introduction for a description of Employability, Financial Literacy and Technology essential skills and benchmarks

**BUSINESS ACADEMY**

**029821**

**GRADE: 12**

**1 CREDIT/2 TERMS**

**\*PREREQUISITE: LETTER OF APPLICATION**

**DUAL CREDIT**

**Class is taught off sight and students need to provide their own transportation.**

This course offers dual credit from both Bettendorf High School and Scott Community College. The course will blend entrepreneurship skills with business functions necessary to operate a small business. Students will be introduced to entrepreneurship through weekly presentations from local business representatives. Through observation and practical experience, students will learn the basics of market planning, principles of accounting and financial management, market research and developing a business plan. Students will utilize a team approach to develop their business ideas and will have an opportunity to practice incorporation of their ideas into real-world settings.

The second 9-weeks of this semester-long course will include rotations through a local business. Students will work in pairs gaining real-life practice in the areas of Advertising/Marketing, Human Resources, Sales, Management, Customer Service, Recruitment, Finance, Collections, Quality, IT). The academy will conclude with business presentations made by the students. NOTE: Enrollment in this course is limited.

\*See the Business department introduction for a description of Employability, Financial Literacy, Civic Literacy, and Technology essential skills and benchmarks

**Not Offered 2017-2018**

**HEALTH OCCUPATION ACADEMY**

**159811**

**GRADES: 12**

**1 CREDIT/2 TERM**

**\*PREREQUISITE: LETTER OF APPLICATION**

**General Elective**

**DUAL CREDIT**

**Location: Trinity Hospital, Bettendorf Campus and students need to provide their own transportation.**

Health Care Systems and Career Exploration is an in-depth exploration of health care careers and employment expectations to assist in health care education and career development decisions. History and overview of the health care industry and common health care safety practices will be explored through theory and a wide range of clinical experiences. Clinical shadowing experiences in a medical center as well as in community health care settings will provide the student with exposure to a wide range of health care career experiences and health system models.

**Benchmarks**

The students will:

- apply theoretical concepts from a selected knowledge base of the natural and social sciences, and humanities to investigate health care models, systems, and career options.
- incorporate principles of teaching and learning as an integral part of functioning within a health care system.
- explore the meaning and use of best practices in health care.
- explore health care: past, present and future
- demonstrate individual accountability for own personal/professional behavior including interpersonal communication.
- discuss health care costs and the impact on the future of health care.
- discuss safety principles/practices including infection control.
- discuss health promotion and the importance of demonstrating a healthy lifestyle.
- apply legal and ethical principles relevant to health care systems, and professions.
- demonstrate the ability to preserve/maintain cultural identities and diverse life-ways when interacting with individuals entering the health care system

**MEDICAL TERMINOLOGY/CAREERS**

**150211/150212**

**GRADES: 11-12**

**.5 CREDIT/1 TERMS**

**General Elective**

**\*PREREQUISITE: BIOLOGY**

**DUAL CREDIT**

Students will explore career opportunities in the health care field through speakers, technology, and School-To-Work experiences. CPR certification, theoretical discussions of the body systems, practical medical skills application, and service learning are integrated.

**Benchmarks**

The students will:

- synthesize health care careers and opportunities.
- test for CPR and First Aide certification.
- define, pronounce, and spell common medical terms and abbreviations.
- understand body systems and diseases that affect all age groups.
- participate actively in school-to-work, service learning projects, and tours of medical programs.

**ALLIED HEALTH**

**140021**

**GRADES: 12**

**1 CREDIT/2 TERMS**

**\*PREREQUISITE: NONE**

**DUAL CREDIT**

**Location: Scott Community College and students need to provide their own transportation.**

This course will provide learning opportunities for obtaining skills in the health care field. Those interested in the allied medical field will receive experience from trained allied health educational professionals in various lab departments. Through observation and practical lab experiences, students will be guided as they think about career choices. Students will attend class in a lab setting and will be assigned hands-on activities. The following areas will be scheduled for lab rotations in the Allied Health fields: Radiology, END, Surgical Technology, HIT, Dental Assisting and Cancer Information Management. (4.5 college credits)

- discuss basic understanding of the allied health care industry in today's society
- identify all aspects of the allied health care processes and responsibilities of the health care team members to which the student is exposed
- apply critical/reflective thinking and the allied health care assessment process in selective clinical experiences
- cite health care theoretical concepts as related to various allied health fields
- summarize legal, ethical, professional and personal values and professional and personal values and professional standards as factors that affect the health care process within various healthcare environments
- demonstrate interpersonal and culturally sensitive communication skills
- demonstrate individual accountability for own personal and professional behavior
- experience lab activities at the SCC Campus to investigate college training programs.

**CULINARY PRINCIPLES****291213****GRADES: 11-12****\*PREREQUISITE: FOOD AND NUTRITION & ADVANCED FOODS****.5 CREDIT/1 TERM****DUAL CREDIT**

This course is an overview of foodservice and culinary arts. Students will look at industry structure, developing trends and influences of management. Students will begin their awareness of food products and the world of food. Students in this course may earn two hours of college credit from Scott Community College.

**Benchmarks**

The students will:

Knowledge based

- 1) Show proficiency in dry, moist, and combination heat cooking methods.
- 2) Implement professional standards in food preparation.
- 3) General (Basic) culinary product knowledge

Skill based

- 1) Demonstrate skill in knife, tool and equipment handling.
- 2) Operate equipment safely and correctly
- 3) Apply principles of food handling and preparation

**CHEF YOUTH APPRENTICESHIP****299811****GRADES: 11-12****\*PREREQUISITE: FOOD & NUTRITION, SANITATION & SAFETY****1 CREDIT/2 TERM****DUAL CREDIT****Family & Consumer Science****Location: Scott Community College and students need to provide their own transportation.**

Students will receive information and competencies in applicable food service fields, be involved in job placement, and learn American Culinary Federation apprentice work processes. This will be an 18 week course offered during the spring semester. Class will be held each Monday with students expected to be on their job site Tuesday through Friday. Employment is mandatory at an approved culinary arts site.

Verification of a minimum of 16 hours each week is required to receive full credit for this course. Students enrolled in this course will receive articulated credit and practical experience in American Culinary Federation approved work processes.

**Benchmarks**

The students will:

- gain knowledge of regulations, skills, and standards required in the food service industry.
- acquire a solid work-based foundation in culinary arts.
- gain an understanding of the production issues related to the food service industry.
- increase their employability in the food service, hospitality, and travel industries.

**SANITATION & SAFETY****291211****GRADES: 11-12****\*PREREQUISITE: FOOD & NUTRITION****1 CREDIT/2 TERM****DUAL CREDIT****Family & Consumer Science****Location: Scott Community College and students need to provide their own transportation.**

This course provides a solid foundation in food service sanitation and safety. Upon completion of this course, the student will be provided the opportunity to take the National Restaurant Association exam for certification. After completion of this course, the student will be able to: gain an understanding of the health and safety issues related to the industry, meet the state standards for sanitation and safety in the food service industry and increase his/her employability in the food service industry. This course is the introductory course in the Chefs Apprenticeship Program. It will be an 18 week course meeting every other day during the fall semester. On the off days of class, the student will be assigned to a study hall. Students enrolled in this course will receive articulated credit and practical experience in American Culinary Federation approved work processes.

**Benchmarks**

The students will:

- gain an understanding of the health and safety issues related to the food service industry.
- meet the state standards for sanitation and safety in the food service industry.
- increase their employability in the food service industry.

**HOSPITALITY ACADEMY****294211****GRADE: 12****\*PREREQUISITE: LETTER OF APPLICATION****1 CREDIT/2 TERMS****DUAL CREDIT****General elective****Class is taught off sight and students need to provide their own transportation.**

This course is a beginning level course to the Hospitality Management Program at Scott Community College. Students who have taken the Safety and Sanitation Course are eligible to apply for acceptance into this academy. The academy will allow students to experience many aspects of the hospitality field in an effort to explore this as a future career option. Students will be given an introductory look at the hospitality field, will be provided hands-on activities in a laboratory setting and will be placed in a business setting one day per week. The class will be held at Scott Community College in the new, state-of-the-art Culinary Arts and Hospitality Management Center.

**Benchmarks**

The students will:

- analyze operational problems and establish procedures
- assign duties to other employees
- collaborate on menu planning/serving arrangements
- perform serving duties
- manage finances
- control inventories; develop budgets, policies and procedures
- purchase supplies and equipment
- record production and operational data
- carry out customer service
- train workers in food preparation, sanitation, and safety

**EDUCATION ACADEMY****253411****GRADES: 12****\*PREREQUISITE: LETTER OF APPLICATION****1 CREDIT/2 TERM****DUAL CREDIT****General Elective****Class is taught off sight and students need to provide their own transportation.**

This course provides 18 weeks of studying the structure of American education while also providing background information about the role of a teacher. Emphasis will be placed on providing a broad foundation to assist students with making career choices. The first 9 weeks of this class will take place in a typical classroom setting. During the second 9 weeks of the class, opportunities for guided observation and teacher aide services in various school classrooms will be provided. Bettendorf and Pleasant Valley school districts will support learning opportunities at the elementary and middle/Jr. High level. Students will be partnered with a mentoring teacher for four weeks at one level, and five weeks at another. One day per week will be used for reflection and planning. This will be conducted by an adjunct instructor from Scott Community College.

**Benchmarks**

The students will:

- decide whether or not to enter the field of education.
- decide what age group they are interested in teaching.
- understand the complex role of a teacher in today's classroom.
- understand the methods and theories of education.
- understand the standard of education to complete an education program.
- differentiate between the pros and cons of being a teacher.

**CHILD HEALTH, SAFETY & NUTRITION****050521****GRADES: 11-12****\*PREREQUISITE: CHILD DEVELOPMENT****.5 CREDIT/1 TERM****DUAL CREDIT****General Elective**

This course offers a basic understanding of the current concepts in the fields of health, safety and nutrition for young children. These fields and their interrelationships are applied to optimize the physical and cognitive development of the young child.

**Benchmarks**

The student will:

- Demonstrate the skills necessary to the establishment and maintenance of a quality child care program that address health, safety and nutritional conditions.
- promote preventive health care, prevent and treat injuries, and understand and promote the benefits of a well-nourished child.
- apply and interrelate the principles of health, safety and nutrition in early childhood.

**EARLY CHILDHOOD GUIDANCE****050531****GRADES: 11-12****\*PREREQUISITE: CHILD DEVELOPMENT****.5 CREDIT/1 TERM****DUAL CREDIT****General Elective**

Effective methods used to guide children's behavior in individual and group situations are the emphasis of this course. Positive aspects of discipline and development of self-control in children are stressed.

**Benchmarks**

The student will:

- demonstrate effective child guidance communication.
- demonstrate how to strengthen existing behavior.
- demonstrate how to develop and maintain new behavior.
- utilize effective guidance techniques when eliminating inappropriate behavior.
- utilize skills necessary to modify emotional behavior.
- plan, implement, and evaluate a behavioral management project.
- identify and be able to proceed with the process of mandatory reporting of child abuse and neglect.
- compile, analyze, and evaluate data related to child development issues.
- demonstrate flexibility, positive teamwork, and leadership skills within the classroom
- apply consistent ethical and social behavior and demonstrate self-direction and initiative
- demonstrate written and oral presentation skills Identify career paths within the area of child development.
- use digital tools in the creation of projects.

**TRANSPORTATION ACADEMY****099901/099903****GRADE: 12****\*PREREQUISITE: AUTO MAINTENANCE, POWER MECHANICS,  
AND ADMINISTRATIVE APPROVAL****2 CREDITS/4 TERMS****DUAL CREDIT****Industrial Technology**

Class is taught off sight and students need to provide their own transportation.

Transportation Academy is a course designed to prepare students to enter the world of work in automotive repair. This course will be taught at Scott Community College and will run for thirty-two consecutive weeks. The course will be divided into the following units:

Basic Core Skills (3 weeks) - This module of the course is designed to acquaint the student with the proper personal and shop procedures needed to function in a repair shop.

Diesel Power Equipment (9 weeks) - This module of the course is designed to acquaint the student with modern diesel powered equipment operation and service.

Automotive Technology (9 weeks) - This module of the course is designed to acquaint the student with basic maintenance and service.

Automotive Collision Repair (9 weeks) - This module will be divided into four segments and will include instruction in each of the following areas: Detailing and Trim service, Metal Finishing, Panel Alignment, and Basic Refinishing.

The students enrolled in this course will participate in job shadowing in addition to participating in the modules listed above. One day a week the student will visit a repair facility to observe the typical duties and responsibilities of individuals employed in the various areas covered by the course modules. The School-To-Work Coordinator will coordinate and supervise this activity.

**WELDING TECHNOLOGY II****241421****GRADES: 10-12****\*PREREQUISITE: WELDING TECHNOLOGY I WITH "C" OR BETTER****.5 CREDIT/1 TERM****DUAL CREDIT****Industrial Technology**

Welding Technology II is designed to provide the fundamental skills of welding. AC and DC electric arc welding and MIG Welding skills will build upon those learned in welding I. Emphasis on out of position welds in SMAW and MIG. MIG short circuit transfer and spray arc will also be covered. This class is recommended for junior and senior students entering the Industrial Technology curriculum leading to career employment and/or Engineering/Architectural careers. Students earning a grade below a "C" in Welding Technology I must have instructor approval to sign up for this class.

**Benchmarks**

The students will:

- identify career opportunities in the fields of metal fabrication and welding.
- define and safely use the basic hand tools, power equipment, and welding equipment.
- learn, identify, and use A.W.S. welding symbols.
- identify and understand welding symbols used on basic production drawings.
- set up and operate gas/electric arc welding equipment and perform competencies in each area.
- practice problem solving techniques to improve success in various competencies.

- practice the key components of industrial work ethic.
- identify various metals and their weldability.
- learn and practice the four welding positions.
- learn about Unions, piece work, and welding certification.
- develop a higher skill level in MIG and TIG welding.
- develop knowledge of various filler materials.
- develop blueprint reading skills.

**PROGRAMMING IN C++**

**032511**

**GRADES: 11-12**

**\*PREREQUISITE: GEOMETRY OR HONORS GEOMETRY**

**.5 CREDIT/1 TERM**

**DUAL CREDIT**

**Mathematics**

Location: Kahl Building in Downtown Davenport and students need to provide their own transportation.

The students will learn how to read, write, and revise computer programs using the programming language C++. Students will earn dual high school and community college credit.

**Benchmarks**

The students will:

- write well-structured programs in the C++ programming language, planning input and output and using iterative loops and conditional statements where appropriate.
- break large programming problems into smaller pieces using Procedures and Functions and use parameters to send values between these subprograms.

**PROGRAMMING IN JAVA**

**032611**

**GRADES: 11-12**

**\*PREREQUISITE: PROGRAMMING IN C++**

**.5 CREDIT/1 TERM**

**DUAL CREDIT**

**Mathematics**

Location: Kahl Building in Downtown Davenport and students need to provide their own transportation.

The students will learn how to read, write, and revise computer programs using the programming language Java. Students will earn dual high school and community college credit.

**Benchmarks**

The students will:

- write well-structured programs in the Java programming language, planning input and output and using iterative loops and conditional statements where appropriate.
- break large programming problems into smaller pieces or subprograms.
- document programs and subprograms.
- read programs or subprograms and determine what they do.
- revise previously written programs to alter their function.

**ENGINEERING ACADEMY**

**160811**

**GRADE: 12**

**\*PREREQUISITE: APPLICATION/ENGINEERING PROBLEMS**

**1 CREDIT/2 TERMS**

**DUAL CREDIT**

**General Elective**

Class is taught off site and students need to provide their own transportation.

This course will help students understand the field of engineering and engineering technology. By exploring various technology systems and manufacturing processes, students will learn how engineers and technicians use math, science and technology in an engineering problem solving process to benefit people. This class will contain nine weeks of coursework and nine weeks application of their knowledge at one or more Deere and Company facilities.

**Benchmarks**

The students will:

- understand major concepts of different fields of engineering
- develop problem solving skills and strategies
- identify components of total quality management
- utilize computer technology through CAD/CAM programs and apply them in a work environment
- perform field research by analyzing data
- understand trends, issues and challenges of the engineering field
- identify potential careers in the field of engineering



**LOGISTICS ACADEMY****162411****GRADE: 12****1 CREDIT/2 TERMS****General Elective****\*PREREQUISITE: NONE****DUAL CREDIT**

Class is taught off site and students need to provide their own transportation.

The course will provide an overview of the role of Logistics in today's business world; terminology in the field of logistics and an overview of the major functional areas of the Logistics field such as transportation, inventory management, distribution and warehousing, regulatory and compliance. Students will be exposed to trends, issues and challenges of the field, as well as to potential careers in Logistics. Students will spend nine weeks in a classroom setting and nine weeks in a business setting specifically working in a logistics setting.

**Benchmarks**

The students will:

- understand major concepts of logistics and its terminology
- recognize the elements of a logistics system and the major functional areas of logistics
- recognize the support of areas for logistics business and their impact in the success of the logistics operation
- understand trends, issues and challenges of the logistics field
- expand knowledge of logistics (supply chain) operations in their area and in their everyday life
- identify potential careers in the field of logistics