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**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education

From Kyla Johnson-Trammell, Superintendent

Board Meeting Date August 22, 2018

Subject Oakland Adult and Career Education Course Approval - 400/Oakland Adult and Career Education

Action Requested Approval by the Board of Education of Fiscal Years 2017-18 and 2018-19 Courses for Oakland Adult and Career Education (OACE) for the OUSD 2018-19 Federal Program Monitoring (FPM) Review being conducted by the California Department of Education (CDE).

Background OACE receives ongoing funding through the Workforce Innovation and Opportunity Act (WIOA) Title II to supplement state Adult Education funding. As a condition of funding, the CDE periodically reviews programs for compliance. To fulfill CDE and federal guidelines through the FPM Review process, OACE is requesting the Board to approve courses accepted by the CDE for 2017-18 and 2018-19.

Discussion Approval by Board of Education of Adult and Career Education Course Offerings for the 2017-2018 and 2018-2019 School Years for the Federal Program Monitoring (FPM) review process, as stated on the California Department of Education Adult Education 2018-19 Program Instrument, dated May, 2018, attached and incorporated herein by reference. According to the CDE's Adult Education 2018-19 Program Instrument, V. AE 07, 7.1, Evidence Requests, OACE must provide current and prior year courses approved by the local board. The courses approved by the CDE are the official course titles for OACE classes. The CDE allows for marketing titles of courses that fit under official titles to better promote classes in the community. OACE uses marketing titles such as "Family Literacy", "College and Career Readiness", and "GED Preparation" under these approved CDE course titles. All OACE courses meet optimum educational standards which contain goals and purposes, performance objectives or competencies, instructional strategies, units of study, with approximate hours allotted for each unit, evaluation procedures, and clear course completion requirements of established goals and objectives.

Recommendation Approval by Board of Education of Adult and Career Education Course Offerings for the 2017-2018 and 2018-2019 School Years for the Federal Program Monitoring (FPM) review process, as stated on the California Department of Education Adult Education 2018-19 Program Instrument, dated May, 2018, attached and incorporated herein by reference.

Fiscal Impact No Fiscal Impact

Attachments

- California Department of Education 2018-19 Program Instrument
- Course Listings (2017-18, 2018-19)



**Adult Education (AE)
2018–19 Program Instrument
California Department of Education
May 2018**

I. Involvement

AE 01: Collaboration, Alignment, and Support Services

- 1.0 Eligible provider demonstrates alignment between proposed activities and services and the strategy and goals of the local plan under 29 United States Code (29 U.S.C) Section (§) 3123, as well as the activities and services of the one-stop partners. (29 U.S.C. § 3321[e][4])
- 1.1 Eligible provider's activities coordinate with other available education, training, and social service resources in the community, such as, by establishing strong links with elementary schools and secondary schools, postsecondary educational institutions, institutions of higher education, local workforce investment boards, one-stop centers, job training programs, social service agencies, business, industry, labor organizations, community-based organizations, nonprofit organizations, and intermediaries, for the development of career pathways. (29 U.S.C. § 3321[e][10])
- 1.2 Eligible provider's activities offer flexible schedules and coordination with federal, state, and local support services (such as child care, transportation, mental health services, and career planning) that are necessary to enable individuals, including individuals with disabilities or other special needs, to attend and complete programs. (29 U.S.C. § 3321[e][11])
- 1.3 Eligible provider is responsive to: (a) Regional needs as identified in the local workforce development plan (29 U.S.C. § 3123); and (b) Serving individuals in the community who were identified in such plan as most in need of adult education and literacy activities, including individuals: (i) who have low levels of literacy skills; or (ii) who are English language learners. (29 U.S.C. § 3321[e][1])

2018–19 AE Program Instrument (Continued)

Evidence Requests

Memorandum of Understanding (MOU)

- Abbreviation: MOU
- Description: A signed agreement between two or more local educational agencies (LEAs), and/or with a community partner or a sub-contractor.
- Item Instructions: AE 01: MOUs or formal/informal agreements that demonstrate current collaborations or partnerships with the adult education program.
- Related Items: BASP 09, BASP 12, BASP 14, AE 01

Resource Guide

- Abbreviation: RsrcGd
- Description: Evidence that demonstrates resources available to adult education students. Resources such as: child care, transportation, counseling, tutoring, etc. Current and prior year.
- Item Instructions:
- Related Items: AE 01

Supplemental Evidence of Collaboration

- Abbreviation: SuplmntlEvdncClbrt
- Description: Only applies when requested by AE program reviewer. Evidence such as: recent meeting agendas, sign-in sheets, minutes, committee rosters, and community outreach materials. Current and prior year.
- Item Instructions:
- Related Items: AE 01

Umbrella MOU or separate MOU relating to operation of One-stop / American Jobs Centers of California

- Abbreviation: UmbrlMOU
- Description: A current, signed MOU with the Local Workforce Development Board (LWDB) that outlines the activities and services of each partner in the overarching delivery system to support the goals of the local plan.
- Item Instructions:

2018–19 AE Program Instrument (Continued)

Related Items: AE 01

II. Funding

AE 02: Financial Accountability

- 2.0 Eligible provider shall expend: (1) not less than 95 percent for carrying out adult education and literacy activities; and (2) the remaining amount, not to exceed 5 percent, shall be used for planning, administration (including carrying out the requirements under 29 U.S.C. § 3141), professional development (PD), and the activities described in paragraphs (3) and (5) of 29 U.S.C. § 3322. (29 U.S.C. § 3323[a])
- 2.1 Whenever a state or outlying area implements any rule or policy relating to the administration or operation of a program authorized under this subchapter that has the effect of imposing a requirement that is not imposed under federal law (including any rule or policy based on a state or outlying area interpretation of a federal statute, regulation, or guideline), the state or outlying area shall identify, to eligible providers, the rule or policy as being imposed by the state or outlying area. (29 U.S.C. § 3303[c])
- 2.2 Funds made available for adult education and literacy activities shall supplement and not supplant other state or local public funds expended for adult education and literacy activities. (29 U.S.C. § 3331[a])
- 2.3 Except as specified in California *Education Code (EC)* § 52613, the governing board of a school district shall not impose a charge of any kind for a class in English and citizenship or a class in an elementary subject. A fee charge shall not be made for a class designated by the governing board as a class for which high school credit is granted when the class is taken by a person who does not hold a high school diploma. (*EC* § 52612[a])
- 2.4 The local financial management system must provide for the effective control and accountability for all funds, property, and other assets. Eligible provider must adequately safeguard all assets and assure that they are used solely for authorized purposes.
(2 Code of Federal Regulations [2 CFR] § 200.302[b][4])
- 2.5 Any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, are accepted when such contributions meet all of the following federal criteria, as part of the eligible provider's cost sharing or matching:
 - (a) Are verifiable from the non-federal entity's records;
 - (b) Are not included as contributions for any other federal award;

2018–19 AE Program Instrument (Continued)

- (c) Are necessary and reasonable for accomplishment of product or program objectives;
 - (d) Are allowable under subpart E—cost principles of 2 CFR Part 200;
 - (e) Are not paid by the federal government under another federal award, except where the federal statute authorizing a program specifically provides that federal funds made available for such program can be applied to matching or cost sharing requirements of other federal programs;
 - (f) Are provided for in the approved budget when required by the federal awarding agency; and
 - (g) Conform to other provisions of this part, as applicable. (2 CFR § 200.306[b])
- 2.6 Financial records, supporting documents, statistical records, and all other records pertinent to a federal award must be retained for a period of three years from the date of submission of the final expenditure report. The only exceptions are the following:
- (a) If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
 - (b) When the non-federal entity is notified in writing by the federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
 - (c) Records for real property and equipment acquired with federal funds must be retained for three years after final disposition.
 - (d) When records are transferred to or maintained by the federal awarding agency or pass-through entity, the three-year retention requirement is not applicable to the non-federal entity.
 - (e) Records for program income transactions after the period of performance. In some cases recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-federal entity's fiscal year in which the program income is earned. (2 CFR § 200.333)

2018–19 AE Program Instrument (Continued)

Evidence Requests

Equipment Inventory Records

- Abbreviation:** EqmntInvntyRcrds
- Description:** Historical inventory list of all equipment purchased for \$500 or more per Education Department General Administrative Regulations (EDGAR)/EC requirements and a record of last physical check of items. If no purchases were made, indicate that in a comment.
- Item Instructions:** AE 02: Provide percentages of Adult Education and Family Literacy Act (AEFLA) funds used, serial numbers, resource codes, location of equipment, and items that were disposed of and how they were disposed.
- Related Items:** EL 06, ME 06, CTE 02, HE 08, BASP 10, BASP 15, FPR 05, AE 02, AE 09, EES 06, CE 12, NorD 08

General Ledger

- Abbreviation:** GnLdgr
- Description:** Detailed General Ledger for the specific resource code(s) being reviewed. (The General Ledger should include the date, description, vendor name, and total amount for each expenditure line item).
- Item Instructions:** AE 02: Specific resource code(s) being reviewed: 3940; 3905; 3913; 3926; and 6391. Current and prior three years.
- Related Items:** ME 07, CTE 02, FM 01, FM 02, FM 03, FM 05, FM 06, SEI 05, SEI 06, SEI 07, AE 02, CE 09

In-kind and other Non-federal Expenditures

- Abbreviation:** InkndNonFdExp
- Description:** Explain/document how expenditures are calculated and included in final expenditure claim reports (ECRs). Applies only to agencies who claim in-kind and other non-federal expenditures. Current and prior three years.
- Item Instructions:**
- Related Items:** AE 02

2018–19 AE Program Instrument (Continued)

No Fees Policy

Abbreviation: NoFeePlcy

Description: Evidence can include board-approved minutes, catalogs, and brochures indicating no fees. Current and prior three years. (No fees of any kind may be collected from students for participation in the Workforce Innovation and Opportunity Act (WIOA) Title II (Public Law 113–128) AEFLA programs.

Item Instructions:

Related Items: AE 02

Organizational Charts

Abbreviation: OrgChts

Description: Include names and title of staff and board members reflecting leadership at the district and adult education level. Current year.

Item Instructions:

Related Items: AE 02

Sample Board Minutes

Abbreviation: SmplBrdMnts

Description: Applies only to community based organizations. Include two (2) samples from each year. Current and prior three years.

Item Instructions:

Related Items: AE 02

Staff Funding Report

Abbreviation: StfFndRpt

Description: Evidence should reflect funding percentages by resource code for all adult education personnel. Current and prior three years.

Item Instructions: AE 02: See staff funding report resource for additional information/guidance.

Related Items: AE 02

2018–19 AE Program Instrument (Continued)

Time Accounting Records

Abbreviation: TmAcntngRcrds

Description: Documentation to support salaries and benefits charged to each program funding source under review in accordance with federal requirements. Records may include personnel activity reports, semiannual certifications, or other equivalent records. Budget estimates do not qualify as support.

Item Instructions: AE 02: Current and prior year.

Related Items: EL 08, ME 09, CTE 02, FM 01, FM 03, HE 10, AE 02, CE 09, CE 11, NorD 12

III. Standards, Assessment, and Accountability

AE 03: Data Collection and Program Effectiveness

- 3.0 Financial records, supporting documents, statistical records, and all other records pertinent to a federal award must be retained for a period of three years from the date of submission of the final expenditure report.
- (a) If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
 - (b) When the non-federal entity is notified in writing by the federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
 - (c) Records for real property and equipment acquired with federal funds must be retained for three years after final disposition.
 - (d) When records are transferred to or maintained by the federal awarding agency or pass-through entity, the three-year retention requirement is not applicable to the non-federal entity.
 - (e) Records for program income transactions after the period of performance. In some cases recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-federal entity's fiscal year in which the program income is earned. (2 CFR § 200.333)

2018–19 AE Program Instrument (Continued)

- 1.1 Eligible provider shall maintain a high-quality information management system that has the capacity to report measurable participant outcomes (consistent with 29 U.S.C. § 3141) and to monitor program performance. (29 U.S.C. § 3321[e][12])
- 3.2 Eligible provider shall demonstrate past effectiveness in improving the literacy of eligible individuals, to meet state adjusted levels of performance for the primary indicators of performance (described in 29 U.S.C. § 3141.), especially with respect to eligible individuals who have low levels of literacy. (29 U.S.C. § 3321 [e][3])
- 3.3 The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Evidence Requests

Data Integrity Reports

Abbreviation: DtIntgrtyRpts
Description: Current and prior three years.
Item Instructions:
Related Items: AE 03

Federal Tables 4 and 5

Abbreviation: FdrITbl45
Description: Current and prior three years.
Item Instructions:
Related Items: AE 03

FERPA Policy

Abbreviation: FERPAplcy
Description: Current policy for protecting the privacy of student education records.
Item Instructions:
Related Items: AE 03

2018–19 AE Program Instrument (Continued)

High School Diplomas Awarded

Abbreviation: HghScholDplmsAwrd

Description: Evidence listing students who have been awarded high school diplomas. Applies only to LEAs. Current and prior three years.

Item Instructions:

Related Items: AE 03

Local Assessment Policy

Abbreviation: LclAsmtPlcy

Description: Current year.

Item Instructions:

Related Items: AE 03

National Reporting System (NRS) Tables Monitor

Abbreviation: NRSTbMntr

Description: Provide one NRS Tables Monitor report, with student names and date of birth redacted, for each program area at each site/campus. Current and prior year.

Item Instructions:

Related Items: AE 03

Payment Point Summary

Abbreviation: PmtPtSmry

Description: Current and prior three years.

Item Instructions:

Related Items: AE 03

Persister Reports

Abbreviation: PrstrRpts

Description: Current and prior three years.

Item Instructions:

Related Items: AE 03

IV. Staffing and Professional Development

AE 04: Staff Qualifications and Professional Development

- 4.0 Eligible provider's activities are delivered by well-trained instructors, counselors, and administrators who meet any minimum qualifications established by the state, where applicable, and who have access to high quality PD, including through electronic means. (29 U.S.C. § 3321[9]) This requirement may be met by complying with the requirements set forth in *EC* §§ 44258 and 44865.

Evidence Requests

Administrative and Staff Assignments

Abbreviation: AsgmtAdmnStf
Description: Current and prior year.
Item Instructions:
Related Items: AE 04

Credentials of Administrators and Instructional Staff

Abbreviation: CrdtlAdminInstStf
Description: Credentials must be commensurate with current and prior year assignments.
Item Instructions:
Related Items: AE 04

Duty Statements or Job Descriptions of Administrators and Staff

Abbreviation: AdmnStfJbDscrpn
Description: Include job description or duty statements of administrators and staff. Current and prior year.
Item Instructions:
Related Items: AE 04

2018–19 AE Program Instrument (Continued)

Professional Development Planning Documents

- Abbreviation: PrfsnlDvlpmntPlngDcmnts
- Description: Provide documentation of the PD planning including but not limited to: sign-in sheets, agenda, minutes, master calendar of events, and description of training.
- Item Instructions: AE 04: Current and prior year. Include approved PD Plan.
- Related Items: SEI 02, SEI 08, SD 02, AE 04

Professional Development Records

- Abbreviation: PrfsnlDvlpmntRcrds
- Description: Documentation of completed professional development relevant to the program which may include but is not limited to agendas, calendars, certificates, sign in sheets, minutes, and training materials.
- Item Instructions: AE 04: Current and prior year.
- Related Items: CTE 04, SEI 02, SEI 08, AE 04

V. Opportunity and Equal Education Access

AE 05: Needs Assessment

- 5.0 Eligible provider shall be responsive to regional needs identified in the local plan pursuant to 29 U.S.C. § 3123, and serving individuals in the community who were identified as most in need of adult education and literacy activities, including individuals who have low levels of literacy skills, or who are English language learners, or eligible individuals with disabilities, including individuals with learning disabilities. (29 U.S.C. § 3321[e][1] and [2])

Evidence Requests

Adult Education and Family Literacy Act Program Demographic Reports, Federal Tables 1, 2, and 3

- Abbreviation: FdrITbl123
- Description: Current and prior three years.
- Item Instructions:
- Related Items: AE 05

2018–19 AE Program Instrument (Continued)

Community Demographics Reports

Abbreviation: CmntyDmgrpchsRpts

Description: Commensurate with program offerings and services (e.g., U.S. Census Bureau or other statistically-valid and reliable reports). Current and prior year.

Item Instructions:

Related Items: AE 05

English Literacy and Civics Education Needs Assessments

Abbreviation: NeedsAsmtsEngLitCivEd

Description: Applies only to agencies funded for EL Civics. Current and prior year.

Item Instructions:

Related Items: AE 05

AE 06: Serving Individuals with Disabilities

6.0 Eligible provider will serve eligible individuals with disabilities, including individuals with learning disabilities. (29 U.S.C. § 3321[e][2])

Evidence Requests

Americans with Disabilities Act (ADA)/Individuals with Disabilities Education Act (IDEA) Policy

Abbreviation: DsbltsPlcy

Description: Current policies adopted by the provider to accommodate students and staff with disabilities. Procedures to ensure students with individualized education plans (IEPs) and Section 504 Plans have equitable access to programs, activities, and transitional services.

Item Instructions:

Related Items: AE 06

AE 07: Intensity, Duration, and Flexible Scheduling

7.0 Eligible provider's program is of sufficient intensity and quality, and based on the most rigorous research available so that participants achieve substantial learning gains. (29 U.S.C. § 3321[e][5][A])

2018–19 AE Program Instrument (Continued)

- 7.1 Eligible provider's activities offer flexible schedules and coordination with federal, state, and local support services (such as child care, transportation, mental health services, and career planning) that are necessary to enable individuals, including individuals with disabilities or other special needs, to attend and complete programs. (29 U.S.C. § 3321[e][11])

Evidence Requests

Class Schedule/Catalog

Abbreviation: ClsSchdCtlg
Description: Current and prior year.
Item Instructions:
Related Items: AE 07, AE 09

Course Outlines

Abbreviation: CrsOtlns
Description: Link documents from the current and prior year.
Item Instructions:
Related Items: CTE 03, PE 06, PE 07, AE 07

Courses Approved by the Local Board

Abbreviation: BdApvdCrs
Description: Adult Education courses approved by the grantee's board. Current and prior year.
Item Instructions:
Related Items: AE 07

VI. Teaching and Learning

AE 08: Evidence-Based Instructional Practices and Reading Instruction

- 8.0 Eligible provider uses instructional practices that include the essential components of reading instruction. (29 U.S.C. § 3321[e][5][B])
- 8.1 Eligible provider's activities (which include reading, writing, speaking, mathematics, and English language acquisition instruction and delivered by the eligible provider), shall be based on the best practices derived from the

2018–19 AE Program Instrument (Continued)

most rigorous research available and are appropriate, including scientifically valid research and effective educational practice. (29 U.S.C. § 3321[e][6])

Evidence Requests

Sample Curriculum

Abbreviation: SmplCrclm
Description: Current and prior year.
Item Instructions:
Related Items: AE 08

Sample Instructional Materials

Abbreviation: SmplInstMtrls
Description: Current and prior year.
Item Instructions:
Related Items: AE 08

AE 09: Effective Use of Technology and Distance Learning

9.0 Eligible provider's activities effectively use technology, services, and delivery systems, including distance education in a manner sufficient to increase the amount and quality of learning and how such technology, services, and systems lead to improved performance. (29 U.S.C. § 3321[e][7])

Evidence Requests

Class Schedule/Catalog

Abbreviation: ClsSchdCtlg
Description: Current and prior year.
Item Instructions:
Related Items: AE 07, AE 09

2018–19 AE Program Instrument (Continued)

Equipment Inventory Records

- Abbreviation: EqpmntInvntyRcrds
- Description: Historical inventory list of all equipment purchased for \$500 or more per Education Department General Administrative Regulations (EDGAR)/CA EC requirements and a record of last physical check of items. If no purchases were made, indicate that in a comment.
- Item Instructions: AE 09: Provide percentages of AEFLA funds used, serial numbers, resource codes, location of equipment, and items that were disposed of and how they were disposed.
- Related Items: EL 06, ME 06, CTE 02, HE 08, BASP 10, BASP 15, FPR 05, AE 02, AE 09, EES 06, CE 12, NorD 08

Federal Table 5A

- Abbreviation: FdrlTbl5A
- Description: Applies only to agencies with distance learning programs. Current and prior year.
- Item Instructions:
- Related Items: AE 09

Technology and Distance Learning Plan

- Abbreviation: TchnlgyPln
- Description: Current and prior year.
- Item Instructions:
- Related Items: AE 09

AE 10: Facilitate Learning in Context

- 10.0 Eligible provider's activities provide learning in context, including through integrated education and training (IET), so that an individual acquires the skills needed to transition to and complete postsecondary education and training programs, obtain and advance in employment leading to economic self-sufficiency, and to exercise the rights and responsibilities of citizenship. (29 U.S.C. § 3321[e][8])
- 10.1 Eligible providers demonstrate a need for additional English language acquisition programs and Civics education programs. (29 U.S.C. § 3321[e][13])

2018–19 AE Program Instrument (Continued)

Evidence Requests

Civic Objectives and Additional Assessment Plans (COAAPs)

Abbreviation: COAAPs

Description: Evidence of 231 and 243 COAAPs selected. Current and prior year.

Item Instructions:

Related Items: AE 10

Evidence of Co-enrollment

Abbreviation: CEnrlmntEvdnc

Description: TOPSpro Enterprise list of students in IET indicating number of students who are co-enrolled in a 243 IET course with English as a Second Language (ESL).

Item Instructions: AE 10: Applies only to Section 243-funded agencies.

Related Items: AE 10

Integrated EL Civics Program Development Plan

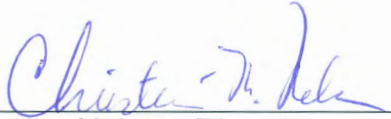
Abbreviation: IntgrtdEdctnTrnpln

Description: Applies only to Section 243 funded agencies. Current and prior year.

Item Instructions:

Related Items: AE 10

Approved by the Oakland Unified School District



Christian Nelson, Director
Oakland Adult and Career Education

8-14-18

Date



Aimee Eng, President
Board of Education

8/23/18

Date

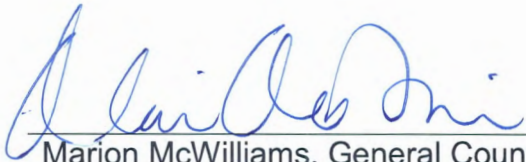


Kyla Johnson Trammell, Superintendent

8/23/18

Date

Approved as to Form



Marion McWilliams, General Counsel

8/14/18

Date

OUSD or the District verifies that
the Contractor does not appear on
the Excluded Parties List at
<https://www.sam.gov/>.

California Department of Education

Date: February 23, 2018
To: Christian Nelson
Oakland Unified School District
CDS: 01-61259
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 12 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	2016	--
2402	Basic Mathematics	2016	--
9969	Test Preparation	2016	--
4623	Business Technology	2016	2016
9975	Basic Computer Literacy	2016	--
9994	Civic Engagement Elective	2016	--
9995	Government and History (Citizenship Preparation)	2018	--
9980	Advanced ESL	2016	--
9982	Beginning ESL	2016	--
9986	ESL MultiLevel	2016	--
9981	Intermediate ESL	2016	--
9984	Special ESL	2016	--

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

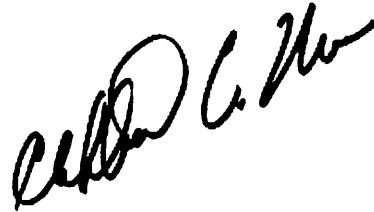
From EC 1900; 41976; 52506; 52515; 52518; 52570.

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.

California Department of Education

Date: May 29, 2018
To: Christian Nelson
 Oakland Unified School District
CDS: 01-61259
From: Cliff Moss
 Education Programs Consultant
 Adult Education Office
 916-327-6378
Subject: Course Approval for 2018-19



Your request for approval of the following 13 courses have been received, recorded, and approved for the 2018-19 school year.

Course Number	Course Name	Course Outline Developed/Updated	Job Market Study Year
2102	Basic English	2016	--
2402	Basic Mathematics	2016	--
9999	Multi-subject High School Diploma Courses	2018	--
9969	Test Preparation	2016	--
4623	Business Technology	2016	2018
9975	Basic Computer Literacy	2016	--
9994	Civic Engagement Elective	2016	--
9980	Advanced ESL	2016	--
9982	Beginning ESL	2016	--
9986	ESL MultiLevel	2016	--
9981	Intermediate ESL	2016	--
9984	Special ESL	2016	--
9985	VESL (Vocational ESL)	2018	--

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
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- 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.

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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.