

# California Department of Education

**Date:** September 3, 2024  
**To:** Julie Vo  
Director  
Mountain View-Los Altos Union High School  
District  
Mountain View-Los Altos Adult School

**CDS:43 - 69609**

**From:** Adult Education Office  
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**Subject:** Course Approval for 2024-25

Your request for approval of the following 60 courses have been received, recorded, and approved for the 2024-25 school year.

Number	Name	Course Outline Year	Study Date
9987	Academic ESL	2024	
9980	Advanced ESL	2024	
7422	Advanced Financial Services Business Accounting (Capstone)	2024	2023
7932	Advanced Healthcare Administrative Services (Capstone)	2024	2023
8122	Advanced Networking (Capstone)	2024	2023
7922	Advanced Patient Care (Capstone)	2024	2023
8135	Advanced Web and Social Media Programming and Design (Capstone)	2024	2023
2403	Algebra 1	2024	
2404	Algebra II	2024	
2816	Art Appreciation	2024	
2803	Art History	2024	
9982	Beginning ESL	2024	
2603	Biology	2024	
2607	Chemistry	2024	
2450	Computer Literacy	2024	
2618	Earth Science	2024	
2701	Economics	2024	
2131	English 10	2024	
2132	English 11	2024	
2133	English 12	2024	
2130	English 9	2024	
2198	English Elective	2024	

9986	ESL MultiLevel	2024	
2710	Ethnic Studies	2024	
2204	French	2024	
2823	Fundamentals of Art	2024	
9983	General ESL	2024	
2413	Geometry	2024	
9972	Government	2024	
2535	Health	2024	
2425	Integrated Mathematics I	2024	
2426	Integrated Mathematics II	2024	
9981	Intermediate ESL	2024	
7420	Intermediate Financial Services and Banking (Concentrator)	2024	2023
7931	Intermediate Healthcare Administrative Services (Concentrator)	2024	2023
8121	Intermediate Networking (Concentrator)	2024	2023
7921	Intermediate Patient Care (Concentrator)	2024	2023
8134	Intermediate Web and Social Media Programming and Design (Concentrator)	2024	2023
7400	Introduction to Business and Finance	2024	2023
7900	Introduction to Health Science and Medical Technology	2024	2023
7930	Introduction to Healthcare Administrative Services	2024	2023
8120	Introduction to Networking	2024	2023
7920	Introduction to Patient Care	2024	2023
8130	Introduction to Systems Programming	2024	2023
8133	Introduction to Web and Social Media Programming and Design	2024	2023
2621	Life Science	2024	
2498	Mathematics Elective	2024	
2500	Physical Education	2024	
2610	Physical Science	2024	
2613	Physics	2024	
2424	Pre-Algebra	2024	
2414	Pre-Calculus	2024	
2714	Psychology	2024	
2698	Science Elective	2024	
2798	Social Science Elective	2024	
2206	Spanish	2024	
2407	Trigonometry	2024	
2709	United States History	2024	
9985	VESL (Vocational ESL)	2024	
2711	World History: Survey	2024	

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

[ED 51056; 52504; 52506; 5CCR 10508 (b)  
Adult Education Handbook for California (2023)

Career Technical Education: Before establishing a career technical education training program, each member of a local adult education consortium, or the consortium as a whole, shall conduct a job market study of the labor market area in which it proposes to establish the career technical education training program or rely upon the most recent job market study of the labor market area conducted by the local workforce development board. The study shall use local labor market information and consider a supply analysis of existing career technical education training programs for adults maintained by high schools, community colleges, and other postsecondary educational institutions in the geographic area to ensure that the anticipated employment demand for adults enrolled in the proposed training program justifies the establishment of the proposed courses of instruction (EC 84906(a)(3)(A)).

After completing the job market study and before establishing the career technical education training program, the governing body of a member of a local adult education consortium, or the consortium as a whole, as applicable, shall determine if the job market study justifies the proposed career technical education program (EC 84906(a)(3)(B)).

Refer to the Job Market Study in 84906(a) for more information. Education Codes: 1900; 41976; 52506; 52515; 52518; 52570.