

California Department of Education

Date: July 23, 2021
To: Brenda Harris
Mountain View-Los Altos Adult
School
CDS:43 - 69609
From: Cliff Moss
Education Programs Consultant
Adult Education Office
916-327-6378
Subject: Course Approval for 2021-22



Your request for approval of the following 67 courses have been received, recorded, and approved for the 2021 - 2022 school year.

Number	Name	Course Outline Year	Study Date
4607	3D Media Design 1	2020	
4600	Accounting	2020	
9980	Advanced ESL	2014	
2403	Algebra 1	2020	
2404	Algebra II	2020	
2816	Art Appreciation	2014	
2803	Art History	2014	
2102	Basic English	2016	
2402	Basic Mathematics	2016	
9982	Beginning ESL	2014	
2603	Biology	2020	
4638	Business Communications	2020	
4612	Business Financial Management	2020	
4602	Business Fundamentals	2020	
4637	Business Management	2020	
4623	Business Technology	2020	
2607	Chemistry	2020	
4606	Computer Graphics and Media Technology	2020	
2450	Computer Literacy	2014	
4616	Computer Programming and Game Design	2020	
4633	Computer Repair and Support	2020	
4631	Database Design and SQL Programming	2020	
4250	Diagnostic Services	2020	
2618	Earth Science	2020	
2701	Economics	2020	
2131	English 10	2020	
2132	English 11	2020	
2133	English 12	2020	

2130	English 9	2020	
2198	English Elective	2020	
9986	ESL MultiLevel	2014	
2823	Fundamentals of Art	2014	
9983	General ESL	2014	
2413	Geometry	2020	
9972	Government	2014	
9995	Government and History (Citizenship Preparation)	2020	
2535	Health	2020	
4257	Healthcare Occupations	2020	
4258	Healthcare Occupations Supplemental	2020	
4441	Hospitality, Tourism, and Recreation	2018	
9981	Intermediate ESL	2014	
4263	Introduction to Health Information and Records System	2020	
4264	Introduction to Healthcare Administrative Services	2020	
2621	Life Science	2020	
2498	Mathematics Elective	2020	
4274	Medical Insurance Billing and Coding	2020	
4275	Medical Office	2021	
2307	Music Appreciation	2014	
4646	Network Security	2020	
4279	Nursing Service	2020	
4281	Nutrition Services for Healthcare	2020	
2610	Physical Science	2020	
2613	Physics	2020	
2424	Pre-Algebra	2020	
2414	Pre-Calculus	2020	
2714	Psychology	2020	
2698	Science Elective	2014	
2798	Social Science Elective	2014	
2206	Spanish	2020	
9969	Test Preparation	2014	
4284	Therapeutic Services	2020	
2407	Trigonometry	2020	
2709	United States History	2020	
4605	Web Site Development	2020	
2728	World Cultures	2014	
2711	World History: Survey	2020	
2724	World Regional Geography	2020	

You are authorized to expend California Adult Education Program funds for the above courses. It is recommended that you use these Course Titles with additional supporting classes listed when communicating 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

Career Technical Education: Before establishing a Career Technical Education or Occupational Education Program, a job market study of your region must be conducted and reviewed every two years to justify the need for the program being offered. Refer to the Job Market Study in EC 52519; 52520 for more information.

Education Codes: 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.