

# California Department of Education

**Date:** 10/03/2011  
**To:** Joanne Durkee  
Adult Education Administrator  
Mt. Diablo Unified School District  
**CDS: 07-61754**  
**From:** Cliff Moss  
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Adult Education Office  
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**Subject:** Course Approval for 2011-12

**Your request for approval of the following 68 courses have been received, recorded, and approved for the 2011-12 school year.**

Course Number	Course Name	Most Recent Year Course Outline Developed/Updated	Job Market Study Year
1.1001	English Language Arts	2008	---
1.1002	Mathematics	2008	---
1.1007	Employability and Life Skills	2008	---
1.1009	ABE Multiple Academic Subjects	2008	---
1.2011	English 1	2008	---
1.2012	English 2	2008	---
1.2013	English 3	2008	---
1.2014	English 4	2008	---
1.2015	Literature	2008	---
1.2018	English Language Arts Electives	2008	---
1.2021	Algebra I	2008	---
1.2022	Integrated Math	2008	---
1.2023	Geometry	2008	---
1.2027	Mathematics Electives	2008	---
1.2030	Earth Science	2009	---
1.2031	Physical Science	2008	---
1.2032	Health & Life Sciences	2008	---
1.2034	Biological Science	2008	---
1.2037	Science Electives	2008	---
1.2041	US History	2008	---

1.2042	World History	2008	---
1.2043	American Government	2008	---
1.2044	Economics	2008	---
1.2046	Social Studies/Social Science Electives	2008	---
1.2050	Multiple High School Diploma Subjects	2008	---
1.2055	Visual and Performing Arts	2008	---
1.2058	Test Preparation	2008	---
2.1010	ESL Beginning Literacy	2005	---
2.1020	ESL Beginning (Low-High)	2005	---
2.1030	ESL Intermediate (Low-High)	2005	---
2.1040	ESL Advanced (Low-High)	2005	---
2.1050	ESL Multi Level	2005	---
2.1060	ESL Vocational / Workplace	2005	---
2.1070	ESL Academic	2005	---
2.1080	Family Literacy ESL	2005	---
2.1090	ESL/Citizenship	2005	---
2.2000	Citizenship Preparation	2004	---
3.0100	Life Skills and Functional Academics	2005	---
3.0200	Community Access Skills and Functional Academics	2005	---
3.0400	Workplace Skills and Functional Academics	2005	---
4.2722	Career Preparation	2008	2010
4.4000	Education	2008	2010
4.4103	Business Financial Management	2008	2010
4.4255	Support Services	2010	2010
4.4260	Therapeutic Services	2008	2010
4.4265	Diagnostic Services	2008	2010
4.4276	Health Informatics	2008	2010
4.4420	Food Service and Hospitality	2008	2010
4.4441	Hospitality, Tourism, and Recreation	2008	2010
4.4600	Accounting Services	2008	2010
4.4615	Information Support and Services	2008	2010
4.5607	Manufacturing Systems and Processes	2008	2010

5.5200	Effective Parenting Techniques	2009	---
5.5300	Parenting for Special Needs	2009	---
5.6100	Family Members Interaction	2009	---
5.7100	Health, Fitness, Nutrition, and Safety	2005	---
5.7200	Food Preparation	2005	---
5.7300	Clothing Construction	2005	---
5.7400	Home Arts	2005	---
5.7500	Financial Literacy	2005	---
6.6020	Community	2004	---
6.6030	World	2004	---
6.6040	The Arts	2005	---
6.6050	Communication	2004	---
6.6070	Technology	2005	---
6.6080	Health and Fitness Literacy	2005	---
6.6090	Safeguarding Self and Property	2004	---
6.6100	Retirement	2004	---

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.

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