

MARKETING

Marketing Principles I

WVEIS Code 0422

This course includes instructional areas designed to provide an understanding of the fundamental marketing processes and the role of marketing in a free enterprise economy.

Marketing Principles II

(EDGE) **WVEIS Code 0425**

Prerequisite: **MARKETING PRINCIPLES**

This course includes instructional areas designed to prepare for a career in the field of marketing and management. Instruction will prepare students to perform one or more of the marketing functions such as selling, promoting, marketing research, and management. The course can utilize cooperative education to support classroom instruction.

Marketing Work Experience/Internship

WVEIS Code 0428

Marketing Work Experience/Internship is a method of instruction for students to receive on-the-job training that contributes to the over-all instructional program. The instruction, through written agreement between school and employers, is a combination of study in school with employment in the appropriate field. The related classroom instruction and on-the-job experiences are planned and supervised by employers and teacher coordinators to complete the student's education as to his/her career objective.

HEALTH OCCUPATIONS

Health Care Fundamentals

(EDGE) **WVEIS Code 0711**

The Health Occupations Education student will be introduced to information about health care systems and careers. Information is included on recognition of disease transmission and prevention and the prevention of disease utilizing good nutrition. Students will analyze stages of growth and development and examine human needs. Emphasis will be placed on analyzing and interpreting medical terminology with a focus on medical elements. Students are provided the opportunity to acquire First Aid and CPR certification and are encouraged to affiliate with a Career and Technical Student Organization (CTSO).

Concepts Of Health Care

(EDGE) **WVEIS Code 0715**

The Health Care Student will be introduced to the personal qualities and communication skills needed to work successfully in a health care setting. The course also integrates advanced medical terminology, building upon basic terminology from the fundamentals course. Major areas of study are the legal and ethical responsibilities of health care workers, patients' rights and legal directives, measurement and assessment, and fundamental math principles used in health care services. Students are encouraged to participate in a Career and Technical Student Organization (CTSO) as part of the course.

Clinical Concepts

(EDGE) **WVEIS Code 0717**

Students will be introduced to safe work practices for the prevention of illness or injury to clients, co-workers, and self. The course includes a study of the basic structures and major functions of the human body and common disorders associated with each body system. Also included is instruction on disease transmission/prevention, standard precautions, OSHA standards, and principles of sterile technique. In this course, students begin study in a specialized occupational area and build a foundation for more complex and correlated clinical practice within Diversified Clinical Applications (0719). Students are encouraged to participate in a Career and Technical Students Organization (CTSO). *For students desiring preparation for an entry level occupation in health care and who plan to enroll in Diversified Clinical Applications (0719).

Diversified Clinical Applications

(EDGE) **WVEIS Code 0719**

Students will be provided with entry-level knowledge and skills needed to function in a variety of health care settings. Students are required to choose a specialized occupational area for in-depth classroom study and must complete a minimum of 55-100 hours in a correlated (work-based) clinical experience as part of the course. Specialized courses with more in-depth instructional standards and objectives have been established for specific occupations. These appear in the Program Guide for Health Occupations Education in West Virginia. All standards and objectives must be mastered before students attain established credentials and/or industry validation. Students are encouraged to participate in a Career and Technical Student Organization (CTSO). *For students who are preparing for entry level employment in a health occupation.

Medical Terminology

(EDGE) **WVEIS Code 0721**

Through the study of medical terminology the student will be introduced to the language of medicine. Students will gain an understanding of basic elements, rules of building and analyzing medical words, and medical terms associated with the body as a whole. Utilizing a systems approach, the student will define, interpret, and pronounce medical terms relating to structure and function, pathology, diagnosis, clinical procedures, oncology, and pharmacology. In addition to medical terms, common abbreviations applicable to each system will be interpreted.

BUSINESS

Business Computer Applications I

WVEIS Code 1411

This area of study is designed to provide the learner with the opportunity to understand and apply integrated software to business applications. The students will achieve basic proficiency in word processing, spreadsheet, desktop publishing, computerized presentations, Internet and/or database applications.

Business Computer Applications II

WVEIS Code 1413

This area of study is designed to develop entry-level skills appropriate to an area of specialization in information systems. Students will achieve proficiency in the use of software packages in the areas of database, word processing, spreadsheets and presentation/desktop publishing.

Accounting Principles II

(EDGE) **WVEIS Code 1403**

This course provides students the opportunity to develop advanced knowledge of accounting procedures and techniques utilized in problem solving and in making financial decisions and analysis. Students study the advanced principles, concepts and practices of the accounting cycle that includes financial statements, banking, payroll, partnerships, corporation, cost accounting, inventory, and tax accounting.

Office Management

WVEIS Code 1449

Prerequisite: Keyboarding Applications. This area of study is designed to aid students in becoming skillful in the operation of an office. Major instructional areas include: personal development and employability skills, managing records, processing mail, communication duties, keeping financial records, applying computing, accounting, and data skills, processing business correspondence, operating office equipment, using management skills, and completing office support activities.

AUTOMOTIVE TECHNOLOGY

Fundamentals Of Automotive Technology (EDGE) WVEIS Code 1631

This course will introduce students to the basic skills in automotive technology/ service. Students will become familiar with fundamentals of automotive technology and basic automotive electrical systems.

Brakes (EDGE) WVEIS Code 1625

This course will introduce students to the basic fundamental skills, technology, and service of automotive brake systems. Students will comply with personal and environmental safety practices associated with proper ventilation, handling, storage, and disposal of brake components.

Suspension and Steering Diagnosis (EDGE) WVEIS Code 1637

This course will introduce students to the basic fundamental skills, technology, and service of automotive suspension and steering systems.

Basic Engine Concepts (EDGE) WVEIS Code 1623

This course will introduce students to basic engine concepts, skills, technology and service of the automobile.

Electrical/Electronic Systems WVEIS Code 1627

This course will introduce students to the skills, technology, and service of electrical/electronic systems of the automobile.

Engine Performance WVEIS Code 1629

This course will introduce students to the skills, technology, and service of electrical/electronic systems of the automobile. Students will comply with personal and environmental safety practices associated with proper ventilation and the handling, storage, and disposal of chemicals in accordance with local, state, and federal safety and environmental regulations.

COLLISION REPAIR

Fundamentals of Collision Repair Technology (EDGE) WVEIS Code 1671

This course will introduce students to the basic fundamentals of Collision Repair Technology. Students will become familiar with tools and materials for basic analysis and damage repair; general occupational information and computer applications.

Non-Structural Analysis And Damage Repair (EDGE) WVEIS Code 1675

This course will introduce students to the entry-level skills necessary in non-structural analysis and repair of metal and composite parts.

Structural Analysis and Damage Repair (EDGE) WVEIS Code 1677

This course will introduce students to the entry-level skills necessary in structural analysis and repair of frame and unibody type vehicles using welding techniques, measuring equipment and frame machines.

Surface Preparation and Refinishing (EDGE) WVEIS Code 1679

This course will introduce students to the entry-level skills necessary in the surface preparation and refinishing of vehicles using various refinishing systems.

COMPUTER AIDED DRAFTING AND DESIGN

Fundamentals Of Drafting (EDGE) WVEIS Code 1729

This course will introduce students to the basic fundamentals of drafting and geometric construction. Students will become familiar with drafting equipment and methodology used in industry. This course will provide basic understanding of drafting techniques necessary to allow students to progress to CAD.

Drafting Techniques (EDGE) WVEIS Code 1727

This course will introduce students to techniques used in advanced orthographic projection, including dimensioning, sectioning, auxiliary views, revolutions, pattern development and advanced CAD.

Drafting Specialization - Mechanical (EDGE) WVEIS Code 1725

This course will introduce students to mechanical drafting, including the application of dimensioning techniques, assembly and detail drawings, pictorial views and common threads and fasteners. This course will provide the training to apply these applications using a CAD system.

Drafting Specialization - Architectural

(EDGE) **WVEIS Code 1721**

This course will provide students the opportunity to specialize in architectural drawing and design, including plumbing, electrical and HVAC systems. The student will choose one of these areas to do in-depth study during this course.

Drafting Specialization – Advanced Computer Aided Drafting

WVEIS Code 1728

This course will provide students the opportunity to specialize in advanced computer aided drafting. The student will be able to utilize paper space/model space to setup and plot a 3D drawing. The student will also learn and use any additional add-on programs (Architectural Desktop, Inventor, Mechanical Desktop, etc.)

COSMETOLOGY

Orientation to Cosmetology

WVEIS Code 1737

This course will provide the student with information about the future of the cosmetology field, sanitation practices and salon equipment.

Professional Practices – Skin and Nails I

WVEIS Code 1719

This course will provide the student with the knowledge and skills to be able to provide manicures, pedicures, massage, facials.

Professional Practices – Skin and Nails II

WVEIS Code 1732

This course will provide the student with the knowledge and skills to be able to apply full makeup and various methods of hair removal.

Fundamentals of Hairstyling I

WVEIS Code 1734

This course will provide the knowledge and skills for working with hair and scalp, scalp treatment, shampoo and rinse, facial shapes, hair styles, wiggery.

Fundamentals of Hair Styling II

WVEIS Code 1736

This course will provide the knowledge and skills for working with hair and scalp, scalp treatment, shampoo and rinse, facial shapes, hair styles, wiggery, hair relaxer and hair coloring.

Cosmetology Science I**WVEIS Code 1738**

This course will provide the student with information on human anatomy.

Cosmetology Science II**WVEIS Code 1740**

This course will provide the student with information on chemicals in products used in cosmetology and the effects on the human anatomy.

Fundamentals of Business Management**WVEIS Code 1733**

This course will provide the knowledge and skills to operate and manage a cosmetology salon.

COMPUTER SYSTEMS AND OPERATIONS**Computer Electronics Theory****WVEIS Code 1782**

This course will introduce students to the analysis of basic AC and DC circuits; electronic devices; and basic electronic circuits.

Computer Electronics Circuits**WVEIS Code 1784**

This course will introduce students to the analysis of analog and digital circuits and devices.

A+ Service Technician**WVEIS Code 1701**

This course will provide the knowledge and skills to identify, configure and upgrade microcomputer modeling and peripherals, safety and preventive maintenance procedures. Also included will be specific terminology, categories and principles of motherboard, procedures and memory in microcomputer systems. Diagnosing and troubleshooting common and system malfunctions and networking concepts will be included.

A+ Computer Technicians Operating Systems**WVEIS Code 1702**

This course will provide the knowledge and skills to identify, install, configure and upgrade computer operating systems, safety and preventive maintenance procedures. Also included will be specific terminology, categories and principles of computer operating systems and diagnosing and troubleshooting common operating system malfunctions.

GENERAL BUILDING CONSTRUCTION

Fundamentals of Building Construction (EDGE) **WVDE Code 1827**

This course will introduce students to basic knowledge of building plans and materials and safe work habits used in general building construction occupations.

Foundations and Framing (EDGE) **WVEIS Code 1825**

This course will introduce students to safe, efficient and acceptable practices involved in estimating for and constructing building foundations and rough framing.

Masonry and Plumbing (EDGE) **WVEIS Code 1829**

This course will introduce students to safe, efficient and acceptable practices involved in estimating for and constructing masonry and plumbing systems.

Finishing Carpentry (EDGE) **WVEIS Code 1823**

This course will introduce students to safe, efficient and acceptable practices involved in estimating for and installing interior and exterior wall, ceiling and floor coverings.

GRAPHIC DESIGN

Fundamentals of Graphic Design and Production(EDGE)**WVEIS Code 1857**

This course will introduce students to the basic fundamentals of the graphic communications industry. Students will become familiar with safety in the graphic arts lab and basic techniques in drawing and illustration.

Basic Illustration (EDGE) **WVEIS Code 1851**

This course will introduce students to the basic fundamentals of safety, design elements, medium and art tool exploration, perspective, shading techniques, and various printing methods.

Graphic Design (EDGE) **WVEIS Code 1859**

This course will introduce students to basic advertising concepts, and hand and computer generated layout procedures and paste-up/mechanical production.

Illustration

(EDGE) **WVEIS Code 1861**

This course will introduce students to the fundamentals of color theory and figure drawing.

LODGING

ETS-Lodging

WVEIS Code 7674

This course of study provides training for hospitality positions in the rooms and food and Beverage divisions of a lodging operation, including front desk, reservations, housekeeping, bell services, banquet setup and service and more. Guest service, professionalism, and career exploration are the important components of this program.

MACHINE TOOL TECHNOLOGY

Fundamentals of Machine Tool Technology (EDGE) **WVEIS Code 1903**

This course will introduce students to the basic fundamentals related to machine tool technology. Students will become familiar with safety, blueprint reading, layout and measuring skills, and various hand and power tools used in the machine shop.

Machining Processes and Applications

(EDGE) **WVEIS Code 1907**

This course will provide students with intermediate hand and power tool skills related to machine tool technology.

Machine Processes

(EDGE) **WVEIS Code 1905**

This course will provide students with an introduction to metallurgy and advanced power tool skills related to machine tool technology.

Metal Trades Processes and Application

(EDGE) **WVEIS Code 1909**

This course will introduce students to the basic fundamentals related to machine tool and welding technology. Students will develop advanced skills using various hand and power tools.

MASONRY

Fundamentals of Masonry

(EDGE) **WVDE Code 1919**

This course will introduce students to the basic fundamentals in the masonry industry. Students will become familiar with basic tools, equipment and techniques used in masonry.

Foundations and Footings

(EDGE) **WVDE Code 1917**

This course will introduce students to the basic fundamentals of laying foundations and footings. Students will become familiar with basic tools, equipment and techniques used to lay foundations and footings.

Bricklaying

(EDGE) **WVEIS Code 1913**

This course will introduce students to the basic fundamentals of bricklaying. Students will become familiar with basic tools, equipment and techniques used in bricklaying.

Block and Rock Laying

(EDGE) **WVEIS Code 1911**

This course will introduce students to the basic fundamentals of block and rock laying. Students will become familiar with basic tools, equipment and techniques used in block and rock laying.

WELDING

Fundamentals of Welding Technology

(EDGE) **WVEIS Code 1985**

This course will introduce students to the basic fundamentals of welding/cutting. Students will become familiar with general safety, welding terms and joints, and oxyfuel welding techniques.

Thermal Cutting and Welding

(EDGE) **WVEIS Code 1995**

This course will introduce students to the basic fundamentals to effectively use the oxyfuel welding and cutting processes to produce welded and brazed joints, and to cut straight lines and shapes.

Shielded Metal Arc Welding

WVEIS Code 1993

This course will introduce students to basic skills in shielded metal arc welding. Students should have good eye, hand coordination and a safety awareness. All students who take this class must have successfully completed Fundamentals of Welding and have passed all safety tests.

Gas Metal Arc Welding

WVEIS Code 1987

This course will introduce students to basic skills in gas metal arc welding. Students should have good eye, hand coordination and a safety awareness. All students who take this class must have successfully completed Fundamentals of Welding and have passed all safety tests.

Gas Tungsten Arc Welding

(EDGE) **WVEIS Code 1989**

This course will introduce students to basic skills in gas tungsten arc welding. Students should have good eye, hand coordination and a safety awareness. All students who take this class must have successfully completed Fundamentals of Welding and have passed all safety tests.

Blueprint Reading and Metallurgy

WVEIS Code 1983

This course will introduce students to the basic fundamentals of blueprint reading as it relates to the welding industry, and to the science and technology of extracting metals from their ores, refining them, and preparing them for use.