California Department of Education

Date: August 20, 2014

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 2014-15

Your request for approval of the following 51 courses have been received, recorded, and approved for the 2014-15 school year.

Course Number	Course Name	Course Outline Developed/Updated	Job Market Study Year
2102	Basic English	2014	--
2402	Basic Mathematics	2014	--
2403	Algebra 1	2014	--
2816	Art Appreciation	2014	--
2603	Biology	2014	--
2450	Computer Literacy	2014	--
2618	Earth Science	2014	--
2701	Economics	2014	--
2131	English 10	2014	--
2132	English 11	2014	--
2133	English 12	2014	--
2130	English 9	2014	--
2198	English Elective	2014	--
2400	General Mathematics	2014	--
2611	General Science	2014	--
9972	Government	2014	--

2535	Health	2014	--
2498	Mathematics Elective	2014	--
2307	Music Appreciation	2014	--
2714	Psychology	2014	--
2698	Science Elective	2014	--
2798	Social Science Elective	2014	--
2206	Spanish	2014	--
9969	Test Preparation	2014	--
2709	United States History	2014	--
2728	World Cultures	2014	--
2711	World History: Survey	2014	--
4600	Accounting	2014	2013
4602	Business Fundamentals	2014	2013
4623	Business Technology	2014	2013
9975	Basic Computer Literacy	2014	--
9978	Career Exploration	2013	--
9992	Employability and Life Skills I	2013	--
9979	General Elective	2014	--
9995	Government and History (Citizenship Preparation)	2014	--
9977	Work Readiness	2013	--
9987	Academic ESL	2014	--
9980	Advanced ESL	2014	--
9982	Beginning ESL	2014	--
9986	ESL MultiLevel	2014	--
9983	General ESL	2013	--
9981	Intermediate ESL	2014	--
9984	Special ESL	2013	--
9985	VESL (Vocational ESL)	2013	--
4257	Healthcare Occupations	2013	2013
4274	Medical Insurance Billing and Coding	2013	2013
4275	Medical Office	2013	2013

4273	Medical Terminology	2013	2013
4279	Nursing Service	2013	2013
4632	Digital Literacy	2013	2013
4615	Office Systems and Technologies	2013	2013

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.