

# California Department of Education

Date: August 16, 2016  
To: G. Vittoria Abbate  
Mt. Diablo Unified School  
District  
**CDS: 07-6175**  
From: Cliff Moss  
Education Programs Consultant  
Adult Education Office  
916-327-6378  
Subject: Course Approval for 2016-17



Your request for approval of the following 65 courses have been received, recorded, and approved for the 2016-17 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	--
2404	Algebra II	2012	--
2803	Art History	2012	--
2603	Biology	2012	--
2401	Consumer Mathematics	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	--
2535	Health	2013	--
2621	Life Science	2012	--
2498	Mathematics Elective	2012	--
2702	Physical Geography	2012	--
2610	Physical Science	2012	--
2424	Pre-Algebra	2012	--
2714	Psychology	2012	--
2698	Science Elective	2012	--
2798	Social Science Elective	2012	--
2206	Spanish	2015	--
9969	Test Preparation	2012	--
2709	United States History	2012	--
2711	World History: Survey	2012	--
2724	World Regional Geography	2012	--
5501	Introduction to Building and Construction Trades	2014	2015
4600	Accounting	2016	2016
4622	Business Support and Services	2016	2016
4623	Business Technology	2016	2016
9975	Basic Computer Literacy	2012	--
9978	Career Exploration	2012	--
4321	Child Development and Guidance	2012	--
9991	Computers in the Workplace	2008	--
4342	Economics for Living	2010	--
4351	Family and Human Development	2012	--

9979	General Elective	2013	--
9995	Government and History (Citizenship Preparation)	2013	--
9977	Work Readiness	2013	--
4401	Teaching Careers or Careers in Education	2013	2016
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	--
4249	Dental Services	2013	2016
4257	Healthcare Occupations	2016	2016
4272	Materials Management and Purchasing	2013	2016
4275	Medical Office	2014	2016
4273	Medical Terminology	2013	2016
4279	Nursing Service	2016	2016
4421	Food and Beverage Production and Preparation	2014	2016

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.

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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.*

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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.