California Department of Education

Date: August 09, 2013

To: Bradley Frazier
San Leandro Unified School District
CDS: 01-6129

From: Cliff Moss
Education Programs Consultant
Adult Education Office
916–327–6378



Subject: Course Approval for 2013-14

Your request for approval of the following 58 courses have been received, recorded, and approved for the 2013-14 school year.

Course Number	Course Name	Course Outline Developed/Updated	Job Market Study Year
2102	Basic English	2012	--
2402	Basic Mathematics	2012	--
2403	Algebra 1	2011	--
2404	Algebra II	2011	--
2816	Art Appreciation	2013	--
2603	Biology	2013	--
2450	Computer Literacy	2013	--
2401	Consumer Mathematics	2011	--
2618	Earth Science	2013	--
2701	Economics	2011	--
2131	English 10	2011	--
2132	English 11	2011	--
2133	English 12	2011	--
2130	English 9	2011	--
2198	English Elective	2011	--
2400	General Mathematics	2011	--

9972	Government	2011	--
2498	Mathematics Elective	2011	--
2307	Music Appreciation	2013	--
2702	Physical Geography	2013	--
2610	Physical Science	2011	--
2424	Pre-Algebra	2013	--
2714	Psychology	2013	--
2698	Science Elective	2013	--
2798	Social Science Elective	2013	--
9969	Test Preparation	2012	--
2709	United States History	2011	--
2728	World Cultures	2013	--
2711	World History: Survey	2011	--
2724	World Regional Geography	2013	--
9975	Basic Computer Literacy	2012	--
9978	Career Exploration	2012	--
9976	College Exploration	2013	--
4341	Consumer Education	2013	--
9992	Employability and Life Skills I	2012	--
9979	General Elective	2012	--
9977	Work Readiness	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	2013	--
9985	VESL (Vocational ESL)	2013	--
4600	Accounting / Computer Accounting	2012	2012
4650	Business Career Exploration	2012	2012

4602	Business Fundamentals	2012	2012
4613	General Office Occupations	2012	2012
4610	KeyBoarding (typing)	2012	2012
4608	Office Assistant	2012	2012
4614	Word Processing Occupations	2012	2012
4280	Preparing to Work in Therapeutic Services - Nursing	2012	2012
4615	Information Processing	2012	2012
4649	Other Information Technology	2012	2012
4121	Small Business Ownership & Management	2012	2012
5811	Barbering	2012	2012
5812	Cosmetology	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.