

# High School Program of Studies

Tazewell County Public Schools

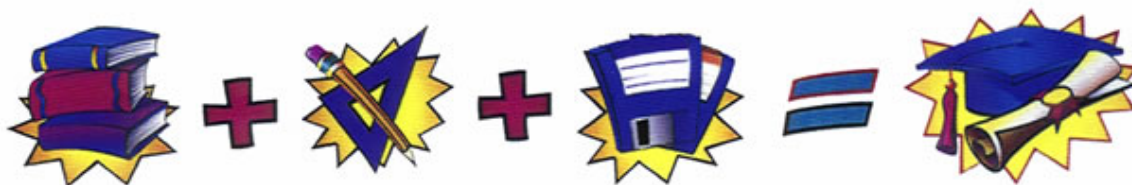
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Tazewell County Public Schools will provide a safe learning community committed to increasing student achievement by engaging stakeholders to maximize student success.

# Tazewell County Public Schools

209 West Fincastle  
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*School Board Members:*  
*Mike Dennis, Chairman*  
*Randy Conn*

*Steve Davis*  
*James Jones*  
*David Woodard*

Dear Student and Parent(s):

The *High School Program of Studies* contains valuable information to assist you in planning a meaningful high school sequence of courses. There are a variety of courses from which to choose, and I encourage you to take full advantage of these courses in preparation for either furthering your formal education or pursuing the career of your choice.

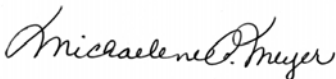
Developing a four-year plan of study can be an overwhelming task. This document is designed to simplify a complex and serious process. Guidance counselors, teachers, and principals are eager to assist you in developing and maintaining your program of study, and I encourage you to seek their assistance in this process. Please take time to consider your goals, abilities and interests when selecting courses for study, as these courses must meet state regulations for earning a Standard, Advanced, or Modified diploma. In addition, you are encouraged to visit the guidance office and speak with counselors whenever faced with an educational, vocational, or personal issue or decision.

Please review the information presented in the first pages of this document addressing graduation requirements and student evaluation. You may also view examples of career specific programs of study. After reviewing this important information, complete, revise, or update your high school program worksheet.

The educational opportunities offered in high school are designed to help you develop the skills necessary to live in a changing world. Successful education and preparation for academic and career choices require collaboration among students, parents, school staff members, and the community. However, the ultimate responsibility for learning rests with the individual student.

In closing, school personnel are committed to helping you achieve your goals. I wish you every success in high school and in future endeavors.

Sincerely,



Michaelene A. Meyer, Ph.D.  
Division Superintendent

## **PROGRAM OF STUDIES**

### **INTRODUCTION**

The Programs of Study, written for students and parents, contain information regarding course offerings, policies, requirements, and services. This information has been prepared to assist each student in selecting a program of studies that best suits individual goals. Whether a student plans to embark on a career immediately following high school or to complete post-secondary studies, courses should be selected that build a foundation for career aspirations. Consideration should also be given to the arts, to developing healthy life-styles, and for taking courses of personal interest.

### **GENERAL INFORMATION**

In selecting a program of studies, students should recognize that employment and college admissions opportunities are highly competitive. The quality of the subjects studied and the caliber of the academic performance will be crucial factors in decisions made by employers and college admissions personnel. Therefore, it will be a decided advantage for students to select a four-year program of studies that will present a challenge and will serve as a recommendation. Located in the back of the booklet is the five-year planning sheet. This should be used by students and parents to formulate a "rough draft" of the student's secondary experience. More detailed planning will occur with counselor assistance, interest clarification and emotional maturity. As their tentative plans unfold, students should keep Virginia's graduation requirements in mind, consider program offerings, and weigh the advantages of a focused program of study.

Entering 8<sup>th</sup> and 9<sup>th</sup> graders are encouraged to seek advice of their counselors and parents in designing an academic major and/or career cluster program that best meets their interests and postsecondary educational goals.

### **PROGRAM PLANNING**

Tazewell County Public Schools offer secondary students a program of studies that follows academic and/or career and technical areas of interest. These programs give:

- career and technical education choices that prepare each student with academic and career and technical skills for entry-level positions in business /industry and continuation of his/her education;
- academic/liberal arts choices that prepare students for baccalaureate level studies;
- studies that combine two or more career/learning paths.

Selecting a course of studies is very important and is a cooperative venture involving parents, teachers, the counselor, and the student. Students must give serious consideration to their needs when choosing a program of studies.

Students and parents are advised to carefully select elective courses as a part of the program of study. Elective courses should be a part of a focused program of study and should be taken as a sequence of course offerings to build on knowledge and skills.

## GRADUATION REQUIREMENTS

Progress in school, test scores, personality, interests, teachers' recommendations, and tentative career choices are used as criteria for helping students select their program of study. Course prerequisites are based on the skills needed to complete a given course successfully--not on the basis of race, gender, creed, national origin, or disability.

Once students select their classes for the school year, they **may not** make changes in the classes for that year except in special circumstances. For this reason, it is **vital** that students select their program of study carefully because it will be difficult for them to make class changes. Course offerings have been designed to meet the needs of Tazewell County high school students. After a preliminary selection of courses, it may be necessary to make alternate choices if an insufficient number of students request a course, or if the appropriate teacher and/or facilities are not available, or if the course is not approved by the school board.

## ATTENDANCE REQUIREMENTS

There is a strong positive correlation between attendance and academic progress. Therefore, students are encouraged to be in attendance unless an emergency situation arises. Parents and students are asked to review the current Tazewell County Schools attendance policies and procedures. This policy can be found in the **Code of Student Conduct** and in the **Tazewell County Public Schools Policy Manual**. Questions concerning this policy can be directed to the appropriate school principal.

All students are encouraged to complete a focused program of studies offered by Tazewell County Schools. Some students may elect to complete more than one program of studies. For example, some students may complete an academic and career and technical program of studies. The program of studies presented in this document meet the Virginia Department of Education minimum requirements for graduation. Students have the opportunity and are encouraged to exceed the minimum graduation requirements. Successful completion of these programs will serve as a recommendation for students entering the workforce or college.

## DIPLOMA SEALS

Students may receive other seals or awards for exceptional academic, technical, citizenship, or other exemplary performance in accordance with criteria defined by Tazewell County Schools.

1. Students who complete the requirements for an Advanced Studies Diploma with an average grade of "B" or better, and successfully complete college level coursework that will earn the student at least nine transferable college credits in Advanced Placement, Dual Enrollment, International Baccalaureate and/or Cambridge examinations will receive the Governor's Seal on the diploma.
2. Students who complete the requirements for a Standard Diploma with an average grade of "A" will receive a Board of Education Seal on the diploma.
3. The Board of Education's Career and Technical Education Seal will be awarded to students who earn a

Standard or Advanced Studies Diploma and complete a prescribed sequence of courses in a career and technical education concentration or specialization that they choose and maintain a “B” or better average in those courses; or (i) pass an examination in a career and technical education concentration or specialization that confers a certification from a recognized industry, trade or professional association or (ii) acquire a professional license in that career and technical education field from the Commonwealth of Virginia.

4. The Board of Education’s Seal of Advanced Mathematics and Technology will be awarded to students who earn either a Standard or Advanced Studies Diploma and (i) satisfy all of the mathematics requirements for the Advanced Studies Diploma (four units of credit including Algebra II; two verified units of credit) with a “B” average or better; and (ii) either (a) pass an examination in a career and technical education field that confers certification from a recognized industry, or trade or professional association; (b) acquire a professional license in a career and technical education field from the Commonwealth of Virginia; or (c) pass an examination approved by the Board that confers college-level credit in a technology or computer science area.
5. The Board of Education’s diploma seal for excellence in civics will be awarded to students who satisfy each of the following four criteria:
  - 1) Satisfy the requirement to earn a Standard Diploma or an Advanced Studies Diploma: AND

- 2) Complete Virginia and United States History and Virginia and United States Government course with a grade of “B” or higher; AND
- 3) Complete 50 hours of voluntary participation in community service or extracurricular activities. Activities that would count include:
  - a) Volunteering for a charitable or religious organization that provides services to the poor, sick, or less fortunate
  - b) Participating in Boy Scouts, Girl Scouts or similar youth organizations
  - c) Participating in JROTC
  - d) Participating in political campaigns or government internships, or Boys State, Girls State, or Model General Assembly
  - e) Participating in school-sponsored extracurricular activities that have a civics focus.

Any student who enlists in the United States military prior to graduation will be deemed to have met the community service requirement.

AND

- 4) Have good attendance and no disciplinary infractions

NOTE: Successful completion of eighth grade subjects count toward promotion from the 8th grade to the 9th grade. However, 8th grade students may earn units of credit for courses identified as high school credit subjects. Credit earned in these courses will be counted toward the total number of credits needed for graduation. For example, Algebra I, Band, Chorus, Foreign Language, Art I, Resource Management and Computer Applications, taken in the middle school will count toward fulfilling the credit requirements needed for graduation. The minimum requirements for program completers are outlined on the following pages.

**STANDARD DIPLOMA: Minimum Course & Credit Requirements**

To graduate with a Standard Diploma, a student must earn at least 22 standard units of credit by passing required courses and electives, and earn at least six verified credits by passing end-of-course SOL tests or other assessments approved by the Board of Education.

Beginning with students entering ninth grade for the first time in 2013-2014, a student must also:

- Earn a board-approved career and technical education credential to graduate with a Standard Diploma; and
- Successfully complete one virtual course, which may be non-credit bearing.

The school counselor can advise on available courses to fulfill the requirements for a Standard Diploma.

Information located at: <http://www.doe.virginia.gov/instruction/graduation/standard.shtml>

**STANDARD DIPLOMA**

Credits required for graduation with a Standard Diploma.

<b>Discipline Area</b>	<b>Standard Units of Credit Required</b>	<b>Verified Credits Required</b>
English	4	2
Mathematics #	3	1
Laboratory Science ##	3	1
History and Social Sciences ###	3	1
Health and Physical Education	2	
Foreign Language, Fine Arts or CTE++	2	
Economics and Personal Finance	1	
Electives->	4	
Student Selected Test +		1
<b>Total</b>	<b>22</b>	<b>6</b>

*A verified unit of credit is awarded when the student passes the course and passes the Standards of Learning End-of Course test.*

Requirements for a Standard Diploma:

1. Students shall earn the standard units of credit outlined above.
2. Students shall earn the required standard and 6 verified units of credit as shown above.
3. Elective requirements shall include at least two sequential course offerings. Students are strongly encouraged to complete sequential professional and technical studies to match career plans.

#	At least two different courses from among Algebra I, Geometry, Algebra, Functions & Data Analysis; Algebra II – or other mathematics course above level of Algebra II
##	Must include course selection from at least two different science disciplines: Earth Science, Biology, Chemistry, and Physics.
###	Courses completed to satisfy this requirement shall include U. S. and Virginia History, U. S. and Virginia Government and one World History or World Geography course or both.
->	Courses to satisfy this requirement shall include at least two sequential electives as required by the standards of Quality.
+	A student may utilize additional tests for earning verified credit in computer science, technology, or other areas as prescribed by the Board in 8 VAC 20-131-110.B.
++	1 credit must be in Fine Arts or CTE

Students who complete a career and technical [education] program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential, or license of (1) the student selected verified credit and (2) either a science or history or social science verified credit when the certification, license, or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the Board of Education as an additional test to verify student achievement.

**ADVANCED STUDIES DIPLOMA: Minimum Course & Credit Requirements**

To graduate with an Advanced Studies Diploma, a student must earn at least 24 or 26 standard units of credit, depending on when he or she entered ninth grade, and at least nine verified units of credit:

- Students who entered ninth grade for the first time during and after 2011-2012 must earn at least 26 standard units of credit.
- Students who entered ninth grade before 2011-2012 must earn at least 24 standard units of credit.

Beginning with students entering ninth grade for the first time in 2013-2014, a student must successfully complete one virtual course, which may be non-credit bearing, to graduate with an Advanced Studies Diploma.

Please note: Your school counselor can tell you which courses are offered by your school to fulfill the requirements for an Advanced Studies Diploma.

Information located at:

[http://www.doe.virginia.gov/instruction/graduation/advanced\\_studies.shtml](http://www.doe.virginia.gov/instruction/graduation/advanced_studies.shtml)

**ADVANCED STUDIES DIPLOMA**

<b>Discipline Area</b>	<b>Standard Units of Credit Required</b>	<b>Verified Credits Required</b>
English	4	2
Mathematics #	4	2
Laboratory Science ##	4	2
History and Social Sciences ###	4	2
Foreign Language*	3	
Health and Physical Education	2	
Fine Arts or CTE	1	
Economics and Personal Finance	1	
Electives	3	
Students Selected Test +		1
<b>Total</b>	<b>26</b>	<b>9</b>

Requirements for an Advanced Studies Diploma:

1. Students shall earn the 26 credits and 9 verified units of credit outlined above.
2. Credits required for graduation with an Advanced Studies Diploma are listed above.



#	Courses completed to satisfy this requirement shall include at least three different course selections from among: Algebra 1, Geometry, Algebra II or other mathematics courses above the level of Algebra 11.
##	Must include course selection from at least 3 different science disciplines from among Earth Science, Biology, Chemistry, and Physics.
###	Must include U. S. and Virginia History, U. S. and Virginia Government, and two courses in World History or Geography or both.
*	Three years of one language or two years each of two languages.
+	A student may utilize additional assessments for earning verified credit in computer science, technology or other areas as prescribed by the Board in 8 VAC 20-131-110.B.

## THE PATH TO INDUSTRY CERTIFICATION: HIGH SCHOOL INDUSTRY CREDENTIALING

A credential is defined as:

- a complete industry certification program, e.g., Certified Nursing Assistant (CNA);
- a pathway examination that leads to a completed industry certification, e.g., automotive technician examinations from ASE;
- a state-issued professional license, e.g., Cosmetology;
- an occupational competency examination, e.g., skill assessments from the National Occupational Competency Institute (NOCTI)

To meet board criteria as a student-selected verified credit, the course must be:

- Taught by an educator with an industry certification or licensure from
- Designed to prepare students for an occupation or occupational area
- Knowledge-based; however, the credential may contain a performance-based component
- In a CTE field that confers a credential from a recognized industry, trade or professional association or entity
- Administered on a multi-state or international basis
- Standardized and graded independent of the school in which the test is given

To encourage more students to work toward a selected industry credential or state license while pursuing a high school diploma, the Path to Industry Certification: High School Industry Credentialing program was developed. Students who earn a credential by passing a certification or licensure examination may earn up to two student-selected verified credits to meet graduation requirements. In addition to providing the opportunity to earn student-selected verified credits, this initiative provides the following benefits:

- Added value to a transcript for higher education purposes or obtaining an entry-level position in the technical job market
- Evidence that the student has completed advanced educational preparation and verification of CTE business and industry competencies and workplace readiness skills (WRS)
- Increased job opportunities for advancement in a chosen career path
- Enhanced self-esteem for students through achieving national occupational competency standards recognized by business and industry

## **MODIFIED STANDARD DIPLOMA: MINIMUM COURSE & CREDIT REQUIREMENTS**

The Modified Standard Diploma is intended for certain students at the secondary level who have a disability and are unlikely to meet the credit requirements for a Standard Diploma. Eligibility and participation in the program are determined by the student's IEP team and the student, when appropriate. Decisions of eligibility and participation may be made at any point after the student's eighth grade year. Written consent from parent/guardian must be obtained for a student to choose this diploma program.

The student must:

- be allowed to pursue a Standard or Advanced Studies Diploma at any time throughout his or her high school career;
- not be excluded from courses and tests required to earn a Standard or Advanced Studies Diploma; and
- pass literacy and numeracy competency assessments as prescribed by the Board:
  - For students who entered the ninth grade in 2000-01 and beyond, the literacy and numeracy competency assessments are the eighth-grade English Reading test and the eighth-grade Mathematics SOL test (Board action – November 30, 2000).
  - The Board also approved four additional substitute assessments to satisfy the literacy and numeracy requirements for students pursuing a Modified Standard Diploma.
    - Substitute Numeracy and Literacy Tests for the Modified Standard Diploma Superintendent's Memo – Informational #53, March 5, 2004

### **MODIFIED STANDARD DIPLOMA**

<b>Discipline Area</b>	<b>Standard Unit Of Credit Required</b>
English	4
Mathematics <sup>1</sup>	3
Science <sup>2</sup>	2
History and Social Science <sup>3</sup>	2
Health and Physical Education	2
Fine or Practical Arts	1
Electives <sup>4</sup>	6
<b>Total</b>	<b>20</b>

<sup>1</sup>Courses completed to satisfy this requirement shall include content from among applications of algebra, geometry, personal finance, and statistics in courses that have been approved by the Board.

<sup>2</sup>Courses completed shall include content from at least two of the following: application of earth science, biology, chemistry, or physics in courses approved by the Board.

<sup>3</sup>Courses completed to satisfy this requirement shall include one unit of credit in U. S. and Virginia History and one unit of credit in U. S. and Virginia Government in courses approved by the Board.

<sup>4</sup>Courses to satisfy this requirement shall include at least two sequential electives in the same manner required for the Standard Diploma.

## **CERTIFICATE OF PROGRAM COMPLETION REQUIREMENTS**

### **Special Diploma**

Available to students with disabilities who complete requirements of their IEP and who do not meet the requirements for other diplomas.

### **Certificate of Program Completion**

Available to students who complete prescribed programs of studies defined by the local School Board but who do not qualify for diplomas

### **Enrollment Requirements**

All students are required to maintain a **full schedule of classes** that includes courses totaling at least 5.5 hours of instruction except when:

- The student is in a work-study cooperative program.
- The student has been granted permission by the superintendent, as stated in the school board policy at the request of the principal, to take fewer than 5.5 hours of instruction.
- The student has an IEP that specifies fewer than 5.5 hours of instruction.
- The student is on homebound instruction.
- The student is on homebased instruction.
- The student is enrolled in approved college classes.

### **Guidance Procedures and Services**

Each student will review his/her program of studies with a guidance counselor each year.

Each student shall take all applicable end-of-course Standards of Learning Tests. Students who fail or have difficulty passing the SOL test will receive remediation. Counselors will provide information on locally awarded verified credits.

The guidance program emphasizes career education for all students, promoting students' awareness and/or knowledge of careers, and the consequences of leaving school without marketable skills.

## Grade Classification

High school students will be classified in grades according to units of credit earned in their program(s) of studies at each grade level.

Eighth Grade	Promotion from the seventh grade
Ninth Grade	Have passed five (5) classes, three of which classes passed must come from English, mathematics, science, or social studies subject areas.
Tenth Grade	Have earned 6 units of credit
Eleventh Grade	Have earned 12 units of credit
Twelfth Grade	Students must be scheduled to meet all graduation requirements by the end of the school year.

## Transfer Students

Students transferring to a Tazewell County high school will be required to meet all requirements for a diploma as outlined by the State Board of Education and the Tazewell County School Board. Each student's prior record will be evaluated to determine the number and content of additional credits required for graduation. A student transferring from a state where a sequence of courses is different from Virginia's requirements shall be placed at a level best reflecting their earned units of credit, regulations for promotions and graduation requirements as established by the School Board.

### Tazewell County Schools Grading System for Secondary Students

Secondary schools will use the following grading system for all classes.

Grade	Descriptor	Numeric Average	Quality Points
A	Excellent	93-100	4.00
B	Very Good	85-92	3.00
C	Satisfactory	77-84	2.00
D	Poor/Minimally Acceptable	70-76	1.00
F	Failure	Below 70	0.00
I	Incomplete		

## Tazewell County Schools Grading System for Weighted Grades

Weighted grade courses are courses in which the scope and sequence of the content is more rigorous and require significantly more work as compared to regular classes. Therefore, students who meet the requirements for these courses will be graded as follows:

After the calculation of the Grade Point Average (GPA) based on a 4.0 scale, an assigned weight for weighted courses is added to the GPA. The weight of .036 is added to each weighted course completed with a grade of “C” or higher.

<b>GRADE</b>	<b>DESCRIPTOR</b>	<b>Numeric Constant Values for Letter Grades</b>	<b>Weighted Course Add-on</b>
<b>A</b>	Excellent	4.00	0.036
<b>B</b>	Very Good	3.00	0.036
<b>C</b>	Satisfactory	2.00	0.036
<b>D</b>	Poor/Minimally Acceptable	1.00	--
<b>F</b>	Failure	0.00	--
<b>I</b>	Incomplete		

Course availability at each high school is based upon student interest and request. All AP courses are not taught at all high schools. Students may take courses through the virtual AP school. Effective with the class of 2010, all state approved Advanced Placement (AP) courses shall be weighted for computing a student’s grade point average.

Special guidelines for GPA and class rank are found in IKF-R of the Tazewell County Policy Manual.

## PROGRAM OF STUDIES FOR STUDENTS WITH A COLLEGE PREPARATORY CONCENTRATION

Tazewell County Public Schools affords students the opportunity to participate in advanced course work that includes Dual Credit, Dual Enrollment, Advanced Placement, Virtual Advanced Placement, A. Linwood Holton Governor's School, and Special Programs. Descriptions for these programs are provided in the Tazewell County Public Schools' Program of Studies. The Virginia Department of Education offers Virtual Advanced Placement (AP) School. The Virtual AP School provides a variety of college level and foreign language courses using distance learning technologies. Virtual AP information includes course schedules and availability of financial assistance to low income, needy students on the Virginia Department of Education web site. Students participating in advanced placement classes are encouraged to take the advanced placement exam.

The following program of studies is offered to meet entrance requirements for colleges and universities. The courses in the college-preparatory program are challenging, and students and parents may expect that there will be a significant amount of reading requirements, writing assignments, and homework.

Students may choose a college-preparatory program of classes that does not include taking a foreign language. However, students must take three years of one foreign language or two years of two foreign languages to be an Advanced Academic Studies Program completer.

Electives must be selected carefully so that the program of studies will serve as a recommendation for entering college. At least one elective must be either a fine or a practical art.

Students in a program of studies with a college preparatory concentration may choose vocational-technical courses as electives. Selection of the proper sequence of vocational-technical courses may also qualify a college-preparatory student as a program completer with a vocational-technical concentration.

### **Dual Credit Courses**

Dual credit courses are courses offered jointly by Tazewell County Public Schools and Southwest Virginia Community College. Students who successfully complete the requirements for a dual credit course will receive both a unit of high school credit and the appropriate number of credit hours from Southwest Virginia Community College. Students who enroll in dual credit courses must meet all admission requirements of Southwest Virginia Community College.

Students should understand that taking a dual credit course means that they must fulfill both high school and college requirements. Therefore, they can expect these courses to be academically challenging requiring more rigorous assignments over shorter periods of time than are expected in non-dual credit courses.

Dual credit courses offered in the high schools of Tazewell County may differ. The courses offered depend on teacher availability and qualifications. Students interested in dual credit courses should see a guidance counselor or principal for further information.

The Virginia Department of Education has permitted Tazewell County Public Schools and Southwest Virginia Community College to develop a pathway for participating students to complete an associate's degree or a one-year Uniform Certificate of General Studies (General Education Certificate) concurrently with their high school diploma. Credit awarded for applicable dual enrollment courses and Advanced Placement courses with qualifying exam scores of three or higher may be applied toward attainment of the aforementioned credentials.

**Southwest Virginia Community College Associate of Arts and Science in General Studies**

The following articulates a pathway\* for a qualifying student<sup>2</sup> within Tazewell County Public Schools

to complete the Southwest Virginia Community College Associate of Arts and Science in General Studies<sup>3</sup> concurrent with high school graduation:

Course	Term Scheduled	Location	Delivery method	Credits	Faculty Provided by	Fulfill H.S. Requirement	College Course Name
<b>SDV 108</b>	Sum. Jr. Year	SWCC	Face-to-Face/Online	1	SWCC	No	College Survival Skills
<b>BIO 101</b>	Fall Jr. Year	SWCC	Online	4	SWCC	Yes	General Biology I
<b>BIO 102</b>	Sp.Jr. Year	SWCC	Online	4	SWCC	Yes	General Biology II
<b>ENG 111</b>	Fall Sr. Year	High School	Dual Enrollment	3	TC	Yes	College Composition I
<b>ENG 112</b>	Sp. Sr. Year	High School	Dual Enrollment	3	TC	Yes	College Composition II
<b>ENG 243</b>	Fall Sr. year	SWCC	Online	3	SWCC	No	Survey of English Literature I
<b>ENG 244</b>	Sp. Sr. year	SWCC	Online	3	SWCC	No	Survey of English Literature II
<b>HIS 101</b>	Fall Jr. Year	High School	Virtual	3	Holton GS	No	Western Civilization I
<b>HIS 102</b>	Sp. Jr. Year	High School	Virtual	3	Holton GS	No	Western Civilization II
<b>HIS 121</b>	Fall Jr. Year	High school	Dual Enrollment/Online	3	TC/SVETN	Yes	United States History I
<b>HIS 122</b>	Sp. Jr. Year	High School	Dual Enrollment/Online	3	TC/SVETN	Yes	United States History II
<b>PLS 211</b>	Fall Sr. Year	High School	Dual Enrollment/Online	3	TC/SWCC	Yes	Political Science I
<b>PLS 212</b>	Sp. Sr. Year	High School	Dual Enrollment/Online	3	TC/SWCC	Yes	Political Science II
<b>ITE 115</b>	Sum. Jr. Year	SWCC	Face-to-Face/Online	3	SWCC	No	Intro. to Computer App./ Elective
<b>MTH 163</b>	Fall Jr. Year	High School/SWCC	Dual Enrollment/Online	3	TC/SWCC	Yes	Pre-calculus I
<b>MTH 164</b>	Sp. Jr. year	High School/SWCC	Dual Enrollment/Online	3	TC/SWCC	Yes	Pre-calculus II
<b>SOC 200</b>	Fall Sr. year	High School	Dual Enrollment	3	SVETN	No	Principals of Sociology
<b>PSY 200</b>	Sp. Sr. Year	High School	Dual Enrollment	3	SVETN	No	Principles of Psychology
<b>CST 100</b>	Sum. jr/sr year	On-campus	Online	3	SWCC	No	Public Speaking
<b>Elective</b>	Senior yr.	On-campus	Face-to-Face/Online	3	SWCC	No	(Determine Transfer Institutions Req.)
<b>PED</b>	Sum. jr/sr year	On-campus	Face-to-Face/Online	1	SWCC	No	Physical Education Course

<sup>1</sup>Any modifications to the above pathway will be outlined in writing and agreed upon by the College and school division. Any modifications will not prevent students from obtaining the plan's intended credential.

<sup>2</sup>In order to participate in the above pathway, a student must meet all dual enrollment admission requirements and College program requirements and complete VCCS placement tests. In order to enroll in any of the courses noted in the pathway, all course pre-requisites must be met.

<sup>3</sup>Program information including purpose, occupational objectives, admission requirements, notes, computer competency requirements, and course requirements may be found in the College catalog found at: [www.sw.edu](http://www.sw.edu)

**Southwest Virginia Community College General Education Certificate**

The following articulates a pathway<sup>1</sup> for a qualifying student<sup>2</sup> within Tazewell County Public Schools to complete the Southwest Virginia Community College General Education Certificate<sup>3</sup> concurrent with high school graduation.

Course	Term Scheduled	Location	Delivery method	Credits	Faculty Provided by	Fulfill H.S. Requirement	Course Name
SDV 108	Sum. Jr. year	SWCC	Face-to-face/online	1	SWCC	No	College Survival Skills
BIO 101	Fall Jr. year	High School/SWCC	Dual Enrollment/Online	4	TC/SWCC	yes	General Biology I
BIO 102	Spring Jr. year	High School/SWCC	Dual Enrollment/Online	4	TC/SWCC	yes	General Biology II
ENG 111	Fall Sr. year	High School	Dual Enrollment	3	TC	yes	College Composition I
ENG 112	Spring Sr. year	High School	Dual Enrollment	3	TC	yes	College Composition II
ENG 243	Fall Sr. year	SWCC	Online	3	SWCC	No	Survey of English Literature I
PSY 200	Spring Sr. year	High School	SVETN	3	SVETN	No	Principles of Psychology
HIS 121	Fall Jr. year	High School/SWCC	Dual Enrollment/Online	3	TC/SWCC	yes	United States History I
HIS 122	Spring Jr. Year	High School/SWCC	Dual Enrollment/Online	3	TC/SWCC	yes	United States History II
MTH 163	Fall Jr. year	High School/SWCC	Dual Enrollment/Online	3	TC/SWCC	yes	Precalculus I
CST 100	Fall Sr. year	SWCC	Online	3	SWCC	No	Principals of Public Speaking

**Notes:**

<sup>1</sup> It is understood that there are other pathways that may be followed to complete the Gen. Ed. Certificate. Any modifications to the above pathway will be outlined in writing and agreed upon by the College and school division. Any modifications will not prevent students from obtaining the plan's intended credential.

<sup>2</sup> In order to participate in the above pathway, a student must meet all dual enrollment admission requirements and College program requirements and complete VCCS placement tests. In order to enroll in any of the courses noted in the pathway, all course pre-requisites must be met.

<sup>3</sup> Program information including purpose, occupational objectives, admission requirements, notes, computer competency requirements, and course requirements may be found in the College catalog found at: [www.sw.edu](http://www.sw.edu).



### **A. Linwood Holton Governor's School**

The A. Linwood Holton is a virtual Governor's School with administrative offices and instructional staff located in Abingdon, Virginia. The students who have been accepted in this unique program receive instruction over the Internet, Fiber Optic classroom, and various other modes of delivery. Students in this Governor's School are from Region VII Superintendent's area. Classes are two periods in length and offered at the home high school. Enrollment in Governor's School is by application only.

### **The Virtual AP School**

The Virtual AP School provides a variety of college-level and foreign language courses, using distance learning technologies. The school was designed to provide educational opportunities to schools that may have too few students to justify hiring a full-time teacher or for students with scheduling conflicts.

### **The Early College Scholars**

The Early College Scholars program allows eligible high school students to earn at least 15 hours of transferable college credit while completing the requirements for an Advanced Studies Diploma. The result is a more productive senior year and a substantial reduction in college tuition.

## **LINWOOD HOLTON GOVERNOR'S SCHOOLCOURSES**

### **Appalachian History (2996)**

This course addresses the history of the Appalachian region (from Pre-Columbian period through the early 21st century) with a focus on southern Appalachia. Emphasis will be placed on such skills as historical research, use of primary documents, oral history, archival work, and preservation.

#### **VCCS Designation and Dual**

#### **Enrollment College Credit**

HIS 205 Appalachian History: 3 Credit Hours

### **History of Western Civilization I & II (2997)**

*History of Western Civilization* examines the development of western civilization from ancient times to the present.

#### **VCCS Designation and Dual**

#### **Enrollment College Credit**

HIS 101 History of Western Civilization I: 3 Credit Hours  
HIS 102 History of Western Civilization II: 3 Credit Hours

### **History of World Civilization I & II (2375)**

*History of World Civilization* surveys Asian, African, Latin American, and European civilizations from the ancient period to the present.

#### **VCCS Designation and Dual**

#### **Enrollment College Credit**

HIS 111 History of World Civilization I: 3 Credit Hours  
HIS 112 History of World Civilization II: 3 Credit Hours

### **Human Anatomy and Physiology I & II (4330)**

*Human Anatomy and Physiology* integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology.

#### **VCCS Designation and Dual**

#### **Enrollment College Credit**

BIO 141 Human Anatomy and Physiology I: 4 Credit Hours  
BIO 142 Human Anatomy and Physiology II: 4 Credit Hours

**Probability & Statistics I & II (3190)**

*Probability & Statistics I* covers descriptive statistics, probability, probability distributions, estimation, and hypothesis testing. *Probability & Statistics II* continues the study of estimation and hypothesis testing with emphasis on correlation and regression, analysis of variance, chi-square test, and non-parametric methods.

**VCCS Designation and Dual****Enrollment College Credit**

MTH 241 Statistics I: 3 Credit Hours

MTH 242 Statistics II: 3 Credit Hours

**Astronomy I & II (4260)**

*Astronomy I & II* studies the major and minor bodies of the solar system, stars and nebulae of the milky way, and extragalactic objects. Examines life and death of stars, origin of the universe, history of astronomy, and instruments and techniques of observation.

**VCCS Designation and Dual****Enrollment College Credit**

NAS 131 Astronomy I: 4 Credit Hours

NAS 132 Astronomy II: 4 Credit Hours

**Principles of Physics I & II (4510)**

*Principles of Physics* covers fundamental principles of physics. Includes mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics from modern physics.

**VCCS Designation and Dual****Enrollment College Credit**

PHY 121 Principles of Physics I: 4 Credit Hours

PHY 122 Principles of Physics II: 4 Credit Hours

**Advanced Multimedia Applications (6631)**

*Advanced Multimedia Applications* explores the technical fundamentals of creating multimedia projects with related software and hardware. Students will learn to manage resources required for multimedia production and evaluation and techniques for selection of graphics and multimedia software. Students will then refine the skills learned focusing on project development using digital media: video clips, still images, and audio (sounds, music, and narration).

**VCCS Designation and Dual****Enrollment College Credit**

ITE 170 Multimedia Software, 3 Credit Hours

ITE 270 Advanced Multimedia Development, 3 Credit Hours

**Introduction to Engineering and Robotics (8490)**

*Introduction to Engineering* introduces engineering technology and provides historical background. Topics such as professional ethics, problem solving techniques involving forces, structures, material, fluids, energy, and electricity and U.S. Customary and S.I. units, and units conversions are covered.

*Introduction to Robotics* studies the evolution of robotics with emphasis on automated and flexible manufacturing. Presents advantages and limitations of present robot systems.

**VCCS Designation and Dual****Enrollment College Credit**

MEC 101 Introduction to Engineering Technology, 2 Credit Hours

IND 160 Introduction to Robotics, 3 Credit Hours

### **Introduction to Engineering Methods and Computer Programming (6640)**

This course will introduce the fundamentals of structured computer programming and problem solving techniques using high level computer languages. While computer languages such as Fortran and Java will be mentioned, the course will develop an ability to program in the object oriented language C++. Students will construct original computer code as well as use packaged software in their exploration of learning software based problem-solving techniques. Software such as Microsoft's Visual Studio will be used to develop original code, Matlab like software will be used to program using

packaged algorithms, and industry standard software such as TecPlot 360 will be used for data analysis. Students will begin learning program design through the use of Python and Scheme before advancing to C++.

Solution strategies will emphasize problem solving in technical fields. The course is all inclusive. Thus, technical fundamentals required for problem solving will be covered as part of the course.

### **VCCS Designation and Dual Enrollment College Credit**

EGR 125 Introduction to Engineering Methods: 3 Credit Hours

EGR 127 Introduction to Computer Programming: 3 Credit Hours

## **EIGHTH GRADE PROGRAM OF STUDIES**

Successful completion of eighth grade subjects count toward promotion from the 8th grade to the 9th grade. However, 8th grade students may earn units of credit for courses identified as high school subjects. Credit earned in these courses will be counted toward the total number of credits needed for graduation. For example, successful completion of Algebra I, Resource Management, Art I, Keyboarding Applications, Chorus, Band, or a foreign language taken in the middle school will count toward fulfilling the credit requirement needed for graduation.

### **EIGHTH GRADE PROMOTION REQUIREMENTS:**

Students must pass five classes to be promoted to the ninth grade. Three of the five classes passed must come from mathematics, science, English, or social studies subject areas.

**Students will earn high school credit when they have successfully completed these courses. For these courses, when taken in the middle school only, parents may request that grades be omitted from the student's transcript and that the student not earn high school credit for the course. The parent must make this request in writing to the principal no later than June 30 at the end of the student's eighth grade year. The form is IKEB-F in the Tazewell County Policy Manual. Failure to return the form by the June 30 deadline will result in the grade remaining on the high school transcript.**

## **AEROSPACE SCIENCE**

### **AS 300: Exploring Space: The High Frontier (7913)**

Grade level: 9, 10, 11, 12

Credit: 1 High School Elective Credit/2 possible College Credits from Adams State College

Prerequisites: None

AFJROTC is a 4-year program offered to high school students in grades 9 thru 12. Each course has three parts: They are Leadership education, Wellness, and Aerospace Science academics. The course offered to new Cadets is "Exploring Space: The High Frontier." The course begins with the study of the space environment from the earliest days of interest in astronomy and early ideas of the heavens, through the Renaissance, and on into modern astronomy. It provides an in-depth study of the Earth, Sun, stars, Moon, and solar system, including the terrestrial and the outer planets. The material covered will help the Cadet pass the Virginia Earth Science SOL exam. The Leadership portion of the course will cover Cadet and Air Force organizational structure; uniform wear; customs, courtesies, and other military traditions; individual self-control and citizenship. We are very focused on improving the general health and wellness of our Cadets. Our goal is for our Cadets to lead active, healthy lifestyles. We will participate in an exercise program focused upon

individual base line improvements with the goal of achieving national standards as calculated by age and gender. Cadets meeting Air Force standards will be rewarded with the Wellness Ribbon. The Cadet will also be given the opportunity to participate in a number of recreational activities including: model rocketry, radio controlled aircraft, paintball, drill, orienteering, and rock climbing. If the Cadet continues in the JROTC program additional opportunities will be made available including Summer leadership School, drill competitions and visits to Senior ROTC units at various colleges. The goal of JROTC is to "Build Better Citizens for America" and to prepare students for life after high school. Our primary mission is to help our Cadets complete high school and to assist those who are qualified in obtaining Department of Defense Senior ROTC Scholarships.

### **AS 100: A Journey into Aviation History (7916)**

Grade level: 10,11,12

Credit: 1 High School Elective Credit/2 possible College Credits from Adams State College

Prerequisites: None

This is an aviation history course focusing on the development of flight throughout the centuries. It starts with ancient civilizations, then progresses through time to modern day. The emphasis is on

civilian and military contributions to aviation: the development, modernization, and transformation of the Air Force: and a brief astronomical and space exploration history. It is interspersed with concise overviews of the principles of flight to include basic aeronautics, aircraft motion and control flight power, and rockets. Throughout the course, there are readings, videos, hands-on activities and in-text and student workbook exercise to guide in the reinforcement of the materials. The Leadership portion of the course stresses communication skills and Cadet Corps activities. Much information is provided on communicating effectively, understanding groups and teams, preparing for leadership, solving conflicts and problems, and personal development. Written reports and speeches compliment the academic materials. Cadet Corps activities include holding positions of greater responsibility in the planning and execution of Corps projects. We are very focused on improving the general health and wellness of our Cadets. Our goal is for our Cadets to lead active, healthy lifestyles. We will participate in an exercise program focused upon individual base line improvements with the goal of achieving national standards as calculated by age and gender. Cadets meeting Air Force standards will be rewarded with the Wellness Ribbon.

## **AS 200: The Science of Flight: A Gateway to New Horizons (7918)**

Grade level: 10, 11, 12

Credit: 1High School Science Credit/2 possible College Credits from Adams State College

Prerequisites: AS 300: Exploring Space: The High Frontier (7913)

This is an introductory and customized course that focuses on how airplanes fly, how weather conditions affect flight, flight and the human body, and flight navigation. The course is designed to complement materials taught in math, physics, and other science related courses and support a Science, Technology, Engineering, and Mathematics (STEM) education. The Leadership portion of the course will be helpful to students deciding which path to take after high school. Information on how to apply for admission to college or to a vocational or technical school is included. Information on how to begin the job search is available to students who decide not to go to college or vocational school. Also available is information about financial planning and how to save, invest, and spend money wisely, as well as how not to get caught in the credit trap. Students are informed about real life issues such as understanding contracts, leases, wills, warranties, legal notices and personal bills. Citizen responsibilities such as registering to vote, jury duty, and draft registration is also covered. For

students who may be moving into an apartment of their own, information is presented on apartment shopping and grocery shopping skills. We are very focused on improving the general health and wellness of our Cadets. Our goal is for our Cadets to lead active, healthy lifestyles. We will participate in an exercise program focused upon individual base line improvements with the goal of achieving national standards as calculated by age and gender. Cadets meeting Air Force standards will be rewarded with the Wellness Ribbon.

**AS 220: Cultural Studies: An Introduction to global Awareness (7922)**

Grade level: 10, 11, 12

Credit: 1 High School Elective Credit/3 possible College Credits through Adams State College

Prerequisites: None

This is a customized course about the world's cultures. The course is specifically created for the US Army, Marine Corps, Navy, and Air Force Junior ROTC programs. It introduces students to the world's cultures through the study of world affairs, regional studies and cultural awareness. The course delves into history, geography, religions, languages, culture, political systems, economics, social issues, environmental concerns, and human rights. It looks at major events and significant figures that have shaped each region. Throughout the course, there are readings, video segments, hand-on

activities, other optional activities, technology enrichment, and assessments to guide in the reinforcement of the materials. The Leadership portion of the course provides exposure to the fundamentals of management. The text contains many leadership topics that will benefit students as well as provide them with some of the necessary skills needed to put into practice what they have learned during their time in AFJROTC. We are confident this course, coupled with what Cadets have already learned during their time in AFJROTC, will equip them with the qualities needed to serve in leadership positions within the Corps. We are very focused on improving the general health and wellness of our Cadets. Our goal is for our Cadets to lead active, healthy lifestyles. We will participate in an exercise program focused upon individual base line improvements with the goal of achieving national standards as calculated by age and gender. Cadets meeting Air Force standards will be rewarded with the Wellness Ribbon.

**AS 500: Aviation Honors Ground School Program (7924)**

Grade level: 11, 12

Credit: 1 High School Elective Credit/3 possible College Credits through Adams State College

Prerequisites: a minimum of two years of AFJROTC coursework including AS 200: The Science of Flight (7918) with a grade of "C" or better and written Instructor approval.

This course is the foundation for students interested in receiving a private pilot's license. When the course is completed the students should be prepared to take and pass the Federal Aviation Administration (FAA) written examination. The "Private Pilot manual" is the primary source for initial study and review. The text contains complete and concise explanations of the fundamental concepts and ideas that every private pilot needs to know. The Cadet will also participate in computer based training flights using Microsoft X software. We are very focused on improving the general health and wellness of our Cadets. Our goal is for our Cadets to lead active, healthy lifestyles. We will participate in an exercise program focused upon individual base line improvements with the goal of achieving national standards as calculated by age and gender. Cadets meeting Air Force standards will be rewarded with the Wellness Ribbon.

**AS 400: Management of the Cadet Corps (7926)**

Grade level: 11, 12

Credit: 1 High School Elective Credit/3 possible College Credits through Adams State College

Prerequisites: Instructor approval

The Cadets manage the entire Corps during their fourth year in the JROTC program. This hands-on experience affords the Cadets the opportunity to put

the theories of previous leadership courses into practice. All the planning, organizing, coordinating, directing, controlling, and decision-making will be done by the Cadets. They practice their communication, decision-making, personal-interaction, managerial, and organizational skills. The course objectives are: Apply the theories and techniques learned in previous leadership course. Know how to develop leadership and management competency through participation. Apply strengthened organizational skills through active incorporation. Know how to develop confidence in ability by exercising decision-making skills. Apply Air Force standards, discipline, and conduct. We are very focused on improving the general health and wellness of our Cadets. Our goal is for our Cadets to lead active, healthy lifestyles. We will participate in an exercise program focused upon individual base line improvements with the goal of achieving national standards as calculated by age and gender. Cadets meeting Air Force standards will be rewarded with the Wellness Ribbon.

## **AGRICULTURE DEPARTMENT**

### **Foundations of Agriculture, Food, and Natural Resources (8006)**

Grade level: 9, 10, 11, 12      Credit: 1  
Prerequisites: None

This is an introductory course and is the foundation course in agriculture. Approximately one-half of the course is devoted to agriculture mechanics with emphasis placed on skill development in basic metals, tool fitting, cold metal, introductory arc welding, introductory acetylene welding, and woodworking with hand tools. The remainder of the course emphasizes the development of competencies in plant sciences, animal sciences, resource conservation, and leadership. Members are introduced to the Future Farmers of America, which is an integral part of agriculture education.

### **Introduction to Animal Systems (8008)**

Grade level: 10, 11, 12      Credit: 1  
Prerequisites: Agriculture I

This occupational preparation course is devoted to agricultural mechanics with emphasis placed on skill development in arc welding, gas cutting and brazing, small engines, power woodworking, and project planning and construction. Instruction is provided in animal science, forestry resource conservation, leadership training, and rural and urban living.

### **Agricultural Production Technology (8010)**

Grade level: 11, 12      Credit: 1  
Prerequisites: Agriculture II

In this course, emphasis is placed on individual projects that are often coordinated with supervised agricultural experience programs (SAEP's). Major emphasis is placed on attainment of competencies in plant science, animal science, soil science, and agriculture mechanization. The course includes instruction in agriculture mechanics and basic farm management. SAEP's and leadership training are important parts of this course. FFA participation is recommended.

### **Agricultural Production Management (8012)**

Grade level: 11, 12      Credit: 1  
Prerequisites: Agriculture III

Course includes instruction in agricultural mechanics, with emphasis placed on the application of mechanical skills to farm power and machinery, soil and water management, supervised farming programs, and leadership training.

### **Introduction to Natural Resources and Ecology Systems (8040)**

Grade Level: 10, 11, 12      Credit: 1  
Prerequisites: None

Course addresses the knowledge and skills required for employment in occupations related to forestry and wildlife management, outdoor recreation, and air, soil, and water conservation.



### **Equine Management Production**

**(8015)** (18 weeks) Credit .5

**(8080)** (36 weeks) Credit 1

Grade Level: 9-12

Students learn how to care for and manage horses. Equine health, nutrition, management, reproduction, training, evaluation, and showmanship are the major instructional areas. In addition, course content includes instruction in the tools, equipment, and facilities for equine enterprises. Business management topics include the economics of boarding, training, and merchandising horses. Leadership development activities are included, and participation in FFA activities is encouraged.

### **Forestry Management (8042)**

Grade Level: 11 or 12 Credit: 1

Prerequisites: None

This course includes instruction in forest protection and harvesting, fish pond ecology and management, planning and operation of a hunting and fishing preserve, wildlife ecology and management, soil and water management systems, service and operation of large power equipment, and leadership training.

### **Small Animal Care (8083)**

Grade Level: 9-12 Credit: 1

Prerequisites: None

Students learn how to care and manage small animals, focusing on instructional areas in animal health, nutrition, management, reproduction, evaluation,

training, and when applicable showmanship. Course content includes instruction in the tools, equipment and facilities for small animal care and provides activities to foster business management and leadership development. FFA activities are included.

### **Veterinary Science (8088)**

Grade: Credit 1

Prerequisites: None

This course provides students with the employability and technical skills needed to succeed in postsecondary education and a career in veterinary medicine. Business management, leadership and FFA activities are included in the course. Students enrolled in the course should have a strong background in math and science and a knowledge of small animal care.

## **ART DEPARTMENT**

### **Art I (9120)**

Grade level: 8, 9, 10, 11, 12      Credit: 1  
Prerequisites: None

Foundation Art I is a general art course that covers the main fields of art such as drawing, painting, printmaking, calligraphy, cartooning, and crafts. Students will be introduced to a variety of media and encouraged to work in a serious studio environment. Emphasis is placed on the basic art elements of line, color, shape, value, texture, and space. A general survey of art history and artists is also a part of this course, and emphasis is placed on the development of art appreciation.

### **Art II (9130)**

Grade Level: 10, 11, 12      Credit: 1  
Prerequisites: Art I

This course covers drawing, painting, print making, architecture, sculpture, advertising, design, and crafts. Emphasis is placed on technique, knowledge of materials, composition, and design. Careers in art are included in this course.

### **Art III (9140)**

Grade level: 11, 12      Credit: 1  
Prerequisites: Art II

Art III is a course for students who have a serious interest in art. Major areas of art will be explored in greater depth. Students are given more freedom to work in media of their choosing. Emphasis is

placed on developing personal style. Art history and a study of "modern" styles are included in this course.

### **Art IV (9145)**

Grade level: 12      Credit: 1  
Prerequisites: Art III

This class is a graphics class that will explore the fundamentals of art and design via the classroom computer. Paint Brush and Corel Draw and Paint will be the primary vehicles to meet the objectives. Color principles, design elements, architecture, proportion, communications, and text utilization will also be addressed. Students will learn the mechanics and functions of Paint Brush and Corel Draw, create patterns, grid drawings, and make alteration to existing drawings. Students will also learn principles of perspective on the computer, create ads, brochures, and/or cards involving mass media and re-create certain historical art styles or trends.

### **Art V (9147)**

Grade level: 12      Credit: 1  
Prerequisites: Art IV

This class is portfolio preparation.

## **BUSINESS DEPARTMENT**

### **Keyboarding Applications (6152)**

Grade Level: 9, 10, 11, 12    Credit: 1  
Prerequisites: None

Keyboarding Applications is a course offered for all students. Students develop or refine touch skills for entering alphabetic, numeric, and symbol information on a keyboard. Students apply keyboarding skills to produce a variety of personal and business documents, research papers and tabulated reports. (Students who can demonstrate touch keyboarding skills may test out and enter into the applications semester to develop document preparation skills).

### **Keyboarding Applications (6153)** Credit: .5

### **Principles of Business and Marketing (6115)**

Grade Level: 9, 10, 11, 12    Credit: .5 or 1  
Prerequisites: None

Principles of Business and Marketing is a one-year, single period course. Students explore the roles of business and marketing in the free enterprise system and in the global economy. They study how the American economy operates and prepare to make decisions as consumers, wage earners, and citizens.

### **Business Law (6131)**

Grade Level: 11, 12    Credit: .5 or 1  
Prerequisites: None

Students examine the foundations of the American legal system. Students explore economic and social concepts as they relate to legal principles and to business and personal laws.

### **Business Management (6135) (6136)**

Grade Level: 11,12    Credit: (6135) 1  
Prerequisite: None                      (6136) .5

Business Management introduces a general overview of American business followed by a study of basic principles of organization and management in various types of business ownership.

### **Economics and Personal Finance (6120)**

Grade Level: 11, 12    Credit: .5 or 1  
Prerequisite: None

Students explore facets of financial decision-making involved in daily life. Skills in money management, record keeping, and banking are enhanced through the study of basic concepts of economics, insurance, credit, and other related topics.

### **Cooperative Office Education (6799)**

Grade Level: 11, 12    Credit: 1  
(class) or 2 (class and job placement)  
Prerequisite: Enrolled in Advanced Business Courses

Students acquire saleable office skills through on-the-job experience in a business office through efforts of the school and professional community. Classroom skills are integrated with skills being used on the job.

### **Office Administration (6621)**

Grade level: 10, 11, 12      Credit: 1  
Prerequisites: Keyboarding Applications

Office Administration is a course with emphasis on the development of word processing applications and office procedure skills. Additional units of instruction include operation of various office equipment, oral and written communication, records and database management, record keeping, human relations, information processing, and telephone techniques, with emphasis on positive work habits and attitudes important for succeeding on the job. Upon completion, the student will have acquired entry-level office skills.

### **Word Processing (6625)**

Grade level: 9, 10, 11, 12      Credit: 1  
Prerequisites: Keyboarding Applications

Students develop intermediate to advanced level word processing skills using a variety of software functions, including graphics, spreadsheets, databases, and desktop publishing. Students gain competence integrating applications and simulations. Classroom experiences also provide for skill development in communication and machine transcription equipment.

**Word Processing (6626)**      Credit: .5

### **Accounting (6320)**

Grade level: 9, 10, 11, 12      Credit: 1  
Prerequisites: None

Accounting is a course with emphasis on accounting principles as they relate to

both manual and computerized financial systems. Instruction integrates microcomputers and electronic calculators as the relationships and processes of manual and computerized accounting are presented.

### **Advanced Accounting (6321)**

Grade Level 10, 11, 12      Credit: 1  
Prerequisites: Accounting, Keyboarding

Students gain in-depth knowledge of accounting procedures and techniques used to solve business problems and make financial decisions. Students use accounting and spreadsheet software to analyze and interpret business applications.

### **Computer Information Systems (6612)**

Grade level: 10, 11, 12      Credit: 1  
Prerequisites: Keyboarding Applications

This course applies problem-solving skills to real-life situations through word processing, spreadsheet, and database software and through integrated software activities. Students work individually and in groups to explore computer concepts, operating systems, and emerging technologies.

### **Advanced Computer Information Systems (6613)**

Grade Level: 11, 12      Credit: 1  
Prerequisite: Computer Information Systems

Student apply problem-solving skills to real-life situations through advanced integrated software applications, programming, and expert systems. Students work individually and in groups

to explore advanced computer maintenance activities, telecommunications, and networking.

**Design, Multimedia Presentations & Web Technologies (6630)**

Grade Level: 11, 12 Credit: 1  
Prerequisites: Keyboarding, Computer Information Systems, Word Processing (recommended)

Students develop proficiency in using desktop publishing software to create a variety of business publications. Students work with sophisticated hardware and software to develop multimedia presentations.

**Adv. Design, Multimedia & Web Technologies (6633)**

Credit: 1

**Business and Technology Preparation I (6740)**

**Grade Levels 9, 10, 11, 12 (36 weeks)**

**Business and Technology Preparation II (6741)**

**Grade Levels 10, 11, 12 (36 weeks)**

**Business and Technology Preparation III (6742)**

**Grades Levels 11, 12 (36 weeks)**

(Targeted Populations)

Prerequisites: None Credit: 1

Students complete the Office Specialist sequence identified locally or progress in the sequence until prepared to transfer into other business courses. Students develop skills or continue skill development and enhancement in areas including keyboarding, word processing, office procedures, and records management.

**Legal Systems Administrations (6735)**

Grade Level: 11, 12 Credit: (6735) 1 (6736) .5

Prerequisites: Keyboarding, Office Administration

This course addresses using legal terminology and procedures useful in developing legal documents and functioning in a medical office environment.

**Medical Systems Administration (6730)**

Grade Level: 11, 12 Credit: (6730) 1 (6731) .5

Prerequisites: Keyboarding, Office Administration (recommended)

This course addresses using medical terminology and procedures useful in developing medical documents and functioning effectively in a medical office environment.

**Notetaking (6241)**

Grade Level: 9,10,11,12 Credit: (6241)1 (6242) .5

Prerequisites: Keyboarding (recommended)

Students learn easy, abbreviated writing system of notetaking that enables them to take and transcribe notes for educational, business, or personal use. Students explore reasons for taking notes, ways to listen effectively, and strategies for improving communication and study skills for academic success.

**Database Design and Management  
(Oracle) (6660)**

Grade Level: 11, 12

Credit 1

Prerequisites: None

This first year course includes database design and SQL programming. Students study database fundamentals to include database development, modeling, design, and normalization. In addition, students are introduced to database programming.

Students gain the skills and knowledge needed to use features of database software and programming to manage and control access to data. Students will prepare for the first of two certification exams.

## **ENGLISH DEPARTMENT**

### **English 9 (1130)**

Grade Level: 9    Credit: 1  
Prerequisites: None

English 9 is an integrated study of literature, composition, and grammar. Students will also present dramatic readings of literary selections and continue to develop proficiency in making planned oral presentations. Students will critique significant literary works from a variety of cultures and eras. Students' writing will encompass narrative, literary, expository, and technical forms, emphasizing the rules of Standard English. They will use word processors, electronic databases, and a standard style sheet method to cite reference sources. Applied communication skills will be introduced.

### **English 10 (1140)**

Grade Level: 10    Credit: 1  
Prerequisites: English 9

English 10 increases the students' knowledge of the world through emphasis on world literature. Students will read and critique short stories, novels, drama, and poetry from a variety of eras and cultures, including those studied in world geography. Students will analyze printed consumer information, develop reading analysis skills, and utilize problem-solving strategies. Students will produce well-organized expository papers and workplace writing which conform with the rules of standard English. They will improve their research skills by using available technology. In all facets of study, students will participate in small-group learning activities.

### **English 11 (1150)**

Grade Level: 11    Credit: 1  
Prerequisites: English 10

English 11 is a survey of American literature with an in-depth analysis of the works of major authors. Students will develop writing skills through formal and informal essays related to the literature, critical reviews of supplemental reading, and the development of a research paper. Sentence expansion, word usage, and vocabulary are emphasized, and mechanics are stressed. Students will read technical literature critically, as well as American literature, and will write technically for a publication.

### **Advanced English 11 (1150)**

Grade Level: 11    Credit: 1  
Prerequisites: English 10

Advanced Placement Prep English 11 is designed for students who are college bound. It emphasizes major American literary works with composition integrated into the program. A documented argumentative paper and presentation is required. Critical analysis is a skill emphasized.

### **Advanced Composition (1177)**

Grade Level: 11, 12    Credit: 1  
Prerequisites: None

This course concentrates on teaching critical reading and writing skills needed for college preparation courses. The focus is on writing essays, and the primary type of writing students will encounter most often in college. Students





specialized features and articles. Specific areas relating to gathering school news, covering extracurricular activities and composing a newspaper is outlined.

### **Photojournalism I, (1215) II (1216)**

Grade Level: 11, 12  
Credit: 1 each level  
Prerequisites: None

This course is designed to teach students the fundamentals of journalism, including the development of mass media, the role of the journalist in society, and the function of the high school journalist. The second level is designed to give students practical experience in school publication as an extension of the knowledge they gained in Photojournalism I. Emphasis will be placed on copyright, layout, design, editing, marketing, and distribution. The students publish the school yearbook.

### **Speech I (1300)**

Grade Level: 10, 11, 12                      Credit: 1  
Prerequisites: None

This is an introductory course to public speaking. Students are coached on how to appear before groups, how to prepare and organize speeches, and how to develop a comfortable stage presence through participation in class presentations.

### **Film/TV Production (1445)**

Grade Level: 12                                      Credit: 1  
Prerequisite: None presently but  
Application required

This is a television production class where the students produce an in-school news

program. Responsibilities and activities include effective speaking as a new anchor, researching stories, conducting interviews, operating the video camera, and editing film to produce a daily school news show. Students go on location to cover various school functions both academic and athletic; therefore, students must be responsible and be willing to spend time out of class completing assignments.

### **Theatrical Arts Exploration (1410)**

Grade Level: 11, 12                              Credit: 1  
Prerequisite: Speech 1

This course is an elective of predominantly juniors and seniors for the purpose of examining the speech process with emphasis on the voice mechanism, writing and delivering speeches, and announcing opportunities using a microphone. Theater aspects include pantomiming, oral interpretation of literature, storytelling, character portrayal, skits, and usually a stage production in front of a live audience. A class notebook/portfolio is required.

### **Advanced Theater Arts (1440)**

Grade Level: 11,12                              Credit: 1  
Prerequisite: Theatrical Arts Exploration

This elective course is for predominantly seniors who already have interest and experience in acting and pantomime, acting exercises, improvisations, puppetry, mask making, stagecraft, directing scenes, and performing at least one play each semester. Students also participate in broadcasting opportunities whenever such are available.

## **FOREIGN LANGUAGE DEPARTMENT**

To receive an Advanced Studies diploma, students are required to earn three (3) units of one foreign language or two (2) units each of two languages.

### **Spanish I (5510)**

Grade level: 8, 9, 10, 11, 12      Credit:1  
Prerequisites: None

Level I Spanish focuses on the development of students' communicative competence in Spanish and their understanding of the culture(s) of Spanish-speaking countries. Communicative competence is divided into three strands: speaking and writing as an interactive process in which students learn to communicate with another Spanish speaker; reading and listening as a receptive process in which comprehension of Spanish texts is developed; and speaking and writing in a presentational context in which students are focused on the organization of thoughts and awareness of their audience in delivering information.

### **Spanish II (5520)**

Grade level: 9, 10, 11, 12      Credit: 1  
Prerequisites: Spanish I

In Spanish II, students continue to develop their proficiency in the three modes of communicative competence: interacting with other speakers of Spanish, understanding oral and written messages in Spanish, and making oral and written presentations in Spanish. They begin to show a greater level of accuracy when using basic language structures and are exposed to more complex features of the Spanish

language. They continue to focus on communicating about their immediate world and daily life activities. They read material on familiar topics and write short, directed compositions. Emphasis continues to be placed on the use of Spanish in the classroom as well as on the use of authentic materials to learn about the culture.

### **Spanish III (5530)**

Grade level: 10, 11, 12      Credit: 1  
Prerequisites: Spanish II

In Spanish III, students continue to develop their proficiency in the three modes of communicative competence: interacting with other speakers of Spanish, understanding oral and written messages in Spanish, and making oral and written presentations in Spanish. They communicate using more complex structures in Spanish on a variety of topics, including some of an abstract nature, such as social rights and responsibilities. They comprehend the main ideas of the authentic materials that they read and hear and are able to identify significant details when the topics are familiar. Spanish is used almost exclusively in the class as students develop the ability to discuss topics related to historical and contemporary events and issues.

### **Advanced Placement Spanish (5570)**

Grade Level: 11, 12      Credit: 1  
Prerequisite: Spanish I, II, III

Advanced Placement Spanish is a college course that reinforces skills learned in prerequisite classes. This course prepares students for the AP exam in Spanish Language. The course is

designed for those students who have excelled in all Spanish courses and have a strong interest in the language.

### **Latin I (5310)**

Grade Level: 8, 9, 10                      Credit: 1  
Prerequisites: None

The student will develop the cultural understanding, attitude, and linguistic performance skills necessary to experience the life style and culture of the classical worlds. The student will gain greater perspective of the present by examining the culture and language in areas of Roman life which are history, government, literature, art, architecture, philosophy, religion, the military, and linguistics. The course emphasizes grammatical skills, translating, pronunciation, and word structure.

### **Latin II (5320)**

Grade Level: 9, 10, 11, 12              Credit: 1  
Prerequisites: Latin I

This course is a continuation of Latin I, with an emphasis on grammatical skills, translating, pronunciation, and word structure. Translating skills are developed by introduction to written records from Roman historians, and from selections from the prominent authors of the Roman era.

### **Latin III (5330)**

Grade Level: 10, 11, 12                      Credit: 1  
Prerequisites: Latin II

This course is a continuation of Latin II, with an emphasis on grammatical skills,

translating, pronunciation, word structure, and vocabulary building. Translating skills are strengthened by continuing the study of Roman historians and authors.

### **Advanced Placement Latin IV**

Grade Level: 11, 12                              Credit: 1

Prerequisites: Latin I, II, III

Advanced Placement Latin IV is a yearlong immersion in Vergil's Aeneid, the great Latin epic poem about the founding and destiny of Rome. In reading the Aeneid, students will reap the benefits of the grammar studies of the prior three years of study. Advanced Placement Latin is the highly motivated student who is genuinely interested in Latin

## **MARKETING EDUCATION DEPARTMENT**

### **Introduction to Marketing (8110)**

Grade level: 9, 10, 11, 12      Credit: 1  
Prerequisites: None

This course is a basic elective course offered in the three year marketing program. Students gain a basic understanding of marketing and its importance and develop fundamental social, economic, mathematical, marketing, job search, and occupational decision-making skills necessary for successful initial employment in retail, wholesale, or service businesses.

### **Marketing (8120) (co-op)**

Grade level: 11, 12      Credit: 2  
Prerequisites: None

This course provides students with instruction that enables them to obtain skills necessary to succeed in their chosen marketing occupation. Students combine classroom instruction with a minimum of 540 hours of supervised on-the-job training during the school year, with a local marketing business. Students are introduced to functions and foundations involved in the marketing of goods, services, and ideas and achieve skills necessary for successful marketing employment. Academic skills (mathematics, science, English, and history/social science) related to the content are part of this course.

### **Advanced Marketing (8130) (co-op)**

Grade level: 12      Credit: 2  
Prerequisites: Marketing

This course enables students to develop competencies needed to advance to full-time employment in marketing. Students develop advanced competencies in several of the same areas studied in Marketing and, in addition, develop basic competencies in the areas of sales promotion, merchandising, market research, and management. Students continue the arrangement of combining classroom instruction with a minimum of 540 hours of supervised on-the-job training during the school year.

### **Principles of Business and Marketing (8116)**

Grade level: 9, 10      Credit: .5  
Prerequisites: None

Students explore the roles of business and marketing in the free enterprise system and the global economy. They study how the American economy operates and prepare to make decisions as consumers, wage earners and citizens. Academic knowledge and skills (mathematics, science, English, and history/social science) related to the content are a part of this course.

### **Leadership Development (9096)**

Grade Level: 9,10      Credit: .5  
Prerequisites: None

Students develop competencies in identifying individual aptitudes in relation to effective leadership skills, understanding organizational behavior, using effective communication in the workplace, handling human resources and organizational problems, supervising and training employees, resolving conflict, and planning for the future. Continuing education in leadership is emphasized as

well as practical leadership experiences in cooperation with school and community leaders.

### **Fashion Marketing (8140)**

Grade Level: 11 or 12                      Credit: 1  
Prerequisites: None

In this specialized course, students gain basic knowledge of the apparel and accessories industry and skill necessary for successful employment in apparel businesses. Students develop general marketing skills necessary for successful employment in fashion marketing, general marketing skills applied to the apparel and accessories industry, and specialized skills unique to fashion marketing. Personal selling, sales promotion, purchasing, physical distribution, market planning, and product/service technology as well as academic skills (mathematics, science, English, and history/social science) related to the content are part of this course. Computer/technology applications supporting this course are studied.

### **Sports, Entertainment, and Recreation Marketing (8175)**

Grade Level: 11 or 12                      Credit: 1  
Prerequisites: None

Students develop skill in the areas of marketing analysis, event marketing, communication, and human relations, along with a thorough understanding of the sports, entertainment and recreation industry and career options available. Academic skills (mathematics, science, English, and history/social science) related to the content are a part of this course. Computer/technology applications supporting this course are studied.

### **Advanced Fashion Marketing (8145)**

Grade Level: 12                                      Credit: 1  
Prerequisites: Level 1 – Fashion Marketing

Students with a career interest in apparel and accessories marketing gain in-dept knowledge of the apparel and accessories industry and skills important for supervisory management employment in apparel business; they develop advanced skills u unique to fashion marketing and advanced general marketing skills applied to the apparel and accessories industry. Professional selling, sales promotion, buying, merchandising, marketing research, product service technology, and supervision as well as academic skills related to the content are part of this course. Computer technology applications supporting this course are studied. The cooperative education method is available for this course.

### **Advanced Sports, Entertainment, and Recreation Marketing (8177)**

Grade Level: 12                                      Credit: 1  
Prerequisites: Level 1 Sports Entertainment and Recreation Marketing

Students will build on prior knowledge of sports, entertainment, and recreation marketing. This course focuses on the principles of management and planning supported by research, financial, and legal concepts. Students will be able to plan and execute an event; develop a career plan, and establish a sports, entertainment, and recreation product or business. Academic skills related to the content are a part of this course. Computer technology applications supporting the course are studied.

## **MATHEMATICS DEPARTMENT**

### **Algebra I (3130)**

Grade level: 8, 9, 10, 11, 12    Credit: 1  
Prerequisites: Pre-Algebra

This course includes types of numbers, algebraic vocabulary, properties and operations of numbers, simplifying expressions, solving equations and inequalities, and graphing. Finding and using prime factors, square roots, repeating decimals, as well as using polynomials, rational expressions, and radicals are also part of this course. Mastery of graphing, solving equations with two variables, and solving quadratics is required. The Algebra I Standards of Learning are taught in this course.

### **Geometry (3143)**

Grade level: 9, 10, 11, 12    Credit: 1  
Prerequisites: Algebra I

The geometry course is a one-year mathematics course that includes both plane geometry and three-dimensional geometry. The course is considered necessary to demonstrate a reasonable knowledge of mathematics for students who plan to pursue a college education. Simple algebraic equations are integrated into the course and presented as a means of solving some geometry problems. Geometric proofs and problem-solving develop analytical reasoning skills and improve the ability to apply logic to analysis of problems. Geometry Standards of Learning are taught.

### **Algebra II (3135)**

Grade Level: 9, 10, 11, 12    Credit: 1  
Prerequisites: Algebra I, Geometry

Algebra II is mandatory for students seeking the Advanced Studies Diploma and for those students planning a higher education in math or science. Concepts of Algebra I are reviewed and strengthened. Emphasis will be placed on the study of complex numbers, coordinate geometry, linear systems, functions, conic sections, logarithms, and an introduction to progressions and series. Algebra II Standards of Learning are taught.

### **Pre-Calculus (3162)**

Grade Level: 11, 12    Credit: 1  
Prerequisites: Algebra II and Geometry

This course includes an extensive and comprehensive treatment of trigonometry for one semester. The other semester includes algebra topics not covered in previous courses. The course is designed as preparation for math analysis or for freshman mathematics in college. All of the topics will be taught in conjunction with trigonometric tables, scientific calculators and the graphing calculators.

### **Advanced Placement Calculus (3177)**

Grade level: 12    Credit: 1  
Prerequisites: Pre-Calculus or Calculus

This course is designed for students who are interested in pursuing a math-related career or who will be studying calculus in college. Advanced Placement Calculus covers extensive treatment of limits and continuity, differential and integral Calculus, and their applications. The student may choose to take an Advanced Placement Test at the end of the course and, if successful, may be granted college credit in addition to high school credit.

### **Advanced Placement Computer Science (3185)**

Grade Level: 11, 12                      Credit: 1  
Prerequisites: None

AP Computer Science is a one-year course in which students write computer programs to learn accepted computer science theories, effective problem-solving techniques, logical thinking skills, and good programming habits. The student may choose to take an Advanced Placement Test at the end of the course, and, if successful, may be granted college credit in addition to high school credit.

### **Computer Mathematics (3184)**

Grade level: 11, 12  
Prerequisites: Algebra I or Algebra I, Part 1 and Algebra I, Part 2

Computer Mathematics is a board approved class above the level of Algebra and Geometry and can be used to satisfy the mathematics requirements for a standard diploma, modified standard or general achievement diploma. The course uses the graphing calculator as the primary computing device for mathematical problem solving. TI-83 programming basics are taught. Tasks include Input/Output, Formula Problems, Occupational and Consumer Application for everyday life.

### **Algebra, Functions, and Data Analysis (3134)**

Grade level: 10, 11, 12                      Credit: 1  
Prerequisites: Algebra I

Algebra, Functions, and Data Analysis is a course designed to build on previous mathematical courses and to emphasize a deeper understanding of mathematics. This course investigates functions and their behaviors, systems of inequalities, probability, experimental design, and analysis of data. Students will use

mathematical modeling to solve problems that require the formulation of linear, quadratic, exponential, logarithmic equations or system of equations. Through the investigation of mathematical models and interpretation/analysis of data from real life situations, students will strengthen conceptual understandings in mathematics and further develop connections between algebra and statistics. Students will learn to work in groups, as well as individually, to build reasoning and effective problem solving skills. The curriculum for Algebra, Functions and Data Analysis follows the Standards of Learning.

### **(Local Math Elective) – Fundamentals of Algebra (3199)**

Grade Level: 9                                      Credit: 1  
Prerequisites: None

Course topics will include: the language and terms of Algebra, types of numbers, operations of integers and rational numbers, properties, simplifying expressions, solving equations and inequalities, graphing on a number line and coordinate plane, and analyzing linear equations using slope. After successful completion of Fundamentals of Algebra, the student will then be enrolled in Algebra 1.

### **Algebra I – 2 year sequence, Part I**

Grade Level 9                                      Credit: 1  
Prerequisites: None                      (elective credit, not a math credit)

### **Algebra I – 2 year sequence, Part II**

Grade Level 9                                      Credit: 1  
Prerequisites: Alg I, Part I                      (math credit)

These courses are the same content as Algebra I divided into two years rather than one. Part I is an elective credit and part II is a math credit.

## MUSIC DEPARTMENT

### **Intermediate Band (9233); Advanced Band (9234)**

Grade level: 9, 10, 11, 12      Credit: 1  
(May be repeated)  
Prerequisites: None

This course emphasizes basic musical skills and their use in the performance of band music. Students also learn how to march and use the marching skills for both field shows and parades. Competition in concert and marching band may be stressed for the musical growth of the organization. Public performance is an integral part of the band program and out-of-school activities may be required of participants. This course may be divided into symphonic (advanced) band and intermediate band, with students placed by audition.

### **Beginning Chorus (9260)**

Grade level: 8, 9, 10, 11, 12      Credit: 1  
(May be repeated)  
Prerequisites: None

Fundamental vocal techniques, reading musical notation, voice production, music performance, and diction are stressed. Chorus may perform for public functions, and out-of-school activities may be required of participants.

### **Intermediate Chorus (9285)**

Grade level: 9, 10, 11, 12      Credit: 1  
(May be repeated)  
Prerequisites: None

Fundamental vocal techniques, reading musical notation, voice production, music performance, and diction are stressed. Choirs may perform for public functions,

and out-of-school activities may be required of participants.

### **Advanced Chorus (9289)**

Grade Level: 10, 11, 12      Credit: 1  
(May be repeated)  
Prerequisite: Audition – Teacher Approval

Emphasis is placed on music performance. Participants will be required to perform for public functions as well as in-school activities. Participants may also be required to perform a musical production during the school year. Audition procedure will include pitch matching, sight singing and a prepared selection.

### **Jazz Band (9296)**

Grade 10, 11, 12      Credit: 1  
Local Music Elective

### **Dual Credit Music Appreciation MUS 121/122 Southwest VA Community College**

Grade Level: 11, 12      Credit: 1

Prerequisites: 10<sup>th</sup> graders may take the class if they are enrolled in band or choir class as well.

This course is designed as a college level introduction to Western Music. Students will study music from the Baroque, Classical, and Romantic Periods. The class also covers Twentieth Century music, as well as the progression of music in America: including spirituals, folk music, jazz, wind band literature, and rock and roll. Students will be assessed on their ability to identify music from different time periods, as well as the connections they make to other art forms and history.



## **PHYSICAL EDUCATION DEPARTMENT**

### **Health and Physical Education 9 (7300)**

Grade level: 9    Credit: 1  
Prerequisites: None

Health and Physical Education 9 is a required course designed to encourage a physically active lifestyle. Students learn how to achieve and maintain a health-enhancing level of physical fitness. Health units covered include wellness, disease prevention and control, consumer health, first aid, and nutrition.

### **Health and Physical Education 10 (7405)**

Grade Level: 10    Credit: 1  
Prerequisites: Health & Physical Ed 9

Health and Physical Education 10 encourages a physically active lifestyle with emphasis on individual sports. A unit on making positive choices is included in the mental health class, and the classroom part of Driver Education is included in this course, also. The in-car instruction in Driver Education is offered before and after school or in the summer.

### **PE 7638    SPORT, EXERCISE, AND HEALTH SCIENCES**

Grade Level: 10, 11, 12                                      Credit: 1  
Prerequisites: Health & Physical Ed 9

PE 7638 Sport, Exercise, and Health Sciences has been designed to develop a greater level of physical fitness in our students as well as a better

understanding of the body systems and the role they play in their health and performance. Students will be required to participate in vigorous exercises which will include weight training, running, plyometrics, and core training. Various methods of weight training will be used including traditional Olympic core lifts along with supplemental lifts, as well as Crossfit principles that incorporate weight training with conditioning at a high level of intensity.

In addition to weight training and conditioning, students will be exposed to various topics related to weight training and conditioning. Lecture/class discussions will include weight room safety, proper spotting techniques, anabolic steroids, nutritional supplements, creatine, proper nutrition, and proper rest. Videos will also be used to teach and reinforce proper lifting technique.

Students will also learn about the skeletal, muscular, cardiovascular, pulmonary, and energy systems of the body and how they relate to good health and performance.

## SCIENCE DEPARTMENT

### Earth Science (4210)

Grade level: 9                                  Credit: 1  
Prerequisites: None

Earth Science connects the study of the Earth's composition, structure, processes, and history, its atmosphere, fresh water, and oceans, and its place in the universe.

This course emphasizes contributions to the development of scientific thought concerning earth and space. Major topics of study include astronomy, geology, meteorology, and oceanography.

### Biology I (4310)

Grade level: 9, 10, 11, 12                          Credit: 1  
Prerequisites: None

Biology is the study of life and the organization of living systems. Biology begins with the study of the simplest forms of living things, and continues to more complex living systems. Major concepts studied are: the chemistry of life; cell parts and functions; mitosis, meiosis; genetics; classification systems; and a survey of the plant, animal, fungi, Monera, and protist kingdoms.

### Biology II – Ecology (4340)

Grade Level: 11, 12                                  Credit: 1  
Prerequisites: Biology I

Ecology is the study of the relationships between organisms and their environment. This course will give the student the necessary information to understand the complex arena of environmental concerns, problems, and alternative courses of action.

### Biology II – Human Anatomy and Physiology (4330)

Grade Level: 11,12                                  Credit: 1  
Prerequisites: Biology I

This course focuses primarily on human anatomy and physiology, dwelling on the health science aspects of life science. Even current AP biology students would benefit from taking this course if they are considering health-related careers. The class is structured on the lines of a first-year college anatomy course to meet the needs of students entering the fields of nursing, radiology, physical therapy or pharmacology. Biology II covers human organization and anatomical terms, the digestive system and nutrition, the circulatory system, the composition and function of blood, the lymphatic system and immunity, the respiratory system, the urinary system and excretion, the nervous system, the senses, the endocrine system, the musculoskeletal system, and human reproduction and development. The textbook for the course is Human Biology (sixth edition) by Sylvia Mader.

### Advanced Placement Biology (4370)

Grade Level: 11, 12                                  Credit: 1  
Prerequisites: Biology I, and/or Biology II

This course is designed to be an equivalent of a freshman level college course in quality and sophistication. Topics covered include cell biology, cell energetics, heredity, molecular genetics, evolution, reproduction, growth and development of organisms, and ecology. Laboratory work is an integral part of the course with twelve AP laboratory activities. An appropriate score on the AP Biology Examination may qualify students to receive college credit.

### **Chemistry I (4410)**

Grade level: 11, 12                      Credit: 1  
Prerequisites: Algebra I, Lab Science

Chemistry is the branch of science that studies the interaction of matter and energy. The characteristics of elements and compounds and how they interact are studied. Problem solving, the practical use of calculators, use of technology (including computers), and chemical reactions are practiced in laboratory activities. Emphasis in laboratory activities is placed on safety, use of laboratory skills, application of learned material to practical usage and development of proper use of the scientific method.

### **Chemistry II (4420)**

Grade Level: 12                      Credit: 1  
Prerequisites: Algebra II and Chemistry I

This course is offered to students who have successfully completed Biology and Chemistry. The course includes advanced topics that have not been covered in depth in the first year course. Topics include organic chemistry, biochemistry, biotechnology, electrochemistry, oxidation/reduction reactions, chemical kinetics, qualitative and quantitative analysis, and environmental chemistry.

### **Emergency Medical Technician (EMT) (4610)**

Grade Level: 11, 12                      Credit: 1  
Prerequisites: Biology

EMT is a health science course offered to eleventh and twelfth grade students. The class is designed to prepare students to become emergency medical technicians. Topics covered include preparatory, airway, patient assessment, medical/behavior emergencies, obstetrics, trauma, infants and children, operation, advance airway.

### **Physics (4510)**

Grade Level: 11, 12                      Credit: 1  
Prerequisites: Algebra II & Lab Science

Physics is a course offered to students who have successfully completed earth science, biology, and chemistry as well as algebra and geometry. The math background is as important a prerequisite as science because the study of physics requires proficient application of mathematical calculations. The course includes Newtonian physics, heat, light, electricity, and magnetism, and is intended to prepare students for higher education. Physics requires frequent demonstrations and laboratory sessions to supplement and clarify the academic presentations.

## **SOCIAL STUDIES DEPARTMENT**

### **World Geography (2210)**

Grade level: 9, 10                      Credit: 1  
Prerequisites: None

By studying geography, students are able to see, understand, and appreciate the web of relationships among people, places, and environments. World Geography is presented as a science in which the physical, cultural, political, economic, and historical components of the subject are studied. Characteristics of the world's regions and subregions, along with the interrelationship between environment and culture, are examined. Emphasis is placed on the development of maps and globe skills, chart and graph interpretation, and critical thinking skills. Also, current events are used to study world problems.

### **World History 1000AD to Present (2342)**

Grade level: 9, 10                      Credit: 1  
Prerequisites: None

The study of Western Civilization and other cultural influences on the world. This course will identify the major cultures of the world and will help students explain the significance of these major cultures in the development of world history from prehistory to the present. Factors such as the social, economic, political, cultural, and geographical features of the studied regions are used to achieve this understanding.

### **Virginia and United States History (2360)**

Grade level: 11                      Credit : 1  
Prerequisites: World Geography or World History

Virginia and United States History is a required course that surveys the major people and events from the Age of Discovery to the modern era. The Declaration of Independence, the Constitution, the Virginia Declaration of Rights, and the Virginia Statute of Religious Freedom are studied among other major American documents, people and events that impacted our nation. Current events and the relationship between past and present issues are emphasized. Map, cartoon, chart, and graph interpretation, as well as critical thinking and writing skills, are further developed in this course.

### **Advanced Placement United States History (2319)**

Grade level: 11                      Credit: 1  
Prerequisites: World History or World Geography

This class is primarily designed to develop an understanding of critical events in history, and to formulate objective opinions. The course covers from the settlement of Jamestown through modern time. The Advanced Placement Exam in United States History is offered at the end of the course. College credit may be earned, contingent on the degree of success on the AP exam. The course uses critical thinking, essay writing, primary source reading and analysis skills to evaluate progress. Students will complete a contract of rules and expectations.

### **United States and Virginia Government (2440)**

Grade level: 12                                      Credit: 1  
Prerequisites: Virginia and United States History

United States and Virginia Government is a course which is designed to encourage high school seniors to develop a more analytical perspective on government and politics in the United States. Senior Government is concerned with the nature of our political system, its development over the past two hundred years, and how it works today. We will examine in some detail the origins of democracy in the United State, political beliefs and behaviors of individuals, political parties, and interest groups, the congress, the Presidency including the bureaucracy, the Judiciary, and civil liberties and civil rights.

### **Advanced Placement United States Government and Politics (2445)**

Grade level: 12                                      Credit: 1  
Prerequisites: Virginia and United States History

Advanced Placement United States Government and Politics is an advanced course which is designed to encourage highly motivated students to develop an analytical perspective on government and politics in the United States. It is concerned with the nature of the American Political System, its development over the past two hundred years, and political beliefs and behaviors of individuals, political parties, and interest groups, the Congress, the Presidency, the bureaucracy, the federal courts, and civil liberties and civil right. This course meets the requirements for Virginia and United State Government in Virginia and is intended to prepare the

student for the Advanced Placement Examination for which college credit may be awarded.

### **Sociology (2500)/Psychology (2900)**

Grade level: 11, 12                                      Credit: 1  
Prerequisites: None

Sociology is the study of major social problems and their causes, effects, and possible solutions. Students will identify propaganda techniques and will study group dynamics. Criminal justice, social diversity, and personal values will also be examined.

Psychology is the study of human behavior through systematic and scientific study and collection of data. The course is designed to develop skills in describing human behavior through collection of empirical data. Students will study human psychological development during various life stages.

### **Current History/Contemporary Issues (2996)**

Grade Level: 11, 12                                      Credit: 1  
Prerequisites: None

Current History is a study of critical issues confronting the nation and the world. This course promotes the understanding of the flow of American history and knowledge of key issues and events of the changing world. Students are encouraged to make connections, draw conclusions, and formulate judgments about events unfolding. This course encourages media awareness and understanding of controversial issues in American life. Students will initiate research on selected topics relation to news events.

**20<sup>th</sup> Century Modern/Contemporary  
Issues/Current Events (2387)**

Grade Level: 11, 12

Credit: 1

Students will study newsworthy events at the local, state, national, and international level. Events and issues may be controversial. Class discussion and a free exchange of ideas and opinions are encouraged. Newspapers and television news broadcasts will be utilized as well as other information sources. Students will be tested on a weekly basis.

## **FAMILY AND CONSUMER SCIENCE**

### **Family Relations (8223/8225)**

Grade Level:9,10,11,12 Credit: (8223) .5  
(8225) 1

Prerequisites: None

Students enrolled in Family Relations focus on analyzing the significance of the family, nurturing human development in the family throughout the life span, analyzing factors that build and maintain health family relationships, developing communications patterns that enhance family relationships, dealing effectively with family stressors and conflicts, managing work and family roles and responsibilities, and analyzing social forces that influence families across the life span. Teachers highlight basic skills of math, science, and communication when appropriate in the content.

### **Life Planning (8226/8227)**

Grade level: 11,12 Credit: (8226) .5  
(8227) 1

Prerequisites: None

Students enrolled in this course focus on developing a life management plan; caring for themselves and others to ensure wellness; developing strategies for career planning, building and maintaining strong functional families; and planning the use of resources. Basic skills of math, science, and communication will be reinforced when appropriate.

### **Individual Development (8209/8210)**

Grade Level:9,10,11,12 Credit: (8209) .5  
(8210) 1

Prerequisites: None

Students focus on encouraging personal potential of self and others throughout the life span; enhancing positive views of self and others; managing stressful situations; formulating a plan to achieve career goals; managing conflict; and choosing responsible ways to express oneself. Teachers highlight basic skills of math, science, and communication when appropriate in the content.

### **Nutrition and Wellness (8228/8229)**

Grade Level:9,10,11,12 Credit: (8228) .5  
(8229) 1

Prerequisites: None

Students focus on making choices that promote wellness and good health; analyzing relationships between psychological and social needs and food choices; choosing foods that promote wellness; obtaining and storing food for self and family; preparing and serving nutritious meals and snacks. Teachers highlight the basic skills of math, science, and communications when appropriate in the content.

### **Child Development and Parenting (8231/8232)**

Grade Level:9,10,11,12 Credit: (8231) .5  
(8232) 1

Prerequisites: None

Students focus on assessing the impact of the parenting role in society; taking responsibility for individual growth within the parenting role; preparing for a healthy emotional and physical beginning for parent and child; and meeting developmental needs of children and adolescents.

### **Leadership Development (9097)**

Grade Level: 11, 12                      Credit: 1  
Prerequisites: None

Students develop competencies in identifying individual aptitudes in relation to effective leadership skills, understanding organizational behavior, using effective communication in the workplace, handling human resources and organizational problems, supervising and training employees, resolving conflict, and planning for the future. Continuing education in leadership is emphasized as well as practical leadership experiences in cooperation with school and community leaders.

### **Work and Family Management (8282)**

Grade Level: 10, 11, 12                      Credit: 1  
Prerequisites: None

The work and family management course focuses on balancing the multiple demands of career, family, and personal life; the interpersonal skills needed to build strong relationships in the family and the workplace; and conflict management, problem solving, goal setting, stress management, and resource management in work and family. Honors credit is available as a local option. Teachers will incorporate the skills of mathematics, science, written and verbal communication, and computer applications when appropriate in the content. The cooperative education method is available for this course. Students combine classroom instruction and supervised on-the-job training in an approved position with continuing supervision throughout the school year.

### **Introduction to Culinary Arts (8250)**

Grade Levels: 9, 10, 11, 12                      Credit: 1  
Prerequisites: None

The competencies focus on identifying and exploring the individual careers within the food service industry. Units of study include food science and technology, dietetics and nutrition services, diverse cuisines and service styles, current trends, food and beverage production and preparation, and food safety and sanitation. The cooperative education method is available for this course. Students combine classroom instruction and supervised on-the-job training in an approved position with continuing supervision throughout the school year. Students gain hands on experience in selecting, preparing, and serving food.



## **TAZEWELL COUNTY CAREER AND TECHNICAL CENTER**

Tazewell County Career and Technical Center offers a variety of courses to meet the needs of the students in Tazewell and Bland Counties. Programs are one, two and three year programs. The courses are three-period block classes and the students can earn 3 credits per course. Upon satisfactory completion of the program, students may obtain industry level licensure or certification. Programs are designed in the following clusters.

### **Engineering Cluster**

#### **Computer Systems Technology I (8622)**

Grade Level(s): 10, 11, 12

#### **Computer Systems Technology I (8622)**

Grade Level: 10 or 11

#### **Computer Systems Technology II (8623)**

Grade Level: 11 or 12

Prerequisite: Computer Systems Technology I

#### **Computer Systems Technology III (8624)**

Grade Level: 12

Prerequisite: Computer Systems Technology II

Students enter the world of computer technology and gain practical experience in assembling a computer system, installing an operating system, and troubleshooting computers and peripherals, using system tools and diagnostic software. They develop skills in computer networking and resource sharing. In addition, students explore the relationships between internal and external computer components. Emphasis is placed on customer service skills and

career exploration. Upon successful completion of the course, students may qualify to take the A+ certification exam. Students will also engage in repair/maintenance of home gaming units.

### **(AutoCAD Certification Available)**

#### **Technical Drawing/Design (8435)**

Grade Level: 10 or 11

#### **Engineering Drawing/Design (8436)**

Grade Level: 11 or 12

Prerequisite: Technical Drawing

#### **Architectural Drawing/Design (8437)**

Grade Level: 12

Students learn theory and the manipulative skills necessary to produce complete and accurate drawings based on the ideas and sketches of engineers, architects, and designers. They design and prepare mechanical, structural, and architectural plans, electronics, transmitters, power supplies, and receivers relevant to consumer electronic products as they practice electronic product troubleshooting, servicing, and safety procedures.

### **Construction Cluster**

#### **Building Trades**

#### **Building Trades/ Home Improvement I (8515)**

Grade Level(s): 10, 11, 12

#### **Building Trades II (8516)**

Grade Level: 11 or 12

Prerequisite: Building Trades/Home Improvement 1

#### **Building Trades III (8517)**

Grade Level: 12

Prerequisite: Building Trades II

Class designed to allow students gain knowledge and skills in general home improvement projects. Students will erect

and maintain floor and wall units and then modify these units to owner specifications. Students will complete units in flooring (hardwood, ceramic tile, linoleum), installation of sheet rock and repair of sheet rock damage, installation of ceramic wall tile, installation of drop ceilings, installation of electrical outlets and electrical appliances, and repair of plaster walls/ceilings. Students will also engage in plumbing projects to install home kitchen and bathroom fixtures. Students focus on developing skills in core safety and the masonry, carpentry, electricity, and plumbing professions.

### **Carpentry – Cabinetmaking**

#### **Carpentry I (8601)**

Grade Level: 10 or 11

#### **Carpentry II (8602)**

Grade Level: 11 or 12

Prerequisite: Carpentry I

#### **Carpentry III (8603)**

Grade Level: 12

Prerequisite: Carpentry II

This course provides learning experiences in all phases of carpentry. Skills may be acquired in both interior and exterior construction and finishing along with basic plumbing and electrical wiring. Additionally, construction of wood products such as cabinets and shelving units is incorporated into this course. Small contracting firms and contractors in rural areas usually prefer to employ individuals with entry-level skills in more than one occupation identified in the building trades industry.

### **Masonry**

#### **Masonry I (8512)**

Grade Level: 10 or 11

#### **Masonry II (8513)**

Grade Level: 11 or 12

Prerequisite: Masonry

#### **Masonry III (8514)**

Grade Level: 12

Prerequisite: Mason II

Students learn to use hand tools such as trowels, levels, and chisels and power tools such as concrete mixers to lay brick, concrete block, tile, and related materials.

### **Health Occupations Cluster**

#### **Practical Nursing**

##### **Practical Nursing I (8357)**

Grade Level: 12 (suggested) (36 weeks, triple period)

Prerequisites: None – Introduction to Health Occupations is strongly recommended.

Students learn nursing care of patients of all ages, in various stages of sickness or wellness, and with a variety of disease conditions. The focus on human anatomy, body function, communication, community health, introduction to fundamental nursing skills, nutrition, drug therapy, and elementary medical-surgical nursing.

##### **Practical Nursing II (8358)**

Grade Level: Adult, 13 (36 weeks, fulltime)

Prerequisites: Practical Nursing I

Classroom and clinical training are given in approved hospitals, licensed nursing homes, or home care settings under the direction of a nurse educator. Instruction emphasizes administration of medicines, advanced and complex patient care, and practice with patients of all ages. Students learn advanced anatomy, physiology, and human behavior as related to health and disease, including mental illness. Upon successful completion of the total program, students

qualify to take the practical nurse licensing examination.

## **Welding (Welding Certification Available)**

### **Welding I (8672)**

Grade Level: 10 or 11

### **Welding II (8673)**

Grade Level: 11 or 12

Prerequisite: Welding I

### **Welding III (8674)**

Grade Level: 12

Prerequisite: Welding II

Students learn to use gases and/or welding processes and to braze and solder metal parts according to diagrams, blueprints, or written specifications.

## **Personal Services Cluster**

### **Beauty Salon Assistant (8546)**

Grade Level(s): 10 or 11

The Beauty Salon Assistant course prepares students for work as an assistant in a hair salon. Students study and prepare in a clinical lab setting, learning practical and manipulative skills. The program emphasizes safety and sanitation, shampooing and conditioning, retailing, inventory control, and receptionist work. Competency completions allow students a certificate for entry-level employment. Students combine classroom instruction and supervised on-the-job training in an approved position with continuing supervision throughout the school year.

### **Nail Technology (8692)**

Grade Level: 11 or 12

(State License Available)

This is a one year course that prepares students in the many aspects of theory

and manipulative skills required for state certification as a nail technician. Instruction includes skill and nails care along with skin and nail health. Manipulative skills include manicure, pedicure, acrylic nails, sculptured nails, gel nails, nail art, and natural nail wrapping and mending.

## **Cosmetology (State Licensing Available)**

### **Cosmetology I (8527)**

Grade Level: 10 or 11

### **Cosmetology II (8528)**

Grade Level: 11 or 12

Prerequisite: Cosmetology I

### **Cosmetology III (8529)**

Grade Level: 12

Prerequisite: Cosmetology II

Cosmetology is the study of hair, skin, and nails and their related care. Students study and prepare in a clinical lab setting, using mannequins and live models for manipulative skill practice. The program emphasized safety and sanitation, communication, and management skills. Related areas of study include psychology, ethics, and presentation of a professional image. Competency completions prepare the student for the Virginia Board of Cosmetology licensing exam.

## **Special Programs**

### **Bricklayer (8549)**

Grade Level: 10, 11, 12

Students enrolled in this program learn the fundamental skills associated with laying block and brick. The cooperative education method is available for this course. Students combine classroom instruction and supervised on-the-job training in an approved marketing position

with continuing supervision throughout the school year.

### **Transportation Cluster**

#### **Auto Body Repair- Non-Certified**

##### **Auto Body Repair I- Non-Certified (8679)**

Grade Level: 10 or 11

##### **Auto Body Repair II – Non-Certified (8680)**

Grade Level: 11 or 12

Prerequisite: Auto Body Repair I

##### **Auto Body Repair III – Non-Certified (8681)**

Grade Level: 12

Prerequisite: Auto Body Repair II

Auto Body Repair – Non-Certified is a one-year class offered to juniors or seniors. Students learn to mask, spray, and air brush automobiles. In addition, they learn to apply undercoating and practice maintenance and safety procedures.

#### **Automotive Service Technology**

##### **(Automotive Service Excellence Certification Available)**

##### **Auto Service Technology I – Certified (8506)**

Grade Level: 10 or 11

##### **Auto Service Technology II – Certified (8507)**

Grade Level: 11 or 12

Prerequisite: Auto Service Technology I-Certified

##### **Auto Service Technology III – Certified (8508)**

Grade Level: 12

Prerequisite: Auto Service Technology II – Certified

Students learn to repair fuel, electrical, cooling, brake, drive train, and

suspension systems. Instruction is given also in the adjustment and repair of individual components and systems such as radiators, transmission, and carburetors.

#### **Automotive Servicing**

##### **Auto Servicing I (8710)**

Grade Level: 10 or 11

##### **Auto Servicing II (8711)**

Grade Level: 11 or 12

Prerequisite: Auto Servicing I

##### **Auto Servicing III (8712)**

Grade Level: 12

Prerequisite: Auto Servicing II

Special focus is given to minor engine repairs, wheel and tire maintenance, and vehicle detailing.

#### **Diesel Equipment Technology**

##### **Diesel Equipment Technology I (8613)**

Grade Level: 10 or 11

##### **Diesel Equipment Technology II (8614)**

Grade Level: 11 or 12

Prerequisite: DET I

##### **Diesel Equipment Technology III (8615)**

Grade Level: 12

Prerequisite: DET II

Students receive instruction in general maintenance and overhaul of diesel equipment. They learn to inspect, maintain, and repair trucks, wheels, brakes, operating controls, pneumatic and hydraulic systems, electrical circuitry, and engines. They practice welding and brazing techniques.

## **Small Engine Repair/Motorcycle Repair**

### **Small Engine Repair I (8725)**

Grade Level: 10 or 11

### **Small Engine Repair II (8726)**

Grade Level: 11 or 12

Prerequisite: Small Engine Repair I

### **Small Engine Repair III (8727)**

Grade Level: 12

Prerequisite: Small Engine Repair II

Students learn to maintain and repair small internal-combustion engines used on portable power equipment such as lawnmowers, chain saws, rotary tillers, motorcycles, and snowmobiles, and other 2 and 4 cycle engines.

## TAZEWELL COUNTY PUBLIC SCHOOLS

Name \_\_\_\_\_

Graduation Year \_\_\_\_\_

**Diploma Types** (circle one) Standard Advanced Studies  
Standard Technical  
Advanced Technical

**Career Goal** \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Counselor \_\_\_\_\_

**Career** (circle one) Agriculture, Environmental & Natural Resources  
Communication, Arts, Media

Business & Marketing  
Engineering and Trade & Industrial Education  
Medical Health, Human & Public Service

School \_\_\_\_\_

Grade 8	Credits	Grade 9	Credits	Grade 10	Credits	Grade 11	Credits	Grade 12	Credits
		English 9		English 10		English 11		English 12	
		Math		Math		Math		Math or Elective	
		_____		_____		_____		_____	
		Science		Science		Science		Science	
		_____		_____		_____		_____	
		World Geography		World History		U.S. and Virginia History		U.S. and Virginia Government	
		Health/P.E.9		Health/P.E.10					
						Personal Finance Economics			
__Credits		__Credits		__Credits		__Credits		__Credits	

**Requirements for diplomas are listed on pages 6 - 10.**

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Work Phone \_\_\_\_\_

\*This form is to help students plan a high school program of studies. Plans, of course, may change as students progress through high school and learn more about their abilities, interests, motivation, and opportunities. New courses may be added. This plan should be up-dated and revised each year. Students and parents should refer to the "Program of Studies" booklet when completing this four-year plan. Parent and students who have question should contact the Guidance counselor.

**Tazewell County Public Schools does not unlawfully discriminate on the basis of race, color, national origin, religion, disability, gender, age, or genetic information in employment or in its educational programs/activities. The following persons have been designated to handle inquiries regarding nondiscrimination policies and compliance under Title IX: Mr. George Brown, Supervisor of Secondary Education, and Mr. James Kade, Supervisor of Human Resources. Mrs. Melinda Smith has been designated to coordinate compliance under Section 504. These persons may be reached at the Tazewell County School Board, 209 West Fincastle, P.O. Box 927, Tazewell, Virginia 24651-0927, (276) 988-5511.**