

California Department of Education

Date: September 07, 2017
To: Pamela Blake
West Contra Costa Unified
School District
CDS: 07-61796
From: Cliff Moss
Education Programs Consultant
Adult Education Office
916-327-6378
Subject: Course Approval for 2017-18



Your request for approval of the following 98 courses have been received, recorded, and approved for the 2017-18 school year.

Course Number	Course Name	Course Outline Developed/Updated	Job Market Study Year
2102	Basic English	2015	--
2402	Basic Mathematics	2015	--
9997	Community Access Skills and Functional Academics	2015	--
9998	Life Skills and functional Academics	2015	--
9996	Workplace Skills and Functional Academics	2015	--
2403	Algebra 1	2015	--
2230	American Sign Language	2015	--
2816	Art Appreciation	2015	--
2803	Art History	2015	--
2603	Biology	2015	--
2450	Computer Literacy	2015	--
2401	Consumer Mathematics	2015	--
2701	Economics	2015	--
2131	English 10	2015	--
2132	English 11	2015	--

2133	English 12	2015	--
2130	English 9	2015	--
2198	English Elective	2014	--
2204	French	2015	--
2823	Fundamentals of Art	2015	--
2400	General Mathematics	2015	--
9972	Government	2015	--
2535	Health	2015	--
2910	History/Appreciation of Theater/Film/Video/Media	2015	--
2621	Life Science	2015	--
2498	Mathematics Elective	2015	--
2298	Other Foreign Language Course	2015	--
2226	Other Language Course (for native speakers)	2015	--
2702	Physical Geography	2015	--
2610	Physical Science	2015	--
2698	Science Elective	2015	--
2798	Social Science Elective	2015	--
2206	Spanish	2015	--
2207	Spanish Advanced	2015	--
9969	Test Preparation	2015	--
2709	United States History	2015	--
2711	World History: Survey	2015	--
4032	Agricultural Welding	2015	--
4034	Engine and Power Mechanics	2015	--
4035	Equipment Operation and Repair	2015	--
4075	Food Science	2015	--
5751	Advanced Graphics Communications	2015	--
5757	Desktop Publishing	2015	--
5622	Intermediate Graphics Technology	2015	--
5712	Internet Publishing	2015	--
5621	Introdction to Graphic Arts Technology	2015	--

5730	Introduction to Multimedia Production	2015	--
5713	Two-Dimensional Design	2015	--
5506	Exploring Building and Mechanical Systems	2015	--
5516	Heating, Ventilation, and Air Conditioning (HVAC) Systems	2015	--
5534	Introduction to Mechanical Construction	2015	--
5531	Introduction to Woodworking Principles	2015	--
4600	Accounting	2015	--
4629	Personal Finance	2015	--
9975	Basic Computer Literacy	2015	--
9978	Career Exploration	2015	--
4321	Child Development and Guidance	2015	--
9991	Computers in the Workplace	2015	--
4341	Consumer Education	2015	--
4342	Economics for Living	2015	--
9992	Employability and Life Skills I	2015	--
9990	Employability and Life Skills II	2015	--
4351	Family and Human Development	2015	--
4361	Food and Nutrition	2015	--
9979	General Elective	2015	--
9995	Government and History (Citizenship Preparation)	2015	--
9971	Health and Fitness	2015	--
4391	Individual and Family Health	2015	--
9970	Safeguarding Self and Property	2015	--
9977	Work Readiness	2015	--
4341	Consumer Education	2015	--
4461	Consumer, Personal, and Financial Services	2015	--
4452	Elder Care/Intergenerational Services	2015	--
5550	Alternative Technologies	2015	--
5557	Computer Electronics	2015	--
5585	Power and Energy Technology	2015	--

5577	Principles of Power and Energy	2015	--
5783	Principles of Design	2015	--
9987	Academic ESL	2015	--
9980	Advanced ESL	2015	--
9982	Beginning ESL	2015	--
9986	ESL MultiLevel	2015	--
9981	Intermediate ESL	2015	--
9984	Special ESL	2015	--
9985	VESL (Vocational ESL)	2015	--
4333	Apparel Design and Construction	2015	--
4274	Medical Insurance Billing and Coding	2015	--
4275	Medical Office	2015	--
4273	Medical Terminology	2015	--
4361	Food and Nutrition	2015	--
4471	Food Science, Dietetics, and Nutrition	2015	--
4420	Food Service and Hospitality Services	2015	--
4632	Digital Literacy	2015	--
4615	Office Systems and Technologies	2015	--
5639	Welding Technologies and Fabrication	2015	--
5619	Welding Technology	2015	--
4119	Customer Service Representative	2015	--
5809	First Responders Basic	2015	--

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.