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Welcome to Five Keys Schools and Programs

Congratulations on deciding to return to school. Five Keys is a free school for adult students 16 years old and older. The school has education programs in county jails and community sites throughout Northern and Southern California.

This catalog is for students enrolled in Five Keys’ independent study program, called ISP. Students in the ISP program work with their teacher to choose the courses they need to build skills and graduate from high school. The catalog includes all the currently available courses you may choose from.

Credits

Most courses have a series of packets with study materials that you work through. Most packets are worth 1 high school credit each. Some packets are worth more or less than 1 credit, so check the course listing in this catalog for details. It takes approximately 13 hours to complete one packet and earn a credit.

Reading and Math Tests

Every student at Five Keys takes a “TABE” test before starting to study. TABE stands for Test of Adult Basic Education, and it shows your reading and math levels. This helps us know where to start teaching and studying with you. You will take the test again every few months as you study to track your improvement.

Every course requires a different reading or math level – this is called a prerequisite. You must show that you can read or do math at the correct level for each course before it is given to you. For example, the prerequisite for American Literature is a TABE reading level of 7.0 or above, and the prerequisite for Economics is a 8.0 or above.
## Five Keys Graduation Requirements

<table>
<thead>
<tr>
<th>Required Classes (Minimum of 180 units)</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art or Foreign Language (You can have all language, or all art, or a mix of both)</td>
<td>10</td>
</tr>
<tr>
<td>Advanced English</td>
<td>10</td>
</tr>
<tr>
<td>English</td>
<td>20</td>
</tr>
<tr>
<td>Restorative Justice (This is a Five Keys class. If you need English credits, RJ also counts towards your Advanced English or Five Keys credits, or you may take an elective course)</td>
<td>5</td>
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<tr>
<td>Advanced Math (such as geometry or statistics)</td>
<td>10</td>
</tr>
<tr>
<td>Algebra (Extra algebra credits count towards your other 10 of math)</td>
<td>10</td>
</tr>
<tr>
<td>Science (Any mix of biological and physical science)</td>
<td>20</td>
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<tr>
<td>Social Studies</td>
<td></td>
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<tr>
<td>- World History</td>
<td>10</td>
</tr>
<tr>
<td>- U.S. History</td>
<td>10</td>
</tr>
<tr>
<td>- Government</td>
<td>5</td>
</tr>
<tr>
<td>- Economics</td>
<td>5</td>
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<tr>
<td>Technology (such as basic computers or coding)</td>
<td>5</td>
</tr>
<tr>
<td>Five Keys (any course or work / life experience that is related to employment, family, community, education or recovery)</td>
<td>5</td>
</tr>
<tr>
<td>Electives (Extra credits in any subject. PE, basic math and skills courses, and work experience also count as elective)</td>
<td>60</td>
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</tbody>
</table>
## Credits I Need to Graduate

### ARTS/FOREIGN LANGUAGE – 10 UNITS
- □ __________________________ □ □ □ □ □ □ □ □ □ □ □

### ENGLISH – 30 UNITS
- □ English
- □ English □ □ □ □ □ □ □ □ □ □ □
- □ English □ □ □ □ □ □ □ □ □ □ □
- □ English □ □ □ □ □ □ □ □ □ □ □
- □ Advanced English □ □ □ □ □ □ □ □ □ □ □
- □ Restorative Justice □ □ □ □ □ □ □ □ □ □ □
- □ Other Advanced English □ □ □ □ □ □ □ □ □ □ □

### MATH – 20 UNITS
- □ Algebra □ □ □ □ □ □ □ □ □ □ □
- □ Algebra □ □ □ □ □ □ □ □ □ □ □
- □ Advanced Math □ □ □ □ □ □ □ □ □ □ □

### SCIENCE – 20 UNITS
- □ Physical Science □ □ □ □ □ □ □ □ □ □ □
- □ Physical Science □ □ □ □ □ □ □ □ □ □ □
- □ Biological Science □ □ □ □ □ □ □ □ □ □ □
- □ Biological Science □ □ □ □ □ □ □ □ □ □ □

### SOCIAL STUDIES – 30 UNITS
- □ World History I □ □ □ □ □ □ □ □ □ □ □
- □ World History II □ □ □ □ □ □ □ □ □ □ □
- □ U.S. History I □ □ □ □ □ □ □ □ □ □ □
- □ U.S. History II □ □ □ □ □ □ □ □ □ □ □
- □ U.S. Government □ □ □ □ □ □ □ □ □ □ □
- □ Economics □ □ □ □ □ □ □ □ □ □ □

### ELECTIVES – 60 UNITS
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### COMPUTERS / TECHNOLOGY – 5 UNITS
- □ __________________________ □ □ □ □ □ □ □ □ □ □ □

### FIVE KEYS – 5 UNITS
- □ __________________________ □ □ □ □ □ □ □ □ □ □ □
How to Use This Guide

We want you to graduate and to be prepared for the next step in your life. Students wanting to earn a diploma will need to pass 12th grade courses that require high levels of reading, essay writing and math. Students wanting a GED or high school equivalency certificate will need to pass tests with advanced reading, writing, and math questions. If you go onto college or a job training program, you will need to pass entrance exams that prove you have high school level skills. Because of this, it is important to build your reading, writing and math skills.

*You will need to test into many high school classes at Five Keys, and you need a TABE score of 9.0 for the school to pay for your GED or high school equivalency test.*

If your reading or math TABE scores are lower than a level 7, you will work to improve your skills before taking many of the high school or GED prep courses. We will help you get there, so just take it one step at a time.

**TABE Results**

Write your reading and math scores here. They will help you keep track of what your goals are and what courses you can work on. You will take the TABE every few months to track your improvement.

<table>
<thead>
<tr>
<th>TEST</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Reading</td>
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<td>Math Computation</td>
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<tr>
<td>Applied Math</td>
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Setting Goals

In independent study, you will work with your teacher, and you will also study on your own. It is important to set goals about how much time you want to spend studying each day, and which subjects you want to work on.

At the back of this catalog, there are goal sheets to use each month. At the end of the month, look back on how many units you have completed and if you are ready to take another TABE test.

Going to College

Five Keys Charter Schools are accredited by the Western Association of Schools and Colleges. This means that your credits will count if you transfer to another school, that you can go to community college, and that your diploma is ‘real’. Many Five Keys graduates go on to a two-year community college (also called a junior college). Most students will not have enough credits to go to a four-year college with a Five Keys diploma. Graduates can earn an Associate’s Degree (AA degree) at a community college and then transfer into a four-year college for a Bachelor’s Degree (BA degree) later if they choose.

GED and High School Equivalency (HSE)

Students can choose to complete their diploma, or to get a High School Equivalency Certificate (HSE). An HSE certificate is legally the same as a diploma. You can get into community college, or a union apprentice program with one. With an HSE, you are eligible for job training programs and work that requires a diploma. Until 2014, there was only one HSE exam, the GED. Now, you can choose from three different exams to earn your HSE certificate: The GED, the HiSET and the TASC. Each test is a little different, but all the exams test reading, writing, math, social studies and science. In San Francisco, students can take the GED test at Five Keys; for LA students and those wanting a different HSE, Five Keys may pay your test fees. **It is recommended that HSE students still take courses from this catalog to prepare for the tests.** Look for the HSE rating at the end of each courses listing for recommended (do these) or relevant (optional) classes.
Art or Foreign Language

To graduate, you need at least 10 credits in art or 10 credits in a foreign language (any language other than English). You can also mix language and arts credits in any combination to total the 10 units.

Art History & Appreciation (PLATO paper-based packets)

This course teaches about the significant role art has played in every civilization throughout history. Different art forms often reflect the values that a civilization considers important: religion, labor, love, political change, or even commerce. Studying art is a compelling way to learn about the people who produced it.

Credit: 0.5 credit for each packet (6 packets, total of 3 credits)

TABE Prerequisite: 7.0 in reading

HSE: Not recommended

Museum Visit

If you have access to local museums, you may visit a museum and write a paper on an artist for credit. Please talk to your teacher to see if this is an option you can do.

Credit: 1 unit per visit and essay

TABE Prerequisite: 6.0 or higher

HSE: Not recommended

Portfolio Work

Are you an artist with a collection of visual art pieces that you are working on? Students who have completed the first five units of visual art, may create a portfolio of additional pieces for extra credit. Artists must write a narrative that describes the elements of art in each piece.

Credit: Up to 3 units depending on the amount of art

TABE Prerequisite: 5.0 or higher

HSE: Not recommended

Visual Art

5 full units and 5 smaller units are available. The first five units give you an opportunity to draw and create art. You will practice your drawing skills while learning the basic elements of
art. The later, shorter packets focus on art appreciation. You will learn about various artists and analyze their works. These units must be done in order.

This course is excellent for anyone wanting to go on to study art, graphics or design in college or who want to work at museums, galleries or design studios.

**Credit:** 6 units (1 unit for packets 1-5, 0.2 units for packets 6-10)

**TABE Prerequisite:** 5.0 or higher

**HSE:** Not recommended

### World History through Visual Art

This unit gives an overview of ancient history and how it influenced the modern world. Think about major events and themes in history by looking at pictures, paintings and architecture. If you enjoy art, or simply want a refresher of ancient history to start high school work, this packet is for you. As you work through the unit, you can choose to complete the art activities for art credit, or the history activities for World History credit. If you want to do both types of activities, you will earn double credit (1 unit of World History + another unit of Art).

**Credit:** 1 unit of World History I and / or 1 unit of Visual Art

**TABE Prerequisite:** 6.0 reading

**HSE:** Not Recommended

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**Artists, be sure to submit your art to the annual Five Keys art show!**

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### Foreign Language

There are no independent study packets for foreign language credit. Some learning centers or sites with computer access may offer up to five units of Spanish through *Rosetta Stone*, an online program.

**Test-Out Option:** Students who already speak a language other than English may take a test for high school credit. Ask your teacher about this option!
English

To graduate, you need at least 30 credits of high school English. English courses require reading long passages or whole books, writing essays and giving verbal presentations. For most students, 10 credits out of the 30 must come from courses that are considered Advanced English.

Students with a TABE reading score of lower than level 5 must take elective classes to build basic reading skills before earning English credit. Elective courses are listed on page 31.

English Composition (R) *

Three units of English composition are available:

- Sentences – This unit gives you plenty of practice writing complete sentences and using correct punctuation.
- Paragraphs – This unit helps you write a complete paragraph and organize your ideas in writing.
- Essays – This unit walks you through writing two essays step-by-step.

These units are recommended for students who want to brush up on their English skills. They give you an opportunity to build your comfort with writing before doing higher level packets that require essay writing. These packets should be completed in order, but students may do only the packets they need.

Credit: 1 English credit per packet (3 units total)
TABE Prerequisite: Packet 1 (5.0 or higher) Packets 2, 3 (6.0 and higher)
HSE: Recommended

Conventions for Writing (R)*

Five units help you study grammar and punctuation for writing. Learn about nouns, verbs, commas, semi-colons and more.

Credit: 1 English unit per packet (5 units total)
TABE Prerequisite: 5.5 minimum
HSE: Relevant

*Note: Students can only take a maximum of five combined units from the English Composition and Conventions for Writing series – marked with an (R). Any additional credits earned from an English (R) course will count as elective credit.
American Literature
Read excerpts from various works of American fiction. If you enjoy reading stories and want to sample a variety of famous books, these units are for you. Students are expected to write essays about what they read. The five packets can be done in any order. You do not need to take all five units.
Credit: 1 English unit per packet (5 units total)
TABE Prerequisite: 7.0 minimum
HSE: Relevant
*Can count as Five Keys elective credit, but cannot duplicate English credit

Ban-the-Box: Applying for work with a Criminal Background
Is it illegal for an employer to ask about your criminal history on a job application? It is in some cities. Find out about the laws in California in this short packet.
Credit: 0.25 units *Can count as Five Keys elective credit but
TABE Prerequisite: 7.0 minimum cannot duplicate English credit
HSE: Relevant

Comparative Mythology
Are you interested in myths and legends? If you enjoy imaginative, ancient stores about Gods and beasts, you will enjoy these units. Read and write about ancient myths in these five packets.
Credit: 1 English unit per packet (4 units total)
TABE Prerequisite: 7.0 minimum
HSE: Not recommended
English Skills
Five Keys has GED / HSE preparation materials that can help you prepare for the tests and / or earn English credit. Sections of these books cover topics such as essay writing, grammar, punctuation, organizing your writing and editing. If you have internet access, there are also online programs you can take. Talk to your teacher about areas you need improvement in, and find assignments to suit your needs.

Credit: 1 unit for every 12-13 hours of work
TABE Prerequisite: 7.0 minimum
HSE: Recommended

Forced and Voluntary Migration Part I
Read about African and Mexican American history from the perspective of the people who lived then. Practice your reading and writing skills while learning about Harriet Tubman, Cesar Chavez and other influential Americans. 2 units only – 1 about African Americans and 1 about Mexican Americans.

Credit: Part 1 packets (1 English credit each) (2 units)
Mexican Americans Part 1 counts towards Advanced English.

TABE Prerequisite: 7.5 minimum for African Americans;
8.0 minimum for Mexican Americans
HSE: Relevant

Forced and Voluntary Migration Part II
These four advanced units follow the historical stories of various Americans as they leave their homelands and travel for work or survival. What was the trail of tears? Why did so many African Americans leave the South and travel north and west? What prompted Chinese Americans to cross the oceans to the U.S.? Answer these questions and more in this fascinating course. Activities include reading historical documents and writing essays. 4 packets: Native Americans, African Americans, Mexican Americans, and Chinese Americans. Can be done in any order, individually or as a series.

Credit: Part II packets (1.5 Advanced English credits each)
(6 units total)

TABE Prerequisite: 8.0 minimum
HSE: Relevant

Note: The Migration Part II units can be combined with US History assignments for 3.0 credits per packet (1.5 English & 1.5 US History)
How to Pass the DMV Written Test
Need to pass the written test to get or reinstate your license? This single unit will guide you through the DMV manual and give you plenty of test practice.

Credit: 1 packet for 1 credit only
TABE Prerequisite: 7.0 minimum
HSE: Not recommended

Literary Analysis
If you like to read, this is the course for you. Students choose a high school level book to read and write about. Stop as you read and complete worksheets on the author’s style and choices. Finish with an essay about the book. The on-ramp literature unit is recommended.

Credit: Advanced English (2.5 units total, plus a possible 0.5 more for an extension project)
TABE Prerequisite: 8.0 minimum
HSE: Relevant

On-Ramp to English Literature
This single packet is a good way to start earning literature credit. It breaks down how to understand and think about reading for high school and college. The packet will take you step by step and get you ready for the harder units.

Credit: 1 English unit
TABE Prerequisite: 6.0 minimum
HSE: Relevant

Reading Comprehension Passages
Short reading comprehension passages at all different levels are available on various subjects. You and your teacher can find readings on a subject you are interested in at your level from the website ReadWorks or find current event articles from Newsela. Do as many or as few passages as you like. This is a good way to get started with English credits. Try one!

Credit: 1 English credit for every 7-10 passages (depending on how much work you do for each passage)
TABE Prerequisite: 7.0 – 9.0 minimum
HSE: Recommended
**Research Paper**

Students wanting to research a subject of their choice and write an essay can earn English credit. Topics must be investigated by finding out new information on a subject of your choice. This is good college preparation. Discuss ideas for research papers with your teacher.

**Credit:** 0.5 - 1 unit per essay  
**TABE Prerequisite:** 8.0 minimum  
**HSE:** Not recommended
Restorative Justice

To graduate, you need at least 5 credits of Restorative Justice (RJ). The ISP Advanced English RJ course counts as English credit, so you would only need 25 other units of English. Or, if you already have completed your English and RJ credits, you can complete RJ as an Elective (general or Five Keys.)

Restorative Justice (Advanced English)

This course covers important topics for today’s world. How do we respond to crime and violence in our neighborhoods? Do we take an eye for an eye? Isn’t there a better way to resolve conflict than fighting? These units discuss a way to repair the harm we do to each other by coming together and being accountable. There are four packets, including extra assignments to be done to earn the needed five units.

This course is helpful for students wanting to go into criminal justice or human services. It is also excellent college preparation as it requires writing and revising essays – something you will do a lot in college.

Credit: 1 Advanced English credit per packet, plus extension projects worth 0.5 credit each

TABE Prerequisite: 8.0 minimum

HSE: One unit may help you with essay practice

Restorative Justice On-Ramp (General English)

This unit is an introduction to Restorative Justice for students who do not have a high enough TABE score to complete the Advanced English RJ packets yet. This unit gives you an opportunity to increase your reading and writing levels in preparation for higher level units, like Government, Economics, and Advanced English.

Credit: 1 General English credit

TABE Prerequisite: 5.0 in reading

HSE: Not relevant

Restorative Justice Elective (RJ OR Elective Credit)

The RJ Elective course is designed for students who are exempt from the advanced English requirement, or for students who have already met all of their English requirements. These

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units require less intensive reading and writing and provide a more multi-sensory and interactive way to meet the RJ requirements.

**Credit:** 1 Restorative Justice credit per packet OR 1 elective credit

**TABE Prerequisite:** 4.0 in reading

**HSE:** Not relevant

**Note:** You may also qualify for RJ elective credit by participating in a program. For example, if you have completed the *Thinking for a Change* course, you can be awarded some RJ credit. Talk to your teacher about additional elective options.

**Restorative Justice courses can count as Five Key elective credit but cannot duplicate English or Restorative Justice credit**
Math

To graduate, you need at least 10 credits of non-algebra math. For most students, these 10 credits must come from courses considered “Advanced Math.” You will also need at least ten more credits of algebra for a total of 20 math credits in all. General math courses will help you get ready for algebra and the advanced math courses.

Students who have a TABE score lower than 7.0 in math will be required to take general math courses to help build their skills. General math credits will count as elective credit for most students (unless you have alternative graduation requirements.)

Breakthrough to Math A and B (general math)

Breakthrough to Math (New Reader’s Press) is a learning program of individualized instruction. Teachers will give diagnostic tests to verify the areas of need and can assign work according to the areas with which you need the most help. Breakthrough to Math A (levels 1 and 2) cover basic math skills (whole numbers, fractions, decimals, percents) Breakthrough to Math B (levels 3 and 4) cover pre-algebra and basic geometry skills.

Credit: Up to 0.5 credit per book (4-6 books per level)
TABE Prerequisite: 1.0 math for A course / 5.0 math for B course
HSE: Recommended

Geometry (advanced math)

This series takes you through high school geometry, including the study of two-dimensional and three-dimensional shapes. Geometry is useful to study if you are interested in construction, carpentry, engineering and design jobs.

On-Ramp: This introductory unit reviews some basic geometry skills, including area, perimeter and measurement. Then study the idea of density and imagining flat and solid shapes

Unit 1: Practice describing shapes using precise geometry vocabulary (a compass, straight edge and protractor are needed)

Unit 2: Explore circle and parts of circles using a compass and angles (a compass and straight edge are needed)

Unit 3: Volume of cylinders, pyramids, cones

Unit 4: Pythagorean Theorem
Unit 5: Transformations

Practice Packets: Units 1-3 each have an additional practice packet that has more exercises on each of the subjects. These are optional and can be completed for extra credit.

Technology Extension: Units 3-5 have the option of doing extension activities using an online math program. You can earn computer & technology credit for these extra assignments.

Credit: 1 Advanced Math credit per packet + ½ Advanced Math credit for each practice packet (6.5 credits total)

TABE Prerequisite: On-Ramp: 7.5 math / 6.0 reading
Units 1 -5: 9.0 Math / 6.0 reading

HSE: Recommended

Individual Math Work (general math)

Teachers can create individualized work just for you. Five Keys has GED / HSE preparation materials. Sections of these books cover topics such as whole numbers, fractions, decimals, percent, proportions, geometry and algebra. If you have internet access, there are also online programs you can take.

Credit: 1 unit for every 12 hours of work.

HSE: Recommended

Khan Academy (general math)

Khan Academy is web based curriculum that can be accessed at www.khanacademy.org. Khan Academy offers practice exercises, instructional videos, and a personalized learning dashboard that empowers you to study at your own pace. You will earn general math credit while covering math concepts generally covered in grade levels 1-8.

Credit: 0.5 general math credit for 10 math concepts

TABE Prerequisite: 1.0 – 8.0 in Math

HSE: Recommended

Math for Work (general math)

In this course, you will practice the math skills needed for everyday life as well as for the GED / HSE tests. Work through math drills and study word problems for real world situations. The series has six units:

Unit 1 and 2: Decimals and positive / negative numbers
Unit 3: Percents
Unit 4: Fractions
Unit 5: Ratios and Proportions
Unit 6: Geometry

You do not need to do all six of the units in this course, you could just do the parts that you need help with; however, most students find it helpful to work through the whole course in order. These units help prepare you for algebra. These units are useful for everyday life as well as understanding the math that is helpful in running your own business.

Credit: 1 unit per packet

TABE Prerequisite: Units 1 – 3: math and reading 5.0
Units 4 & 5: math 6.0 and reading 5.0
Unit 6: math 4.0 and reading 5.0

HSE: 1-5 Recommended (not unit 6)

*Can count as Five Keys elective credit (but cannot duplicate math credit for AGR students)

Probability and Statistics - PLATO (Advanced Math)

In this course, you will represent and interpret data using dot plots, histograms, box plots, two-way frequency tables, and scatter plots. You will study normal distributions and distinguish between correlation and causation. You will also determine the conditional probability of two events or whether the events are independent. There is the option to complete this course using the PLATO online program, or there are also some paper-based packets available for students who do not have access to the online program.

Credit: 1 credit per unit (there are 3 paper-based units available)

TABE Prerequisite: 9.0 in Math

HSE: Recommended
Algebra
To graduate, you need at least 10 algebra credits.

Students must achieve a minimum 7.0 math score on the TABE before beginning algebra courses. Students with a lower score are encouraged to take general math classes first.

You must have an 8.0 math score to move onto unit 4, and a 9.0 to complete units 5-10.

Algebra
Work through 10 units that take you progressively through basic to more complex equations. Algebra makes up around half of the math HSE tests. Online options for algebra may also be available at your site. These units must be completed in order, but your teachers may start you at a level higher than unit 1 if you already have algebra credits.

Credit: 1 algebra credit per packet
TABE Prerequisite: 7.0 - 9.0 in math
HSE: Recommended
Science

To graduate, you need at least 20 science credits. It is recommended that you take 10 units of biological science and 10 units of physical science. You must have at least one credit in biological and 1 credit in physical science.

If you need physical science and already have more than 10 units in biological science, you can count up to 9 extra credits as physical science. You can share up to 9 physical science credits with biology in the same way.

You must have a TABE reading score of 6.0 or higher to work on science units. If your TABE score is lower than 6.0, work on reading skills first.

Applied Science (Biological Science)

What happens to the human body when we take drugs or drink alcohol? What is addiction and do genetics play any part in substance use? Study the effects of substance use on the brain and if family genetics have anything to do with addiction.

Unit 1: Substance Use and the Brain
Unit 2: Genetics and Addiction

These two units are excellent for anyone interested in recovery counseling and those interested in knowing more about substance abuse and addiction.

Credit: Unit 1 = 1 credit and Unit 2 = 1.5 credits
TABE Prerequisite: Unit 1 = 8.0 reading and Unit 2 = 8.5 reading
HSE: Relevant

Note: after completing unit 1, you may do additional research on the effects of individual substances (such as marijuana, cocaine and alcohol) on the brain for additional English credit.

Biology I

Are you interested in the environment, plants and living things? These five units focus on what make the living world work. Learn about scientific experiments, plant and human cells, and the impact of humans on the environment. Complete the units in order

Credit: 1 credit per packet (5 total)
TABE Prerequisite: 6.0 minimum
HSE: Relevant
Earth Science (Physical Science)

What causes earthquakes? Why do we have droughts? What is climate change? Study the answers to these questions in this fascinating series. Five units cover important scientific topics about the natural world. Units can be done as a whole series or just choose the topics you are most interested in.

- **Unit 1:** Nature and Science
- **Unit 2:** The Atmosphere and Weather
- **Unit 3:** Storms and Climate
- **Unit 4:** Energy and Resources
- **Unit 5:** Volcanoes and Earthquakes

These units are a good choice for anyone wanting to go into jobs about the environment, including landscaping, meteorology, working in national parks, and conservation.

**Credit:** 1 credit per packet (5 total)

**TABE Prerequisite:** 7.0 minimum

**HSE:** Recommended

Hands-on Science (Biological or Physical Science)

Get an overview of how scientists conduct experiments and what the ‘scientific method’ is by doing your own hands-on activities.

In Unit 1, you will make and fly three different paper airplanes. Draw your own conclusions about why the planes fly fast or far. In Unit 2, you will look at the biology of your eyes and do some experiments about how you see. These two units are a good introduction to science and will prepare you for other sciences.

**Credit:** 1 credit per packet (2 total)

**TABE Prerequisite:** 7.0 reading

**HSE:** Recommended

Health Science (Biological Science)

When should you take antibiotics? What causes diabetes? What are the most common health problems in America? Answer these questions and more in this interesting five-unit course about health and the human body. **Do unit 1 first** to learn about the different parts of the body (physiology). Then choose from the other four:

- **Unit 2:** Drugs
- **Unit 3:** Sexually transmitted diseases (includes HIV prevention education materials, which is a California state requirement for high school graduation)
Unit 4: Bacteria and viruses
Unit 5: The nervous system

This course is excellent for people wanting to go into the health care field.

Credit: 1 credit per packet (except unit 3, which is worth 1.25)
TABE Prerequisite: 6.0 minimum
HSE: Recommended

Physics (Physical Science)
What makes a bridge stand up? When is a long hammer better than a short one? What is electricity? These questions are answered when you study physics – the science of energy. If you are curious about how the world works, you will enjoy this challenging course. Complete the five units in order. This course is recommended for students interested in engineering or mechanics. If you want to study science at college, this is an excellent introduction.

Credit: 1 credit per packet (5 total)
TABE Prerequisite: 8.0 plus 7.0 in math
HSE: Relevant
Social Studies

To graduate, you need:

- 10 units of World History
- 10 units of U.S. History
- 5 Units of Government
- 5 Units of Economics

It is highly recommended that you complete these units in order (world history first and Economics last)

You must have a TABE reading score of 7.0 or higher to work on social studies units. If your TABE score is lower than 7.0, work on bringing up your reading and writing skills first.

World History through Visual Art

This unit gives an overview of ancient history and how it influenced the modern world. Think about major events and themes in history by looking at pictures, paintings and architecture. If you enjoy art, or simply want a refresher of ancient history to start high school work, this packet is for you. As you work through the unit, you can choose to complete the art activities for art credit, or the history activities for World History credit. If you want to do both types of activities, you will earn double credit (1 unit of World History + another unit of Art).

Credit: 1 unit of World History I and / or 1 unit of Visual Art
TABE Prerequisite: 6.0 reading
HSE: Not Recommended

World History I and II

Students study major turning points that shaped the modern world, from the late eighteenth century through the present, including the cause and course of the two world wars. If you need all ten units, work your way through the course from start to finish; however, if you already have some world history units, you can choose the topics that most interest you. Talk with your teacher to make sure you do not repeat subjects that you already studied at a different school. You can mix units from World History I and II on your transcript in any combination, as long as you earn ten total.
World History I

Unit 1: Ancient Greece and Rome
Unit 2: Revolutions of England, France and America
Unit 3: Industrial Revolutions
Unit 4: Imperialism
Unit 5: World War I

World History II

Unit 1: World War II
Unit 2: Restructuring of nations after World War II
Unit 3: Nation Building
Unit 4: Struggles for Democracy
Unit 5: Global Interdependence

Credit: 1 unit of world history per packet
TABE Prerequisite: 7.0 minimum
HSE: Only 15% of the GED focuses on World History (mostly related to World War I and II), so this course is not recommended.

U.S. History I and II

Study the major events that shaped U.S. history from the mid 1860’s through the Great Depression, the two World Wars and up to the 1990s. If you need all ten units, work your way through the course from start to finish; however, if you already have some U.S. history units, you can choose the topics that most interest you. Talk with your teacher to make sure you do not repeat subjects that you already studied at a different school. You can mix units from U.S. History I and II on your transcript in any combination, as long as you earn ten total.

The ten units cover the following topics:

U.S. History 1

Unit 1: Civil War and reconstruction (1860s)*
Unit 2: Industrialization and immigration (1870 - 1900)
Unit 3: The Spanish American War and World War I (1900 - 1920)*
Unit 4: The Roaring Twenties (1920s)
Unit 5: The Great Depression (1930s)*
U.S. History 2

Unit 1: World War II (1940 -1945s)*
Unit 2: The Cold War (1945-1960’s)
Unit 3: The Civil Rights Movement (1955-1980)*
Unit 4: Other Political Movements (1960s – 1970s)
Unit 5: International Policy and Communism (1960 - 2000)

If you need all ten credits, it is recommended that you complete the units in order; however, you may also choose the units you are most interested in and only complete those.

Credit: 1 credit per packet
TABE Prerequisite: 7.0 minimum
HSE: Relevant. *These units are recommended.
Other units are not a priority.

Forced and Voluntary Migration – US History (4 packets – 1.5 each)

U.S. History I and II follow significant historical events chronologically (as they happened). You may choose to earn your U.S. history units with this course instead, or mix up the two. In this course, you will study history from the perspective of people that lived through a changing American political and economic landscape. Learn about the journeys various groups of people were forced or chose to make through history.

There are four units:

Unit 1: Native Americans
Unit 2: African Americans
Unit 3: Mexican Americans
Unit 4: Chinese Americans

You can do all four or choose the units you are interested in. They may be completed in any order.

Credit: 1.5 credits per packet (6 credits total).
Can count as US History I or II credit.

TABE Prerequisite: 8.0 minimum
HSE: Relevant

On-Ramp to Government

The passages and exercises in this unit are designed for students who do not meet the grade level requirements for the standard government course yet. The high school content
standards are covered, but the grade level of the readings and the common core alignment meets middle school standards. The aim is to learn the Government content standards while you increase reading comprehension skills.

**Credit:** 1.0 credit in Government  
**TABE Prerequisite:** 5.0 in reading  
**HSE:** Recommended

### Government

Students in grade twelve pursue a deeper understanding of the institutions of American government. Compare systems of government in the world today and analyze the history and changing interpretations of the Constitution, the Bill of Rights, and the current state of the legislative, executive, and judiciary branches of government.

**Credit:** 1 credit per packet (5 total)  
**TABE Prerequisite:** 8.0 for units 1 & 2 / 9.0 for units 3, 4 and 5  
**HSE:** Recommended

Approximately 50% of the GED and HiSET social studies tests focus on Government, so these units are highly recommended.

### On-Ramp to Economics

This is for students who do not have a high enough TABE for the regular economics course packets yet. This unit will help you get ready to study the longer economics packets. You will earn 1 unit and will practice some skills you will need in later units. You will learn about the labor movement and will practice reading charts and graphs. You will also learn how to cite sources and how to interpret first-hand documents. If you complete this packet, you will only need to complete 4 units in the remaining economics packets.

**Credit:** 1.0 Economics Credit  
**TABE Prerequisite:** 5.0 Reading / 2.0 Math  
**HSE:** Relevant

### Economics

The final social studies course before graduation is 12th grade economics. Answer important financial questions such as: What is inflation? How does the stock market work? How do I calculate credit card debt? This class covers how the American and international economies work, and answers questions about how the free market operates.

**Unit 1:** Economics and Choices*
Unit 2: Economics and Business
Unit 3: The American Economy
Unit 4: Government’s Role in Economics
Unit 5: Economic Justice

Credit: 1 credit per packet
TABE Prerequisite: 8.0 minimum English / 5.0 Math
HSE: Relevant*

*The first unit is recommended; however, only 15% of the Social Studies GED test is related to economics, so other units are not a priority.

*The second unit is helpful for anyone wanting to run their own business.
Vocational Elective – Computer Technology
To graduate, you will need 5 credits of computer technology.

**Computer Skills**

In this course, you can learn and practice new computer skills. You can choose the units that interest you the most. They do not need to be completed in any particular order.

**Unit 1: Mouse Tutorial** - Using a computer mouse correctly and efficiently is the first step in becoming proficient with using a computer. If you are a new computer user, or you think that you would just like more practice using a mouse correctly, this unit is for you! You will earn 0.5 credit in technology for completing an online tutorial and completing a quiz/notes activity.

**Unit 2: Introduction to Email** - Email is an important form of communication in everyday life. If you don’t already have an email account, or if you would like to create one specifically for school and job-related communication, this short unit will take you through the steps of creating a new email account through Gmail. You may also choose to complete the second part of the unit, which gives you practice with some basic email skills such as receiving and sending an email attachment. Each section is worth 0.25 credit, for a total of 0.5 credit for this unit.

**Unit 3: Excel Transcript** – Excel is a program in Microsoft Office that is commonly used in businesses and homes throughout the U.S. You will be introduced to Excel in this unit and will practice using it by creating an Excel spreadsheet that keeps track of the credits you already have and the credits you need to graduate.

**Unit 4: Microsoft Word Resume** – Microsoft Word is a very common program used in businesses and homes throughout the U.S. You will be introduced to Word in this unit and will practice using it by recreating a resume using the program.

**Credit:** 0.5 credit for units 1 and 2; 1 credit for unit 3

**TABE Prerequisite:** 4.0 in reading

**HSE:** Not recommended

**Computer Technology**

In this course, you can choose from different units related to computer technology. These units are mostly for you to demonstrate a skill you might already possess. These units do not need to be done in any particular order.

Updated 12/08/2017
Unit 1: Microsoft Word Essays - If you already have some experience using Microsoft Word, you can demonstrate your skills in this area by typing essays from any other course. You will follow specific guidelines to demonstrate that you have basic Microsoft Word skills. You can type up to 4 essays following general guidelines and one additional essay following specific college guidelines. You will earn 0.5 for the first typed essay and 0.25 for each additional essay. You can earn up to 1.5 credits total.

Unit 2: PowerPoint Project - If you have used Microsoft PowerPoint before, you can demonstrate your skills by creating a PowerPoint presentation for a topic from any other course. You will follow specific guidelines to demonstrate your skills and will also do an oral presentation for your teacher. You will earn 0.5 credit for completing this project.

Unit 3: Excel Geometry - In this unit, you will make a Geometry formula sheet in Excel. Super fun! You will create a calculator for determining area, perimeter and volume. This should be done after Geometry Unit 3 is complete (you can use it for the practice packet). This unit is worth 1 technology credit (you can also earn .25 credit in advanced math!)

Credit: Up to 1.5 credits for Unit 1; 0.5 credit for Unit 2; 1 credit for Unit 3

TABE Prerequisite: 5.0 in reading for units 1+2; 7.0 in math for unit 5

HSE: Unit 3 is relevant

Computer Science

In this course, you will be introduced to the fascinating world of computer science! You will learn about the building blocks of how computers work – without using a computer at all. Only one unit is currently available.

Unit 1 - Data: The Raw Material – In this unit you will learn about binary numbers, how computers draw pictures, how fax machines work, the most efficient way to store data and more.

Credit: 1 credit in computer technology

TABE Prerequisite: 7.0 in reading and 6.0 in math

HSE: Not recommended

Digital Literacy

This course is intended to help familiarize students with some common computer programs and learn basic digital literacy skills. Students that are interested in getting digital literacy
Certification (such as IC3) can benefit from this course. Currently there are 3 units in the course, which cover Microsoft Word, Excel, and PowerPoint. This is an on-line curriculum, so internet is required.

**Credit:** 1 credit per unit

**TABE Prerequisite:** 7.0 in reading

**HSE:** Not recommended
Electives / Five Keys

You need 60 elective credits to graduate. Electives can be extra courses in any high school subject as well as any vocational courses, physical education, and basic skill building classes. In addition to 60 general elective credits, you will need 5 “Five Keys” elective credits. These credits come from courses that address the 5 Keys – Community, Family, Recovery, Education, and Employment. The courses that can be used as Five Keys elective credits are noted.

Academic Success

This course is intended as a practical, hands-on guide to help you improve your study habits and enhance your prospects for academic success. This course can be completed using the Internet based PLATO program, or there is a paper-based packet option for students that do not have access to the online program.

Credit: 1 credit for each unit of the online version; 1.5 credit for the packet
TABE Prerequisite: 6.0 Reading
HSE: Relevant (for building study skills)

**COUNTS AS 5 KEYS CREDIT**

Calm Classroom

Calm Classroom is a program that uses research-based mindfulness techniques to help you increase your self-awareness, mental focus, and inner calm. In this packet, you will explore the central practice of Calm Classroom mindfulness through a series of breathing exercises, articles, and reflections.

Credit: 1 credit
TABE Prerequisite: 4.0 Reading
HSE: Not relevant

College & Career Readiness

This is a 5-unit course designed to help you succeed in your future academic and professional pursuits. The course has been designed for students who have already graduated or are very close to graduating (140 credits or more.) Various topics are covered in the course to help you prepare for life after a high school diploma, such as communication skills, goal setting, creative thinking skills, post-secondary options, and college success skills.

Updated 12/08/2017
**Five Keys Schools & Programs**

**Electives**

**Credit:** 1 credit per unit  
**TABE Prerequisite:** 9.0 in reading  
**HSE:** Relevant for those who’ve received an HSE certificate or will soon **COUNTS AS 5 KEYS CREDIT**

**DMV Test Prep.**
Do you need to pass the DMV written test? This packet will help you study for the test.  
**Credit:** 1 Unit  
**TABE Prerequisite:** 4.0 and up  
**HSE:** Not recommended

**English Lab**
Build up reading and writing skills by reading short books and writing about them. Choose from different topics such as Australia, sports, and famous people. Also, ask your teacher about easy Readworks or Newela passages to help build up your reading and writing. The Challenger reading curriculum is also a great way to improve your reading level and prepare yourself for high school level English.  
**Credit:** Units are different for each assignment  
**TABE Prerequisite:** 2.0 minimum  
**HSE:** Relevant

**ESL Electives**
Improve your English as a second language skills through different kinds of curriculum such as Stand Out ESL text books, or the web-based curriculum, Voice of America ESL News.  
**Credit:** 1 elective credit for 12-13 hours of work  
**TABE Prerequisite:** No TABE prerequisite  
**HSE:** Not recommended

**Job Readiness Skills**
Get ready to apply for jobs with this 5-unit course. Start with unit 1 to find out what type of job might be right for you, and then choose the packets you need. Do them all and be ready to get that job!  
  
**Unit 1:** Career

Updated 12/08/2017
Unit 2: Resumes
Unit 3: Cover letters
Unit 4: Applications and Job Search
Unit 5: Interviews

Credit: Units are different for each packet (6.25 credits total)
TABE Prerequisite: 4.0 and up
HSE: Not Recommended

**COUNTS AS 5 KEYS CREDIT**

Preventative Health
HIV/AIDS prevention education is a graduation requirement for all California public school students. This short 0.25 credit course fulfills this requirement. The same material is now also included in Health Science Unit 3, so if you are in need of biology credits, it is best you complete the Health Unit 3 curriculum instead of this course. This course is intended for students that have already completed their biology credits but have not yet met the requirement for HIV/AIDS prevention education.

Credit: 0.25 elective credit
TABE Prerequisite: 6.0 reading
HSE: Not relevant

Science and Social Studies
Are you interested in these subjects? Do you want to build your skills in these topics to be ready for high school and HSE units? Packets can be made at lower reading levels.

TABE Level: 3-6
Credit: Varies

Typing
You can learn and practice typing skills using the free online curriculum from Typing.com. There are beginning, intermediate and advanced levels available. Students who complete the course can take a timed typing test and possibly earn additional credits that will count as computers & technology credit. You will also receive a certificate that shows the words per minute that you can type.

Credit: 5 credits (2 credits for beginning level, 2 credits for intermediate level, 1 credit for advanced level)
TABE Prerequisite: 4.0 reading
HSE: Relevant if taking the computerized GED. Students will have to type their essay

Work / Program Credit
Do you have a job or are you in a job training or other program? You can earn high school credit for past or current jobs, training or programs. You may also be able to earn credit for volunteering or completing a community program. Proof of your work hours or program completion will be needed.

**COUNTS AS 5 KEYS CREDIT**
### Study Plans

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<th>Week 5</th>
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**Study hours each day:**

- [ ] No
- [ ] Yes

**Table Test at the end of this month?**

**Complete units for the month:**
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<th>Notes:</th>
<th>Units Completed:</th>
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Goal: Complete _____ units TABE Test at the end of this month? Yes ☐ No ☐

Updated 12/08/2017
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Goal: Complete units
TABE Test at the end of this month?

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Study hours each day:

- [ ] No
- [ ] Yes

TABLE Test at the end of this month?

Goal: Complete ________ units

Month ________
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Study hours each day

- **Goal:** Complete units
- **Table Test at the end of this month?**
- **Yes**
- **No**

**Month:**
Student Name
__________________________________________
Teacher Name
__________________________________________
Teacher Phone Number
__________________________________________