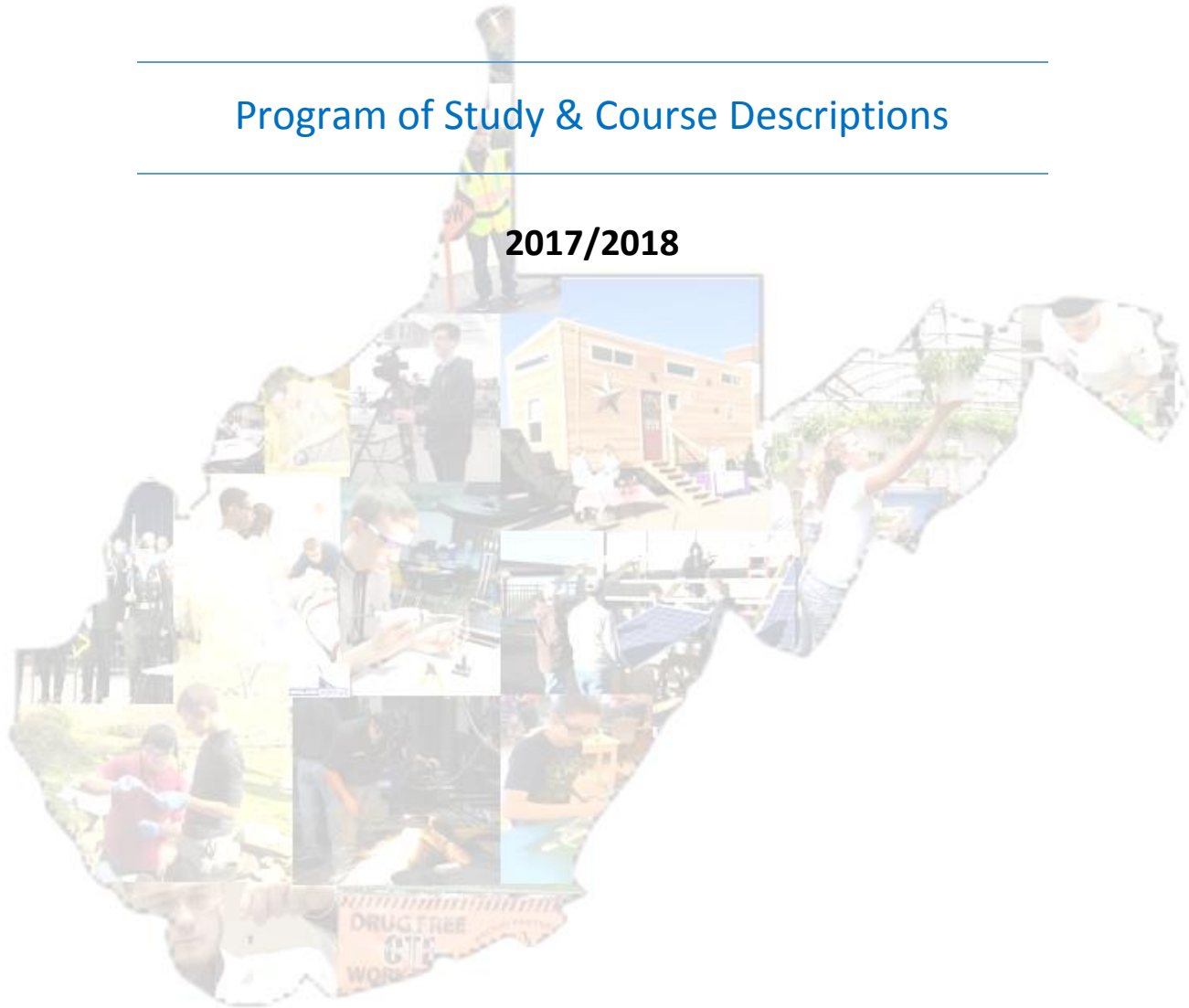


Business Management and Administration

Program of Study & Course Descriptions

2017/2018



West Virginia DEPARTMENT OF
EDUCATION



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* Virtual Program of Study Available

**IWRC Program of Study Available

Business Management and Administration Cluster

Cluster Description:

The Business Management and Administration Cluster prepares students for careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

Administrative Support Pathway

Pathway Description:

The Administrative Support Pathway facilitates business operations through a variety of administrative and clerical duties including information and communication management, data processing collection and project tracking.

Program of Study: BM1465 Management and Administrative Support

Courses: 1439 Business and Marketing Essentials
1411 Business Computer Application I
Microsoft IT Word and Microsoft PowerPoint
Two Management and Administrative Support Specializations

Program of Study Description:

The Administrative Support Program of Study focuses on careers that facilitate business operations through a variety of administrative and clerical duties including information and communication management, data processing and collection and project tracking.

Course Descriptions:

1439 Business and Marketing Essentials

This course is designed to develop student understanding and skills in such areas as business law, communication skills, customer relations, economics, emotional intelligence, financial analysis, human resources management, information management, marketing, operations, professional development and strategic management. Students acquire knowledge of fundamental business activities and factors affecting business, develop verbal and written communication skills, use information literacy skills, utilize job-seeking strategies and participate in career planning. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organizations, DECA or FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1411 Business Computer Application I Microsoft IT Word and Microsoft PowerPoint

This course is designed to develop student understanding and skills in such areas as Microsoft Word and Microsoft PowerPoint. This course prepares students for the Microsoft Word Office Specialist Exam and for the Microsoft PowerPoint Office Specialist Exam. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organizations, DECA or FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

Management and Administrative Support Specializations: Choose Two

1401 Accounting Principles I

This course is designed to develop student understanding and skills in such areas as the basic principles, concepts and practices of the accounting cycle. Journalizing, posting and analyzing of financial statements as well as banking and payroll procedures are included. The importance of ethics and confidentiality, as well as, an introduction to careers and types of business ownership are incorporated. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organizations, DECA or FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1445 Management and Entrepreneurship

This course is designed to develop student understanding and skills in such areas as the elements of management and entrepreneurship knowledge and skills necessary for a career in the business and marketing field. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organizations, DECA or FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1413 Business Computer Application II Microsoft IT Excel and Microsoft Access

This course is designed to develop student understanding and skills in such areas as Microsoft EXCEL and Microsoft Access. This course prepares students for the Microsoft Excel Office Specialist Exam and for the Microsoft Access Office Specialist Exam. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organizations, DECA or FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1449 Office Management

This course is designed to develop student understanding and skills in such areas as developing personal and employability skills, managing records, processing mail, communicating duties, keeping financial records, applying computing, accounting, and data skills, processing business correspondence, operating office equipment, using management skills and completing office support activities. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organizations, DECA or FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1409 Business Communications

This course is designed to develop student understanding and skills in such areas as business communications. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1451 Personal Finance

This course is designed to develop student understanding and skills in such areas such as money management, budgeting, financial goal attainment, credit, insurance, investments and consumer rights and responsibilities. The course culminates in a personal financial literacy workshop requiring students to share their knowledge with others. This course features a variety of activities, assessments (including multiple-choice test items) and resource lists for instructional use. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organizations, DECA or FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1421 Business Recordkeeping

This course is designed to develop student understanding and skills in such areas as the elements of business recordkeeping knowledge and skills necessary for a career in the business and marketing field. This course is recommended as an **Elective** in the Administrative Support Program of Study. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organizations, DECA or FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

Program of Study: BM0510 Career and Work Skills Training (CWST)

- Courses:** 0511 Career and Work Skills Training I
0512 Career and Work Skills Training II
0513 CWST Work Experience I
0514 CWST Work Experience II

Program of Study Description:

The Career and Work Skills Training (CWST) Program of Study focuses on preparing students who need training in an occupational area for which there is no specific training program available OR who have received training in an occupational field and want to enhance that training through Cooperative Education. The curriculum focuses on the generic job-seeking and job-keeping skills necessary for success in any career, including the skills identified in the report from The Secretary's Committee on Achieving Necessary Skills (SCANS). Specific job skills are rarely taught in the classroom, rather, they are taught at the work site, using the Cooperative Education method. A typical program would enroll students with a wide range of occupational interests and place them at a variety of work sites.

Course Descriptions:

0511 Career and Work Skills Training I

This course is designed as the first course to develop student understanding and skills essential for job success. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organization, DECA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

0512 Career and Work Skills Training II

This course is designed as the second course to develop student understanding and skills that are essential for job success. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organization, DECA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

0513 CWST Work Experience I

This course is designed as the first course to develop student understanding and skills using 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. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organization, DECA. All West Virginia

teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

0514 CWST Work Experience II

This course is designed as the second course to develop student understanding and skills using 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. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organization, DECA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

Business Finance and Accounting Pathway

Pathway Description:

The Business Finance and Accounting Pathway focuses on careers in a company that manages policies and strategies for (and implementation of) capital structure, budgeting, acquisition and investment, financial modeling and planning, funding, dividends and taxation.

Program of Study: BM1410 Accounting and Finance

Courses: 1401 Accounting Principles I
1403 Accounting Principles II
1451 Personal Finance
Accounting and Finance Specialization

Program of Study Description:

The Accounting Program of Study focuses on careers that record, classify, summarize, analyze and communicate a business's financial information/business transactions for use in management decision making. Accounting includes such activities as bookkeeping, systems design, analysis and interpretation of accounting information.

Course Descriptions:

1401 Accounting Principles I

This course is designed to develop student understanding and skills in such areas as the basic principles, concepts, and practices of the accounting cycle. Journalizing, posting and analyzing of financial statements as well as banking and payroll procedures are included. The importance of ethics and confidentiality, as well as, an introduction to careers and types of business ownership are incorporated. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organizations, DECA or FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1403 Accounting Principles II

This course is designed to develop student understanding and skills in such areas as advanced accounting procedures and techniques utilizing both manual and computer-based accounting. There is a strong emphasis on problem solving, analysis and financial decision-making. Students study the advanced principles, concepts and practices of the accounting cycle and partnerships, corporations, cost accounting, inventory and tax accounting. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organizations, DECA or FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1451 Personal Finance

This course is designed to develop student understanding and skills in such areas such as money management, budgeting, financial goal attainment, credit, insurance, investments and consumer rights and responsibilities. The course culminates in a personal financial literacy workshop requiring students to share their knowledge with others. This course features a variety of activities, assessments (including multiple-choice test items) and resource lists for instructional use. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organizations, DECA or FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

Accounting and Finance Specializations: Choose One

1411 Business Computer Applications I Microsoft IT Word and PowerPoint

This course is designed to develop student understanding and skills in such areas as Microsoft Word and Microsoft PowerPoint. This course prepares students for the Microsoft Word Office Specialist Exam and for the Microsoft PowerPoint Office Specialist Exam. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organizations, DECA or FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1413 Business Computer Applications II Microsoft IT Excel and Access

This course is designed to develop student understanding and skills in such areas as Microsoft Excel and Microsoft Access. This course prepares students for the Microsoft Excel Office Specialist Exam and for the Microsoft Access Office Specialist Exam. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1417 Business Law

This course is designed to develop student understanding and skills in such areas such as business law and ethics in the business environment. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organizations, DECA or FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1439 Business and Marketing Essentials

This course is designed to develop student understanding and skills in such areas as business law, communication skills, customer relations, economics, emotional intelligence, financial analysis, human resources management, information management, marketing, operations, professional development and strategic management. Students acquire knowledge of fundamental business activities and factors affecting business, develop verbal and written communication skills, use information literacy skills, utilize job-seeking strategies and participate in career planning. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organizations, DECA or FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

Business Management and Administration Cluster Electives

Administrative Support Pathway

Program of Study: BM1465 Management and Administrative Support

WVEIS CODE	COURSES
0520	Work-Based Integration and Transition

Course Descriptions:

0520 Work-Based Integration and Transition

This course gives students the opportunity to integrate theory and practice by interacting with industry professionals. Students will study various requirements for employability including ethics, communication, teamwork and professionalism. Students will participate in hands-on, digital or work-based experiences related to industry settings in order to practice skill sets and to transition from student to employee. A supervised project will be developed in one or more of the following categories: Entrepreneurship (ownership or operation of a business); Placement (employment or internship); Research and Experimentation (planning and/or conducting a scientific experiment); Exploration (exploration of related careers through activities such as shadowing employees in various work settings, conducting on-line research, attending professional development activities, etc.). Students will develop materials to supplement their Simulated Workplace portfolios.

Program of Study: BM0510 Career and Work Skills Training (CWST)

WVEIS CODE	COURSES
1401	Accounting Principles I
1411	Business Computer Applications I Microsoft IT Word and PowerPoint
1413	Business Computer Applications II Microsoft IT Excel and Access
1439	Business and Marketing Essentials
1512	Workplace Practicum
0520	Work-Based Integration and Transition

Course Descriptions:

1401 Accounting Principles I

This course is designed to develop student understanding and skills in such areas as the basic principles, concepts, and practices of the accounting cycle. Journalizing, posting and analyzing of financial statements as well as banking and payroll procedures are included. The importance of ethics and confidentiality, as well as, an introduction to careers and types of business ownership are incorporated. This course is recommended as an **Elective** in the Marketing Management, Career and Work Skills Training (CWST), Business Finance, General Management and Entrepreneurship Programs of Study. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organizations, DECA or FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1411 Business Computer Applications I Microsoft IT Word and PowerPoint

This course is designed to develop student understanding and skills in such areas as Microsoft Word and Microsoft PowerPoint. This course prepares students for the Microsoft Word Office Specialist Exam and for the Microsoft PowerPoint Office Specialist Exam. This course is recommended as an **Elective** in the Career and Work Skills Training (CWST), Certified Internet Webmaster (CIW), IWRC, Microsoft Computer Applications Specialist (MCAS) and Simulation and Game Development Programs of Study. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organizations, DECA or FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1413 Business Computer Applications II Microsoft IT Excel and Access

This course is designed to develop student understanding and skills in such areas as Microsoft Excel and Microsoft Access. This course prepares students for the Microsoft Excel Office Specialist Exam and for the Microsoft Access Office Specialist Exam. Students utilize problem-

solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1439 Business and Marketing Essentials

This course is designed to develop student understanding and skills in such areas as business law, communication skills, customer relations, economics, emotional intelligence, financial analysis, human resources management, information management, marketing, operations, professional development and strategic management. Students acquire knowledge of fundamental business activities and factors affecting business, develop verbal and written communication skills, use information literacy skills, utilize job-seeking strategies and participate in career planning. This course is recommended as an **Elective** in the Career and Work Skills Training (CWST) Program of Study. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organizations, DECA or FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

Business and Marketing Essentials aligns with MBA Research and Curriculum Center's national standards. You must have a username and password from MBA Research and Curriculum Center to access the standards. Click on the course above to view the required skill sets.

1512 Workplace Practicum

This course is designed to develop student understanding and skills in such areas as the elements of basic work knowledge and skills necessary to participate in a workplace practicum in the business and marketing field. This course is recommended as an **Elective** in the Accounting, Administrative and Business Support, Legal Office and Medical Office Programs of Study. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

0520 Work-Based Integration and Transition

This course gives students the opportunity to integrate theory and practice by interacting with industry professionals. Students will study various requirements for employability including ethics, communication, teamwork and professionalism. Students will participate in hands-on, digital or work-based experiences related to industry settings in order to practice skill sets and to transition from student to employee. A supervised project will be developed in one or more of the following categories: Entrepreneurship (ownership or operation of a business); Placement (employment or internship); Research and Experimentation (planning and/or conducting a scientific experiment); Exploration (exploration of related careers through activities such as shadowing employees in various work settings, conducting on-line research,

attending professional development activities, etc.). Students will develop materials to supplement their Simulated Workplace portfolios.

Program of Study: BM1410 Accounting

WVEIS CODE	COURSES
0520	Work-Based Integration and Transition

Course Descriptions:

0520 Work-Based Integration and Transition

This course gives students the opportunity to integrate theory and practice by interacting with industry professionals. Students will study various requirements for employability including ethics, communication, teamwork and professionalism. Students will participate in hands-on, digital or work-based experiences related to industry settings in order to practice skill sets and to transition from student to employee. A supervised project will be developed in one or more of the following categories: Entrepreneurship (ownership or operation of a business); Placement (employment or internship); Research and Experimentation (planning and/or conducting a scientific experiment); Exploration (exploration of related careers through activities such as shadowing employees in various work settings, conducting on-line research, attending professional development activities, etc.). Students will develop materials to supplement their Simulated Workplace portfolios.

Adult Program of Study

Business Management and Administration Cluster

Cluster Description:

The Business Management and Administration Cluster prepares students for careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

Administrative Support Pathway

Pathway Description:

The Administrative Support Pathway facilitates business operations through a variety of administrative and clerical duties including information and communication management, data processing collection and project tracking.

Program of Study: BM1482 Administrative and Business Support

Courses: 1401 Accounting Principles I
1403 Accounting II
1409 Business Communications
1411 Business Computer Applications I Microsoft IT Word and PowerPoint
1413 Business Computer Applications II Microsoft IT Excel and Access
1429 Desktop Publishing
1431 Digital Imaging/Multimedia
1441 Keyboarding
1449 Office Management
1512 Workplace Practicum

Program of Study Description:

The Administrative and Business Support Program of Study focuses on careers that facilitate business operations through a variety of administrative and clerical duties including information and communication management, data processing and collection and project tracking.

Course Descriptions:

1401 Accounting Principles I

This course is designed to develop student understanding and skills in such areas as the basic principles, concepts and practices of the accounting cycle. Journalizing, posting and analyzing of financial statements as well as banking and payroll procedures are included. The importance of ethics and confidentiality, as well as, an introduction to careers and types of business ownership are incorporated. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1403 Accounting Principles II

This course is designed to develop student understanding and skills in such areas as advanced accounting procedures and techniques utilizing both manual and computer-based accounting. There is a strong emphasis on problem solving, analysis and financial decision-making. Students study the advanced principles, concepts and practices of the accounting cycle and partnerships, corporations, cost accounting, inventory and tax accounting. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1409 Business Communications

This course is designed to develop student understanding and skills in such areas as business communications. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1411 Business Computer Applications I Microsoft IT Word and PowerPoint

This course is designed to develop student understanding and skills in such areas as Microsoft Word and Microsoft PowerPoint. This course prepares students for the Microsoft Word Office Specialist Exam and for the Microsoft PowerPoint Office Specialist Exam. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1413 Business Computer Applications II Microsoft IT Excel and Access

This course is designed to develop student understanding and skills in such areas as Microsoft Excel and Microsoft Access. This course prepares students for the Microsoft Excel Office Specialist Exam and for the Microsoft Access Office Specialist Exam. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1429 Desktop Publishing

This course is designed to develop student understanding and skills in such areas as journalistic principles in design and layout of print and Web publications including integration of text and graphics and use of sophisticated hardware and software to develop and create quality materials for business-related tasks. Students will analyze the information and the audience and combine appropriate text, graphics and design to communicate the desired message.

effectively. Planning and design principles are used to analyze and organize information, set up a design structure and to select or create appropriate visuals. Instructional strategies may include computer/technology applications, teacher demonstrations, collaborative instruction, interdisciplinary and/or culminating projects, problem-solving and critical thinking activities, simulations and project-based learning activities. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organization, FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1431 Digital Imaging/Multimedia I

This course is designed to develop student understanding and skills in such areas as the elements of digital imaging and multimedia knowledge and skills necessary for a career in the business and marketing field. This course is recommended as an **Elective** in the Microsoft Computer Applications (MCAS) and Certified Internet Webmaster (CI) Programs of Study. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organization, FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1441 Keyboarding

This course is designed to develop student understanding and skills in such areas as the elements of introductory keyboarding techniques necessary for a career in the business and marketing field. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organizations, DECA or FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1449 Office Management

This course is designed to develop student understanding and skills in such areas as developing personal and employability skills, managing records, processing mail, communicating duties, keeping financial records, applying computing, accounting, and data skills, processing business correspondence, operating office equipment, using management skills and completing office support activities. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1512 Workplace Practicum

This course is designed to develop student understanding and skills in such areas as the elements of basic work knowledge and skills necessary to participate in a workplace practicum in the business and marketing field. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

Adult Program of Study

Business Finance and Accounting Pathway

Pathway Description:

The Business Finance and Accounting Pathway focuses on careers in a company that manages policies and strategies for (and implementation of) capital structure, budgeting, acquisition and investment, financial modeling and planning, funding, dividends and taxation.

Program of Study: BM1481 Accounting

Courses: 1401 Accounting Principles I
1403 Accounting Principles II
1411 Business Computer Applications I Microsoft IT Word and PowerPoint
1419 Business Math

Program of Study Description:

The Accounting Program of Study focuses on careers that record, classify, summarize, analyze and communicate a business's financial information/business transactions for use in management decision making. Accounting includes such activities as bookkeeping, systems design, analysis and interpretation of accounting information.

Course Descriptions:

1401 Accounting Principles I

This course is designed to develop student understanding and skills in such areas as the basic principles, concepts and practices of the accounting cycle. Journalizing, posting and analyzing of financial statements as well as banking and payroll procedures are included. The importance of ethics and confidentiality, as well as, an introduction to careers and types of business ownership are incorporated. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1403 Accounting Principles II

This course is designed to develop student understanding and skills in such areas as advanced accounting procedures and techniques utilizing both manual and computer-based accounting. There is a strong emphasis on problem solving, analysis and financial decision-making. Students study the advanced principles, concepts and practices of the accounting cycle and partnerships, corporations, cost accounting, inventory and tax accounting. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1411 Business Computer Applications I Microsoft IT Word and PowerPoint

This course is designed to develop student understanding and skills in such areas as Microsoft Word and Microsoft PowerPoint. This course prepares students for the Microsoft Word Office Specialist Exam and for the Microsoft PowerPoint Office Specialist Exam. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1419 Business Math

This course is designed to develop student understanding and skills in such areas as the elements of introductory business math knowledge and skills necessary for a career in the business and marketing field. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

Adult Program of Study
Business Management and Administration Cluster Electives

Business Finance and Accounting Pathway

Program of Study: BM1481 Accounting

WVEIS CODE	COURSES
1449	Office Management
1512	Workplace Practicum

Course Descriptions:

1449 Office Management

This course is designed to develop student understanding and skills in such areas as developing personal and employability skills, managing records, processing mail, communicating duties, keeping financial records, applying computing, accounting, and data skills, processing business correspondence, operating office equipment, using management skills and completing office support activities. This course is recommended as an **Elective** in the Accounting Program of Study. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1512 Workplace Practicum

This course is designed to develop student understanding and skills in such areas as the elements of basic work knowledge and skills necessary to participate in a workplace practicum in the business and marketing field. This course is recommended as an **Elective** in the Accounting, Administrative and Business Support, Legal Office and Medical Office Programs of Study. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

Foundational/Non-Occupational Courses

Course Description:

1441 Keyboarding

This course is designed to develop student understanding and skills in such areas as the elements of introductory keyboarding techniques necessary for a career in the business and marketing field. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organizations, DECA or FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

Middle School Career Technical Education Courses

Course Descriptions:

0295 Exploring Business, Marketing and Entrepreneurship

This course is designed as an exploratory course to develop student understanding and skills in the nature of business and marketing in an economy and to study related careers in fields such as entrepreneurship, financial services, marketing, public relations, promotion and travel tourism. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organizations, DECA or FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1404 Business Preparation

This course is designed as an exploratory course to develop student understanding and skills in such areas as information literacy, social responsibility, writing, listening, speaking and media literacy, information and communication and personal and workplace skills. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organization, FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

1441 Keyboarding

This course is designed to develop student understanding and skills in such areas as the elements of introductory keyboarding techniques necessary for a career in the business and marketing field. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organization, FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.