

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

BULLETIN NO. 16 (Rev.)
September 3, 1996

SUBJECT: INITIATING AND REVISING DIVISION OF ADULT AND CAREER EDUCATION COURSE OUTLINES

- I. General Information
- II. Procedures for Obtaining Division Approval

This revision supersedes the bulletin of the same number issued on August 26, 1988. The content has been updated to reflect changes in Division organization, policy, or procedure.

I. GENERAL INFORMATION

- A. School administrators may request development of additional courses or revision of existing courses at any time during the school year. Each new course requires the approval of the California State Department of Education, the Los Angeles Unified School District Board of Education, and the Assistant Superintendent of the Division of Adult and Career Education.
- B. The office of Adult Curriculum Development serves as a clearing house which edits, categorizes, disseminates, and requests and confirms authorization of outlines for ADA-generating courses.

II. PROCEDURES FOR OBTAINING APPROVAL OF NEW AND REVISED COURSE OUTLINES

- A. School Administrators or subject area supervisors or advisors may initiate a new course outline by contacting the advisor for Adult Curriculum Development prior to development of the course in order to confirm that authorization may be obtained. Upon confirmation, administrators and supervisors/advisors work together in identifying appropriate course content and the teacher(s) to write the curriculum. In completing the process, the curriculum writers contact the office of Adult Curriculum Development, following steps B.1. and B.2., below.
- B. School administrators or subject area supervisors or advisors may initiate revision of an existing course outline by directing the teacher(s) they have identified as curriculum writers to contact the advisor for Adult Curriculum Development to:
 - 1. obtain guidelines on the components the office of Adult Curriculum Development needs to receive in order to process and approve the course outline;
 - 2. schedule training, if not previously trained by the office of Adult Curriculum Development, in writing for competency-based format; and
 - 3. report their time for reimbursement for work completed.
- C. New course outlines may be implemented only after the office of Adult Curriculum Development has notified the school or center of approval. New courses developed for use at ROC/P centers must also have VE77 approval (see Division Bulletin No. 89).

For assistance, please telephone Carlynn Huddleston, Advisor, Adult Curriculum Development, (213)625-4086.

APPROVED: **JAMES A. FIGUEROA, Assistant Superintendent**
Division of Adult and Career Education

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