

California Department of Education

Date: September 27, 2012
To: Joanne Durkee
Mt. Diablo Unified School
District
CDS: 07-6175
From: Cliff Moss
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Adult Education Office
916-327-6378
Subject: Course Approval for 2012-13



Your request for approval of the following 51 courses have been received, recorded, and approved for the 2012-13 school year.

Course Number	Course Name	Course Outline Developed/Updated	Job Market Study Year
2102	Basic English	2012	--
2402	Basic Mathematics	2012	--
9997	Community Access Skills and Functional Academics	2012	--
9998	Life Skills and functional Academics	2012	--
9996	Workplace Skills and Functional Academics	2012	--
2403	Algebra 1	2012	--
2803	Art History	2012	--
2603	Biology	2012	--
2618	Earth Science	2012	--
2701	Economics	2012	--
2131	English 10	2012	--
2132	English 11	2012	--
2133	English 12	2012	--
2130	English 9	2012	--
2198	English Elective	2012	--

2823	Fundamentals of Art	2012	--
2400	General Mathematics	2012	--
2611	General Science	2012	--
2413	Geometry	2012	--
9972	Government	2012	--
2621	Life Science	2012	--
2498	Mathematics Elective	2012	--
2610	Physical Science	2012	--
2698	Science Elective	2012	--
2798	Social Science Elective	2012	--
9969	Test Preparation	2012	--
2709	United States History	2012	--
2711	World History: Survey	2012	--
4321	Child Development and Guidance	2012	--
9994	Civic Engagement Elective	2012	--
4351	Family and Human Development	2012	--
9995	Government and History (Citizenship Preparation)	2012	--
9993	Understanding Healthcare	2012	--
4401	Teaching Careers or Careers in Education	2012	2012
9987	Academic ESL	2012	--
9980	Advanced ESL	2012	--
9982	Beginning ESL	2012	--
9986	ESL MultiLevel	2012	--
9983	General ESL	2012	--
9981	Intermediate ESL	2012	--
9984	Special ESL	2012	--
9985	VESL (Vocational ESL)	2012	--
4600	Accounting / Computer Accounting	2012	2012
4613	General Office Occupations	2012	2012
4265	Preparing to Work in Diagnostic Services	2012	2012
4226	Preparing to Work in Health Care	2012	2012

4255	Preparing to Work in Health Support Services	2012	2012
4234	Preparing to Work in Thapeutic Services - Dental	2012	2012
4232	Preparing to Work in Therapeutic Services - Emergency	2012	2012
4242	Preparing to Work in Therapeutic Services - Medical Office	2012	2012
4420	Food and Hospitality Services	2012	2012

You are authorized to claim apportionment for the above courses. It is recommended that you use these Course Titles with your suggested classes listed under them when communicating your program offerings to the public.

Course Outlines for all apportionment classes shall be on file and available for review at the adult school or the district office (5 CCR 10508).

To meet optimum educational standards, these course outlines should contain:

- Goals and purposes
- Performance objectives or competencies
- Instructional strategies
- Units of study, with approximate hours allotted for each unit
- Evaluation procedures
- Clear course completion requirements of established goals and objectives

From EC 1900; 41976; 52506; 52515; 52518; 52570.

For Vocational Education courses:

Before establishing a Vocational or Occupational Education Program, you must conduct a job market study in your market area and have it reviewed every two years to justify the vocational program. Refer to the Job Market Study in EC 52519; 52520 for more information.