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OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To: Board of Education
 From: Tony Smith, Ph.D., Superintendent
 Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
 Vernon Hal, Deputy Superintendent, Business & Operations
 By: Christian Nelson, Director - Adult and Career Education
 Board Meeting Date: 12/12/12
 Subject: Oakland Adult and Career Education (OACE) 2012-2013 Course Approval

Action Requested Approval by the Board of Education for the Oakland Unified School District's Adult and Career Education Program's Course Offerings for the 2012-2013 school year.

Background The California Education Code requires California Department of Education and the local Board of Education's approval for all classes offered by Adult Education programs. The purpose of this process is twofold:

1. Classes must meet stipulated State standards, and
2. Course offerings must address the needs of the local community. The California Department of Education has already approved the 43 courses in OACE'S Course Bank.

Discussion OUSD Board of Education approval of course offerings is a compliance requirement. This year, OACE has been approved by the State to offer 6 courses for the 2012-2013 school year. Course outlines for all apportionment classes are on file at the OACE administrative site.

Recommendation Approval by the Board of Education for the Oakland Unified School District's Adult and Career Education Program Course Offerings for 2012-2013 school year.

Attachments California Department of Education Course Approval System Printout of Oakland Unified School District's OACE course offerings for the 2012-2013 school year.

California Department of Education

Date: October 26, 2012
To: Byron Huey
Oakland Unified School District
CDS: 01-6125
From: Cliff Moss
Education Programs Consultant
Adult Education Office
916-327-6378
Subject: Course Approval for 2012-13



Your request for approval of the following 6 courses have been received, recorded, and approved for the 2012-13 school year.

Course Number	Course Name	Course Outline Developed/Updated	Job Market Study Year
9969	Test Preparation	2011	--
9975	Basic Computer Literacy	2012	--
9986	ESL MultiLevel	2011	--
9984	Special ESL	2011	--
4602	Business Fundamentals	2012	2011
4226	Preparing to Work in Health Care	2011	2011

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

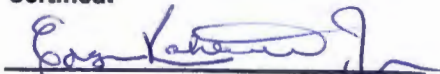
- Clear course completion requirements of established goals and objectives

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.

Certified:



Edgar Rakestraw, Jr., Secretary
Board of Education

12/13/12