

Virginia System of Performance
Standards and Measures for
Secondary Career and Technical Education Programs

Data Collection Procedures
For
Academic Achievement

**Preparation of the Answer Sheet for
Standards of Learning End-of-Course Tests**

Revised August 2006

CAREER AND TECHNICAL EDUCATION ANSWER DOCUMENT GUIDELINES (SECTION W)

Directions for completing Section W, Career and Technical Education, on the Standards of Learning End-of-Course answer document are as follows:

Section 1

Grid “Career/Tech Ed Course” for all students (grades 9-12) who are enrolled in one or more Career and Technical Education course(s) during the same “real time” as an academic course(s) that requires a Standards of Learning (SOL) End-of-Course tests.

Career and Technical Education content areas are:

- Agriculture Education
- Business and Information Technology
- Family and Consumer Sciences
- Health and Medical Sciences
- Marketing
- Technology Education
- Trade & Industrial Education
- Career Connections, including Special Programs

Grid “Tech Prep Program” for all students who are enrolled in the secondary component of a Tech Prep program. A student who is enrolled in a Tech Prep program must also be enrolled in a Career and Technical Education course(s).

A Tech Prep program is defined as a program of study that:

- < combines at a minimum of two years of secondary education (as determined under State law) with a minimum of two years of postsecondary education in a nonduplicative, sequential course of study
- < integrates academic and career and technical instruction and utilizes work-based and worksite learning where appropriate and available
- < provides technical preparation in a career field such as engineering technology; applied science; a mechanical, industrial, or practical art or trade; agriculture; health occupations; business; or applied economics
- < builds student competence in mathematics, science, reading, writing, communications, economics, and workplace skills through applied, contextual academics and integrated instruction in a coherent sequence of courses
- < leads to an associate degree or baccalaureate degree or a postsecondary certificate in a specific career field
- < leads to placement in appropriate employment or to further education.

Section 2

If Section V – Disability Status, S – Limited English Proficient, or O – N-Code Free/Reduced Lunch has been marked on the student’s answer document, do not grid Section W – Career and Technical Education, Section 2. If Section V, S or O has NOT been marked on the student’s answer document, leave Grid 1 blank and grid only ONE of the following:

Grid 2: Single Parent

Students who are unmarried or legally separated from a spouse; and
(1) have a minor child or children for whom the parent has either custody or joint custody.

Grid 3: Displaced Homemaker

Students who
(1) have worked primarily without remuneration to care for a home and family, and for that reason have diminished marketable skills, have been dependent on the income of another family member but are no longer supported by that income, or a parent whose youngest dependent child will become ineligible to receive assistance under Part A of Title IV of the Social Security Act (42 U.S.C.601 et.seq.) not later than 2 years after the date on which the parent applies for assistance under this title; and
(2) are unemployed or underemployed and are experiencing difficulty in obtaining or upgrading employment.

Complete bubble 4 if a student is classified as non-traditional as explained below:

Grid 4: Non-traditional Career

Students who are classified as the non-traditional gender (grades 9-12) enrolled in one or more of the courses identified for Non-traditional Career Preparation and who are also enrolled in academic course(s) that require(s) a Standards of Learning (SOL) End-of-Course test. To determine this student population:
(1) Review the following list of Secondary Programs Identified for Non-Traditional Career Preparation in Virginia
(2) Determine which courses from this list are offered at each high school and the non-traditional gender classification assigned to these course(s); and
(3) Review the class roster for only the courses offered at your school for non-traditional career preparation. Identify only students classified as the non-traditional gender in these courses.

Grid 5 and 6: Leave Blank

If you have additional questions, please call the Virginia Department of Education Office of Career and Technical Education (804) 225-2051.

**Secondary Programs
Identified for
Non-traditional Career Preparation
in Virginia**

Non-Traditional Courses

Non-Traditional Program/Course Title	Non-Traditional Gender
<i>Agricultural Education</i>	
Agricultural Machinery Service (1102)	Female
8016 Intro To Power, Structural And Technical Systems	
8018 Agricultural Power Systems	
8020 Advanced Agricultural Power Systems	
8021 Small Engine Repair (18 wks)	
8082 Small Engine Repair	
8017 Agricultural Structural Systems	
8019 Agricultural Fabrication & Emerging Tech	
8052 Farm Equipment Operator	
Agricultural Production (1103)	Female
8010 Agricultural Production Technology (III)	
8012 Agricultural Production Management (IV)	
8014 Operating the Farm Business (V)	
Agricultural Business (1101)	Female
8022 Agricultural Business Fundamentals (III)	
8024 Agricultural Business Operations (IV)	
8026 Agricultural Business Management (V)	
Turf Grass Management (1108)	Female
8051 Turf Establishment and Maintenance	
8054 Advanced Turf Grass Applications	
Natural Resources Management (1104)	Female
8040 Introduction to Natural Resources (III)	
8042 Forestry, Wildlife, and Soil Management (IV)	
8044 Natural Resource Business Management (V)	
Horticultural Science (1105)	Female
8034 Horticulture Sciences	
8035 Greenhouse Plant Production and Management	
8036 Landscaping	
8037 Specialty Horticulture Arts	
8038 Floriculture	
Veterinary Science (1109)	Female
8088 Veterinary Science	
Equine Management (1110)	Female
8015 Equine Management & Production (18 wks)	
8080 Equine Management & Production (36 wks)	

Non-Traditional Courses

Non-Traditional Program/Course Title	Non-Traditional Gender
Floral Design (1111)	Male
8055 Floral Design I	
8056 Floral Design II	
<i>Business and Information Technology</i>	
Business (Special) (2102)	Male
6740 Office Specialist I	
6741 Office Specialist II	
6742 Office Specialist III	
Office Administration (2103)	Male
6241 Notetaking (36 wks)	
6242 Notetaking (18 wks)	
6622 Office Administration (18 wks)	
6621 Office Administration (36 wks)	
6150 Keyboarding (Middle) (6, 9, 12, and 18 wks)	
6151 Keyboarding (Secondary) (18 wks)	
6152 Keyboarding Applications (36 wks)	
6153 Keyboarding Applications (18 wks)	
6160 Digital Input Technologies (18 Wks)	
6161 Digital Input Technologies (36 Wks)	
6625 Word Processing (36 wks)	
6626 Word Processing (18 wks)	
Medical Systems Administration (2104)	Male
6730 Medical Systems Administration (36 wks)	
6731 Medical Systems Administration (18 wks)	
Legal Systems Administration (2105)	Male
6735 Legal Systems Administration (36 wks)	
6736 Legal Systems Administration (18 wks)	
Computer Network Software Operations (2106)	Female
6650 Computer Network Software Operations	
6651 Adv Computer Network Software Operations	
Database Design and Management (2107)	Female
6660 Database Design and Management (ORACLE)	
6661 Advanced Database Design and Management (ORACLE)	
Information Technology (2108)	Female
6609 Computer Solutions (6, 9, 12, and 18 WKS)	
6610 Computer Solutions (36 wks)	
6611 Computer Applications (36 wks)	
6617 Computer Applications (18 wks)	
6670 IT Fundamentals (grades 9 and 10)	

Non-Traditional Courses

Non-Traditional Program/Course Title	Non-Traditional Gender
Information Systems (2109)	Female
6612 Computer Information Systems (36 wks)	
6613 Advanced Computer Information Systems (36 wks)	
6614 Computer Information Systems (18 wks)	
6615 Advanced Computer Information Systems (18 wks)	
Accounting (2110)	Male
6320 Accounting	
6321 Advanced Accounting	
Web Development (2111)	Female
6630 Design, Multimedia, & Web Technologies (36 wks)	
6632 Design, Multimedia, & Web Technologies (18 wks)	
6631 Advanced Design, Multimedia, & Web Technologies (36 wks)	
6633 Advanced Design, Multimedia, & Web Technologies (18 wks)	
Computer Programming (2112)	Female
6640 Programming	
6641 Advanced Programming	
Health and Medical Sciences	
Dental Assistant (3101)	Male
8328 Dental Assistant I	
8329 Dental Assistant II	
Physical Therapy (3113)	Male
8385 Physical/Occupational Therapy	
Home Health Aide (3105)	Male
8364 Home Health Aide	
Medical Assistant (3106)	Male
8345 Medical Assistant I	
8346 Medical Assistant II	
Practical Nursing (3109)	Male
8357 Practical Nursing I	
8358 Practical Nursing II	
8359 Practical Nursing III	
Emergency Medical Technology (3102)	Male
8333 Emergency Medical Technician Basic-I	
8334 Emergency Medical Technician Basic-II	
8335 Emergency Medical Technician Basic-III	

Non-Traditional Courses

Non-Traditional Program/Course Title	Non-Traditional Gender
Health Career Cluster (3103)	Male
8302 Introduction to Health & Medical Sciences	
8331 Health Assistant I	
8332 Health Assistant II	
8370 Health & Medical Sciences Exploratory (18 wks)	
8383 Medical Terminology	
8394 Dual Enrollment with Postsecondary	
Surgical Technology (3110)	Male
8351 Surgical Technologist I	
8352 Surgical Technologist II	
Veterinary Assistant (3111)	Male
8310 Veterinary Assistant I	
8311 Veterinary Assistant II	
8312 Veterinary Assistant III	
Biotechnology Foundations (3114)	Male
8344 Biotechnology Foundations	
8347 Biomedical Technician	
Pharmacy Technician (3115)	Male
8305 Pharmacy Technician I	
8306 Pharmacy Technician II	
Nursing Assistant (3108)	Male
8360 Nursing Assistant I	
8362 Nursing Assistant II	
Marketing	
Financial Services Marketing (4105)	Female
8180 Financial Services Marketing (Co-op Ed)	
8181 Financial Services Marketing (Occ Experience)	
Apparel and Accessories Marketing (4103)	Male
8148 Introduction to Fashion Design & Marketing (Occ Exp) (18 wks)	
8149 Introduction to Fashion Design & Marketing (Occ Exp) (36 wks)	
8140 Fashion Marketing (Co-op Ed)	
8141 Fashion Marketing (Occ Experience)	
8145 Advanced Fashion Marketing (Co-op Ed)	
8146 Advanced Fashion Marketing (Occ Experience)	

Non-Traditional Courses

Non-Traditional Program/Course Title	Non-Traditional Gender
Hospitality and Recreation Marketing (4104)	Male
8165 Travel & Tourism Marketing (Co-op Ed)	
8166 Travel & Tourism Marketing (Occ Experience)	
8167 Advanced Travel & Tourism (Co-op Ed)	
8168 Advanced Travel & Tourism (Occ Experience)	
8160 Hotel-Motel Marketing (Co-op Ed)	
8161 Hotel-Motel Marketing (Occ Experience)	
8162 Adv Hotel-Motel Marketing (Co-op Ed)	
8163 Adv Hotel-Motel Marketing (Occ Experience)	
Sports and Recreational Marketing (4106)	Female
8175 Sports, Entertainment, and Recreation Mkt (Co-op Ed)	
8176 Sports, Entertainment, and Recreation Mkt (Occ Exp)	
8177 Adv Sports, Entertainment, and Recreation Mkt (Co-op)	
8178 Adv Sports, Entertainment, and Recreation Mkt (Occ Exp)	
Real Estate Marketing (4107)	Male
8191 Real Estate Marketing (Occ Exp)	
<hr/> Technology Education	
Design and Technology (5101)	Female
8402 Technology Foundations (18 wks)	
8403 Technology Foundations (36 wks)	
8404 Technology Transfer (18 wks)	
8405 Technology Transfer (36 wks)	
8406 Technology Assessment (18 wks)	
8407 Technology Assessment (36 wks)	
Pre-Engineering Program (5102)	Female
8490 Introduction to Engineering (36 wks)	
8491 Advanced Engineering (36 wks)	
8439 Introduction to Engineering Design	
8440 Digital Electronics	
8441 Principles of Engineering	
8442 Computer Integrated Manufacturing	
8443 Engineering Design and Development	
Principles of Technology (5107)	Female
9811 Principles of Technology I	
9812 Principles of Technology II	

Non-Traditional Courses

Non-Traditional Program/Course Title	Non-Traditional Gender
Communication & Information Technology (5103)	Female
8415 Communication Systems (36 wks)	
8418 Communication Systems (18 wks)	
8420 Computer Control & Automation (18 wks)	
8421 Computer Control & Automation (36 wks)	
8458 Graphic Communications Systems (36 wks)	
8494 Graphic Communications Systems (18 wks)	
8423 Geospatial Technology (36 wks)	
8497 Video And Media Technology (36 Wks)	
8455 Imaging Technology (36 wks)	
Biotechnology Program (5108)	Female
8468 Biotechnology Foundations	
8467 Bioengineering	
Production Technology (5105)	Female
8425 Manufacturing Systems (36 wks)	
8426 Manufacturing Systems (18 wks)	
8427 Advanced Manufacturing Systems	
8431 Construction Technology (36 wks)	
8432 Construction Technology (18 wks)	
8433 Materials & Processes Technology (36 wks)	
8446 Production Systems (18 wks)	
8447 Production Systems (36 wks)	
8478 Materials & Processes Technology (18 wks)	
8496 Information Technology in Production Systems (36 wks)	
Technical Design & Illustration (5106)	Female
8434 Tech Drawing/Design (18 Wks)	
8435 Tech Drawing/Design (36 Wks)	
8436 Engineering Drawing/Design (36 Wks)	
8437 Architectural Drawing/Design (36 Wks)	
8492 Architectural Drawing/Design (18 Wks)	
8493 Engineering Drawing/Design (18 Wks)	
8459 Digital Visualization (36 wks)	
Control Technology (5104)	Female
8412 Electronics Systems II (36 wks)	
8416 Electronics Systems I (36 wks)	
8417 Electronics Systems I (18 wks)	
8444 Power & Transportation (18 wks)	
8445 Power & Transportation (36 wks)	
8448 Energy & Power (36 wks)	
8495 Energy & Power (18 wks)	
8413 Electronics Systems III (36 wks)	

Non-Traditional Courses

Non-Traditional Program/Course Title	Non-Traditional Gender
<i>Trade and Industrial Education</i>	
Heating, Ventilation, Air Conditioning & Refrigeration (6210)	Female
8503 HVACR I	
8504 HVACR II	
8505 HVACR III	
Brick Layer (6707)	Female
8549 Brick Layer	
Brick Masonry (6202)	Female
8512 Masonry I	
8513 Masonry II	
8514 Masonry III	
Building Trades (6203)	Female
8515 Building Trades I	
8516 Building Trades II	
8517 Building Trades III	
Carpentry (6205)	Female
8601 Carpentry I	
8602 Carpentry II	
8603 Carpentry III	
Basic Carpentry (6703)	Female
8600 Basic Carpentry	
Cabinetmaking (6204)	Female
8604 Cabinetmaking I	
8605 Cabinetmaking II	
8606 Cabinetmaking III	
Electricity (6207)	Female
8533 Electricity I	
8534 Electricity II	
8535 Electricity III	
Plumbing (6212)	Female
8551 Plumbing I	
8552 Plumbing II	
8553 Plumbing III	
Firefighting (6501)	Female
8705 Firefighting I	
8706 Firefighting II	
8707 Firefighting III	
Auto Body Repair (6701)	Female
8675 Basic Auto Body Repair	

Non-Traditional Courses

Non-Traditional Program/Course Title	Non-Traditional Gender
Automotive Body Technology (6206)	Female
8676 Automotive Body Technology I	
8677 Automotive Body Technology II	
8678 Automotive Body Technology III	
Automotive Body Repair (6603)	Female
8679 Automotive Body Repair I	
8680 Automotive Body Repair II	
8681 Automotive Body Repair III	
Industrial Maintenance Technology (6301)	Female
8575 Industrial Maintenance Technology I	
8576 Industrial Maintenance Technology II	
8577 Industrial Maintenance Technology III	
Automotive Technology (6605)	Female
8506 Automotive Technology I	
8507 Automotive Technology II	
8508 Automotive Technology III	
Automotive Maintenance (6702)	Female
8709 Automotive Maintenance	
Automotive Servicing (6606)	Female
8710 Automotive Servicing I	
8711 Automotive Servicing II	
8712 Automotive Servicing III	
Aviation Maintenance Technology (6601)	Female
8728 Aviation Maintenance Technology I	
8729 Aviation Maintenance Technology II	
Aircraft Pilot Training (6602)	Female
8731 Aircraft Pilot Training I	
8732 Aircraft Pilot Training II	
8733 Aircraft Pilot Training III	
Diesel Equipment Technology (6608)	Female
8613 Diesel Equipment Technology I	
8614 Diesel Equipment Technology II	
8615 Diesel Equipment Technology III	
Small Engine Repair (6708)	Female
8724 Small Engine Repair	
Small Engine Technology(6609)	Female
8725 Small Engine Technology I	
8726 Small Engine Technology II	
8727 Small Engine Technology III	

Non-Traditional Courses

Non-Traditional Program/Course Title	Non-Traditional Gender
Utility/Heavy Construction Technology (6213)	Female
8616 Utility/Heavy Construction Technology I	
8617 Utility/Heavy Construction Technology II	
8618 Utility/Heavy Construction Technology III	
Precision Machining Technology (6305)	Female
8539 Precision Machining Technology I	
8540 Precision Machining Technology II	
8541 Precision Machining Technology III	
Sheet Metal (6306)	Female
8663 Sheet Metal I	
8664 Sheet Metal II	
8665 Sheet Metal III	
Welding (6307)	Female
8672 Welding I	
8673 Welding II	
8674 Welding III	
Electronics Technology (6108)	Female
8536 Electronics Technology I	
8537 Electronics Technology II	
8538 Electronics Technology III	
Robotic Workcell Technology (6110)	Female
8557 Robotic Workcell Technology I	
8558 Robotic Workcell Technology II	
8559 Robotic Workcell Technology III	
Computer Networking Hardware Operations (CISCO) (6113)	Female
8542 Computer Networking Hardware Operations I	
8543 Computer Networking Hardware Operations II	
8544 Computer Networking Hardware Operations III	
8545 Computer Networking Hardware Operations IV	
Computer Repair and Servicing (6705)	Female
8621 Computer Repair and Servicing	
Computer Systems Technology (6112)	Female
8622 Computer Systems Technology I	
8623 Computer Systems Technology II	
8624 Computer Systems Technology III	
Drafting (6102)	
8530 Drafting I	
8531 Drafting II	
8532 Drafting III	

Non-Traditional Courses

Non-Traditional Program/Course Title	Non-Traditional Gender
Cosmetology (6403)	Male
8527 Cosmetology I	
8528 Cosmetology II	
8529 Cosmetology III	
8546 Beauty Salon Assistant	
Commercial Sewing (6406)	Male
8524 Commercial Sewing I	
8525 Commercial Sewing II	
8526 Commercial Sewing III	
Motorsports Technology (6104)	Female
8509 Motorsports Technology I	
8510 Motorsports Technology II	
8511 Motorsports Technology II	
Telecommunications (6103)	Female
8650 Telecommunications I	
8651 Telecommunications II	
Graphic Imaging Technology (6106)	Female
8660 Graphic Imaging Technology I	
8661 Graphic Imaging Technology II	
8662 Graphic Imaging Technology III	
Barbering (6107)	Female
8740 Barbering I	
8741 Barbering II	
8742 Barbering III	
Radio Communications (6109)	Female
8640 Radio Communications I	
8641 Radio Communications II	
8642 Radio Communications III	
Building Management (6209)	Female
8590 Building Management I	
8591 Building Management II	
8592 Building Management III	
Culinary Arts (6404)	Female
8521 Culinary Arts I	
8522 Culinary Arts II	
8523 Culinary Arts III	
Nail Technician (6407)	Male
8692 Nail Technician I	
8693 Nail Technician II	

Non-Traditional Courses

Non-Traditional Program/Course Title	Non-Traditional Gender
Criminal Justice (6502)	Female
8702 Criminal Justice I	
8703 Criminal Justice II	
8704 Criminal Justice III	
Public Safety (6503)	Female
8700 Public Safety I	
8701 Public Safety II	
<i>Family and Consumer Sciences</i>	
Early Childhood Education and Services (7101)	Male
8233 Intro to Early Childhood Education and Services (18 wks)	
8234 Intro to Early Childhood Education and Services (36 wks)	
8285 Early Childhood Education I	
8286 Early Childhood Education II	
Fashion Design (7104)	Male
8247 Intro to Fashion Design & Marketing (18 wks)	
8248 Intro to Fashion Design & Marketing (36 wks)	
8280 Fashion Design I	
8281 Fashion Design II	
Interior Design (7107)	Male
8254 Intro to Housing, Home Furnishings, and Design (18 wks)	
8255 Intro to Housing, Home Furnishings, and Design (36 wks)	
8295 Interior Design I	
8296 Interior Design II	
Family and Human Services (7103)	Male
8264 Family and Human Services I	
8265 Family and Human Services II	
8237 Intro to Family/Human Services (18 wks)	
8238 Intro to Family/Human Services (36 wks)	
Culinary Arts (7105)	Female
8249 Intro to Culinary Arts (18 wks)	
8250 Intro to Culinary Arts (36 wks)	
8275 Culinary Arts I	
8276 Culinary Arts II	
Hospitality Services (7106)	Male
8258 Intro To Hospitality, Tourism & Rec (18 Wks)	
8259 Intro To Hospitality, Tourism & Rec (36 Wks)	
8202 Hospitality Services I	
8203 Hospitality Services II	

Non-Traditional Courses

Non-Traditional Program/Course Title	Non-Traditional Gender
Work and Family Management (7108)	Male
8205 Work & Family Management (18 wks)	
8282 Work & Family Management (36 wks)	
8266 Dual Enrollment w/Postsecondary	
GRADS (7204)	Male
8277 GRADS Family Focus (18 wks)	
8278 GRADS Family Focus (36 wks)	
8211 GRADS Grades 6-8 (18 wks)	
8212 GRADS Grades 6-8 (36 wks)	
Family Focus (7301)	Male
8209 Individual Development (18 wks)	
8210 Individual Development (36 wks)	
8226 Life Planning (18 wks)	
8227 Life Planning (36 wks)	
8228 Nutrition and Wellness (18 wks)	
8229 Nutrition and Wellness (36 wks)	
8223 Family Relations (18 wks)	
8225 Family Relations (36 wks)	
8231 Parenting (18 wks)	
8232 Parenting (36 wks)	
8214 Resource Management (18 wks)	
8219 Resource Management (36 wks)	
Career Connections	
Teacher Cadet Program (8102)	Male
9060 ProTeam (grades 7 and 8)	
9061 ProTeam (grades 7 and 8)	
9062 Teacher Cadet	

