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Law, Public Safety, Corrections & Security Cluster

Cluster Description:

The Law, Public Safety, Correction & Security Cluster prepares students for careers in planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services.

Emergency and Fire Management Services Pathway

Pathway Description:

The emergency and fire management services pathway includes workers involved in public safety and rapid responses to fires and emergency situation, including providing medical services after or during traffic accidents, natural disasters and other medical emergencies.

Program of Study: LA2200 Emergency and Firefighting Management Services

Courses: 2203 Firefighting I
2205 Firefighting II

Select a specialization area to complete:

Industrial Fire Safety

2250 Industrial Incident Command
2251 Industrial Hazardous Material

Emergency Management

0792 Emergency Services 1
0732 Emergency Services 2

Program of Study Description:

The Emergency and Firefighting Management Services Program of Study focuses on the knowledge and skills to be first responders to fires and other emergencies and to manage services within the field.

Course Descriptions:

2203 Firefighting I

This course is designed to provide knowledge and skills needed in the fire service field including the basic fundamentals of firefighting. Students will demonstrate: proper procedures used in responding to a structure fire; safety procedures, lifting and carrying of equipment; forcible entry; rescue; use of radio equipment; working in hazardous environments; fire attack; advancement of hose lines and ventilation; disabling utilities; set-up of supply lines and fire apparatus; and hazardous materials awareness. Students will utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of SkillsUSA. Teachers will 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.

2205 Firefighting II

This course is designed to provide knowledge and skills needed in the fire service field including: proper procedures for incident response involving automobile rescue, extrication, and fires; the role of emergency medical care in fire service; and basic emergency medical care. Students will analyze emergency scenes to develop and execute emergency action plans; cover a fire scene and demonstrate proper procedure to preserve property and the chain of evidence when presented with evidence of criminal activity; analyze the role of the first responder to acts of terrorism; and analyze and demonstrate the role of fire service in fire prevention and education in the community. Students will utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of SkillsUSA. Teachers will 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.

Industrial Fire Safety Specialization

2250 Industrial Incident Command

This course is designed to provide the foundations of a successful response to an industrial emergency. Topics include: components of incident command; span of control; giving and receiving of orders; setting up a command post; and communications. Students will utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of SkillsUSA. Teachers will 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.

2251 Industrial Hazardous Material

This course is designed to provide knowledge and skills related to the use of hazardous materials in an industrial setting. Topics include: OSHA General Industry Standards and other consensus and proprietary standards relating to the use of hazardous materials; flammable and combustible liquids; compressed gases; LP-gases; cryogenic liquids; processes such as spraying and dipping; and use of electrical equipment in hazardous locations. Students will utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of SkillsUSA. Teachers will 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.

Emergency Management Specialization

0792 Emergency Services 1

This course is designed to focus upon expanded and enhanced biology content specific to human structure and function and diseases/disorders common to medical and traumatic emergencies. Skills necessary for proper documentation are integrated throughout the course.

According to national criteria, students must successfully complete a mid-course exam, with a minimum score of 80%, in order to continue in the course and maintain eligibility to take the national EMT-B exam. Instruction will incorporate project/problem-based practices and procedures. Students will utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of Health Occupations Students of America (HOSA). Teachers will 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. Successful completion of the EMT-B course qualifies students to take the national EMT-B exam.

0732 Emergency Services 2

Course content will include treatment and care of the sick or injured, methods and techniques of patient assessment, gaining access to the patient, and stabilization and transport. Skills necessary for proper documentation are integrated throughout the course. According to national criteria, students must successfully complete a mid-course exam, with a minimum score of 80%, in order to continue in the course and maintain eligibility to take the national EMT-B exam. Instruction will incorporate project/problem-based practices and procedures. Students will utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of Health Occupations Students of America (HOSA). Teachers will 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. Successful completion of the EMT-B course qualifies students to take the national EMT-B exam.

Law Enforcement Services Pathway

Pathway Description:

The law enforcement services pathway includes workers who protect the lives and property of community members including controlling traffic, preventing and investigating crimes, enforcing laws and ordinances and apprehending, arresting and processing suspected criminals.

Program of Study: LA1020 Law and Public Safety

(Law Enforcement; Corrections; Strategic Security and Protection; and Courts and Legal System Programs)

- Courses:** 1225 Foundations of Public Safety Leadership
1226 Ethical Practices in Public Safety
1039 Practical Applications of Public Safety Leadership
One Specialization Course (A, B, C, D, or E)
Corrections (A)
1034 Seminar in Corrections Seminar
Law Enforcement (B)
1035 Seminar in Law Enforcement
Security (C)
1037 Strategic Security and Protection
Courts and Legal System (D)
1031 Seminar in Courts and Legal System
Forensic Science (E)
6044 Forensic Science

Program of Study Description:

The Law and Public Safety Program of Study focuses on methods used by public safety leaders to protect a democratic society. The history and organization of the criminal justice system and issues relating to the administration and practice of law and public safety in a culturally diverse society are explored. Program specializations include: Law Enforcement; Corrections; Strategic Security and Protection; and Courts and Legal System.

Course Descriptions:

1225 Fundamentals of Public Safety Leadership

This course is designed to present foundational principles of Public Safety Leadership including: how public safety leaders protect a democratic society; public policy issues such as crime and justice; history, organization and functions of components of public safety including the criminal justice system; and the issues and challenges relating to the administration of justice in a culturally diverse society. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of the student organization SkillsUSA. 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.

1226 Ethical Issues in Public Safety Leadership

This course is designed to examine the philosophical issues and applications of the objectives and processes of Public Safety Leadership including; Constitutional limitations; accountability; civil liability; criminal investigation; criminal procedure; and forensics. By examining societal and psychological stressors that contribute to behavior, students will examine a variety of 10 serious offenses and apply concepts of profiling, behavioral analysis and threat assessment within an ethical paradigm. Students will analyze and critique the system of dealing with convicted persons and the long term implications of corrections policy. The principles and procedures used in criminal investigation will be introduced. Procedures for implementing criminal law such as the Incorporation Doctrine, search and seizure, warrant requirements, arrest, the right to counsel, interrogation, identification procedures, entrapment, cruel and unusual punishment, etc. will be discussed. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of the student organization SkillsUSA. 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.

1039 Practical Applications of Public Safety

This course is designed to give students the opportunity to connect theory and practice by interacting with Public Safety professionals. Students will study various requirements for employability in the Public Safety field including ethics, teamwork, and professionalism. Students may participate in activities associated with Public Safety agencies (such as county and local law enforcement, county judicial offices, correctional facilities, training academies, social services, etc.) for hands-on or work-based experiences. Preparation includes construction of a portfolio that can be utilized in obtaining employment upon completion of the student's program. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of the student organization SkillsUSA. 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.

Law and Public Safety Specializations: Choose One **Corrections (A)**

1034 Seminar in Corrections

This course is designed to provide students with fundamental principles in the corrections field including: the evolution of correctional practices and philosophies including treatment models; correctional law; the relationship of correctional activities to other aspects of the criminal justice system; detention facilities; and probation and parole programs. The differences between levels of security and characteristics of offenders (such as gender and age) and the development of inmate cultures will be examined. Students utilize problem-solving techniques

and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of the student organization SkillsUSA. 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.

Law Enforcement (B)

1035 Seminar in Law Enforcement

This course is designed to provide students with fundamental principles of the law enforcement field such as the history of policing in the US, the characteristics of law enforcement agencies and types of police activities including criminal investigation. Current issues and trends in law enforcement will be investigated. Aspects of criminal investigation such as evidence collection, fingerprinting, latent dusting, interviewing and report writing will be presented. 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 SkillsUSA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools, and skill sets.

Strategic Security and Protection (C)

1037 Strategic Security and Protection

This course is designed to provide students with the knowledge and skills needed for the development and implementation of protective security operations including: the protective security law and management; procedures for basic instant response; methods of collecting intelligence and security related investigations; chemical, biological, radiological and nuclear weapons use; and aspects of domestic and international terrorism and the U.S. government's efforts to protect our country and its citizens. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of the student organization SkillsUSA. 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.

Courts and Legal System (D)

1031 Seminar in Courts and Legal System

This course is designed to provide students with the knowledge and skills needed to assist the legal industry with court preparation, legal interventions, research and office management. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of the student organization SkillsUSA. 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.

Forensic Science (E)

6044 Forensic Science

This course is an advanced level Science course designed to provide students with hands-on experience in various aspects of a criminal investigation. Utilizing 21st Century skills students will demonstrate proficiency in evidence collection; interpretation and analysis of collected data, maintenance of data integrity, formulation of a conclusion/summary, and succinct communication of findings. Students will engage in active inquiries, investigations, and hands-on activities for a minimum of 50% of the instructional time to develop conceptual understanding and research/laboratory skills as they evaluate the academic requirements and prepare for occupational opportunities in science, technology, engineering, and math. Safety instruction is integrated into all activities. Students are encouraged to become active members of the student organization SkillsUSA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools, and skill sets.

Legal Services Pathway

Program of Study: LA1490 Paralegal Assistant

Courses: 7780 Introduction to the Court Systems and Legal Procedure
7781 Paralegal Skills
1413 Business Computer Applications II Microsoft IT Excel and Access
1525 Computerized Legal Office Software

Program of Study Description

Course Descriptions

7780 Introduction to the Court Systems and Legal Procedure

This course is designed to provide students with knowledge to assist in the court systems and practices, criminal and civil law procedures. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of the student organization SkillsUSA. 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.

7781 Paralegal Skills

This course is designed to provide students with knowledge and skills to assist in the legal industry with interviewing, investigating, research and preparation techniques and case management. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of the student organization SkillsUSA. 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. 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.

1525 Computerized Legal Office Software

This course is designed to develop student understanding and skills in software areas such as: word processing and PDF file creation; calendaring; meetings and hearings; spreadsheet

creation; legal timekeeping and billing; databases, case management and docket control; electronic delivery; litigation support; internet, computer-assisted legal research and electronic mail; and electronic courthouse, automated courthouse, automated courtroom and presentation graphics. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of a student organization. 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 skills

Law, Public Safety, Corrections & Security Cluster Electives

Emergency and Fire Management Services Pathway Electives

Program of Study: LA2200 Emergency and Firefighting Management Services

WVEIS CODE	COURSES
2208	Auto Extrication
2209	Driver/Pump Operator
6709	Fitness and Conditioning/Activities
1037	Strategic Security and Protection
2207	Telecommunicator
0520	Work-Based Integration and Transition

Elective Course Descriptions:

2208 Auto Extrication

The Skill Sets in this course focus on knowledge and skills needed for auto extrication in the fire service field as required by National Fire Protection Association Standards 1006 and 1670.

2209 Driver/Pump Operator

Skill in this course focus on the professional qualifications required by National Fire Protection Association (NFPA) Standard 1002 for fire apparatus drivers/pump operators in the fire service field.

6709 Fitness and Conditioning/Activities

The Skill Sets in the course focus on knowledge necessary for improved capability to perform specific physical tasks, mobilize the body efficiently, reduced risk during physical tasks, psychological preparation, reduce stress and associated health risk. This course is an elective for Law Enforcement Services and Emergency and Fire Management Services Pathways.

1037 Strategic Security and Protection

This course is designed to provide students with the knowledge and skills needed for the development and implementation of protective security operations including: the protective security law and management; procedures for basic instant response; methods of collecting intelligence and security related investigations; chemical, biological, radiological and nuclear weapons use; and aspects of domestic and international terrorism and the U.S. government's efforts to protect our country and its citizens. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of the student organization SkillsUSA. 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.

2207 Telecommunicator

The Skill Sets in this course focus on knowledge and skills needed in the public safety telecommunication and emergency dispatch field. The course is an elective within the Law and Public Safety and Emergency and Firefighting Management Services Programs of Study.

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.

Law Enforcement Services Pathway Electives

Program of Study: LA1020 Law and Public Safety

WVEIS CODE	COURSES
1060	Essentials of Addiction and Prevention
6709	Fitness and Conditioning/Activities
0520	Work-Based Integration and Transition

Elective Course Descriptions:

1060 Essentials of Addiction and Prevention

This course is designed to provide an introduction to the essential components of addictions to substances, objects, behaviors and/or activities as well as programs for the prevention of addictions. The addictive process will be defined and the physical, psychological, social, emotional and spiritual characteristics of addiction will be described both individually and within the family system. Students will overview signs and symptoms of various addictions such as drugs, gambling, eating disorders, etc. and understand physical addiction and psychological dependence. Theories on addiction will be summarized. Prevention for addictions including an overview of risk and protective factors and program strategies will be examined. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of the student organization FCCLA or HOSA. 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.

6709 Fitness and Conditioning/Activities

The Skill Sets in the course focus on knowledge necessary for improved capability to perform specific physical tasks, mobilize the body efficiently, reduced risk during physical tasks, psychological preparation, reduce stress and associated health risk. This course is an elective for Law Enforcement Services and Emergency and Fire Management Services Pathways.

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.

Legal Services Pathway Electives

Program of Study: LA1490 Paralegal Assistant

WVEIS CODE	COURSES
1411	Business Computer Applications I
1417	Business Law
0520	Work-Based Integration and Transition

Elective Course Descriptions:

1411 Business Computer Application I

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.

1417 Business Law

This course is designed to provide students with the knowledge and skills needed in business and related occupations. The program area focuses on the impact of law as it relates to business and individuals. Students will examine criminal and civil law with a concentration on consumer, contract, property, and employment law while assessing ethics as they relate to each. Students will utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of a student organization. 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 skills.

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 Law, Public Safety, Corrections and Security Cluster

Cluster Description:

The Law, Public Safety, Correction & Security Cluster prepares students for careers in planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services.

Law Enforcement Services Pathway

Program of Study: LA1483 Legal Office - Adult

Courses: 1411 Business Computer Applications I
OR
1411 Business Computer Applications I (Microsoft IT Academy Option)
1449 Office Management
1525 Computerized Legal Office Software
1526 Legal Terminology/Transcription

Program of Study Description:

The Legal Office Program of Study focuses on preparing students to perform general legal office duties including transcribing and formatting legal documents and business correspondence, filing, and law library maintenance. Legal administrative assistants also use legal terminology vocabulary, apply fundamental law office procedures and court rules, and maintain public relations skills when coordinated with other law offices and courts.

Course Descriptions:

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.

1411 Business Computer Applications I (Microsoft IT Academy Option)

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 2013 Office Specialist Exam and for the 2013 PowerPoint Microsoft 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 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. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of a student organization. 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 skills.

1525 Computerized Legal Office Software

This course is designed to develop student understanding and skills in software areas such as: word processing and PDF file creation; calendaring; meetings and hearings; spreadsheet creation; legal timekeeping and billing; databases, case management and docket control; electronic delivery; litigation support; internet, computer-assisted legal research and electronic mail; and electronic courthouse, automated courthouse, automated courtroom and presentation graphics. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of a student organization. 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 skills.

1526 Legal Terminology/Transcription

This course is designed to develop student understanding and skills in areas such as legal terminology, legal ethics, legal transcription, legal documents and basics of civil and criminal law. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of a student organization. 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 skills.

Adult Law, Public Safety, Corrections, and Security Cluster Adult Program Electives

Law Enforcement Services Pathway Electives

Program of Study: LA1483 Legal Office - Adult

WVEIS CODE	COURSES
1409	Business Communications
1417	Business Law
0520	Work-Based Integration and Transition

Elective Course Descriptions:

1409 Business Communications

This course is designed to provide students with the knowledge and skills for communicating in complex environments and accomplishing strategic academic and professional business goals. This performance based course will provide the writing, oral, and team skills necessary for future business courses, senior project, job-shadowing experiences, and professional positions. Students will utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of a student organization. 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 skills.

1417 Business Law

This course is designed to provide students with the knowledge and skills needed in business and related occupations. The program area focuses on the impact of law as it relates to business and individuals. Students will examine criminal and civil law with a concentration on consumer, contract, property, and employment law while assessing ethics as they relate to each. Students will utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of a student organization. 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 skills.

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.

Middle School Career Technical Education Courses

Course Descriptions:

0922 Life Basics

The Skill Sets in this course explore the basic life management skills required to develop responsible and disciplined behaviors leading to self-sufficiency in adulthood. Life Basics is recommended as an elective middle school precursor to any CTE Program of Study. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students are encouraged to become active members of a student organization. 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.