

# California Department of Education

**Date:** May 20, 2022  
**To:** Julie Vo  
Mountain View-Los Altos Adult  
School  
**CDS:43 - 69609**  
**From:** Adult Education Office  
916-327-6378  
**Subject:** Course Approval for 2022-23

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Your request for approval of the following 73 courses have been received, recorded, and approved for the 2022 - 2023 school year.

Number	Name	Course Outline Year	Study Date
4607	3D Media Design 1	2022	
9987	Academic ESL	2022	
4600	Accounting	2022	
9980	Advanced ESL	2022	
2403	Algebra 1	2022	
2404	Algebra II	2022	
2816	Art Appreciation	2022	
2803	Art History	2022	
9975	Basic Computer Literacy	2022	
2102	Basic English	2016	
2402	Basic Mathematics	2016	
9982	Beginning ESL	2022	
2603	Biology	2022	
4638	Business Communications	2022	
4612	Business Financial Management	2022	
4602	Business Fundamentals	2022	
4637	Business Management	2022	
4623	Business Technology	2022	
2607	Chemistry	2022	
4606	Computer Graphics and Media Technology	2022	
2450	Computer Literacy	2014	
4616	Computer Programming and Game Design	2022	
4619	Computer Programming for Solving Applied Problems	2022	
4633	Computer Repair and Support	2022	
4631	Database Design and SQL Programming	2022	
4250	Diagnostic Services	2022	
2618	Earth Science	2022	
2701	Economics	2022	
2131	English 10	2022	

2132	English 11	2022	
2133	English 12	2022	
2130	English 9	2022	
2198	English Elective	2022	
9986	ESL MultiLevel	2022	
2204	French	2022	
2823	Fundamentals of Art	2022	
9983	General ESL	2022	
2413	Geometry	2022	
9972	Government	2022	
9995	Government and History (Citizenship Preparation)	2022	
2535	Health	2022	
4257	Healthcare Occupations	2022	
4258	Healthcare Occupations Supplemental	2022	
9981	Intermediate ESL	2022	
4263	Introduction to Health Information and Records System	2022	
4264	Introduction to Healthcare Administrative Services	2022	
2621	Life Science	2022	
2498	Mathematics Elective	2022	
4274	Medical Insurance Billing and Coding	2022	
4275	Medical Office	2022	
4273	Medical Terminology	2022	
2307	Music Appreciation	2014	
4646	Network Security	2022	
4279	Nursing Service	2022	
4281	Nutrition Services for Healthcare	2022	
2500	Physical Education	2022	
2610	Physical Science	2022	
2613	Physics	2022	
2424	Pre-Algebra	2022	
2414	Pre-Calculus	2022	
2714	Psychology	2022	
2698	Science Elective	2022	
2798	Social Science Elective	2022	
2206	Spanish	2022	
9969	Test Preparation	2014	
4284	Therapeutic Services	2022	
2407	Trigonometry	2022	
2709	United States History	2022	
9985	VESL (Vocational ESL)	2022	
4605	Web Site Development	2022	
2728	World Cultures	2022	
2711	World History: Survey	2022	
2724	World Regional Geography	2022	

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.

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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

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.*

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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.