

“Our faculty and staff know our students not only by their names; they know them by their dreams.”

Dr. Edward G. Boehm, Jr., President
March 1996

Keystone College is committed to providing equal education and employment opportunities for all qualified persons without regard to race, color, national origin, sex, age, religion, ancestry, sexual orientation, disability, or any legally protected classification.

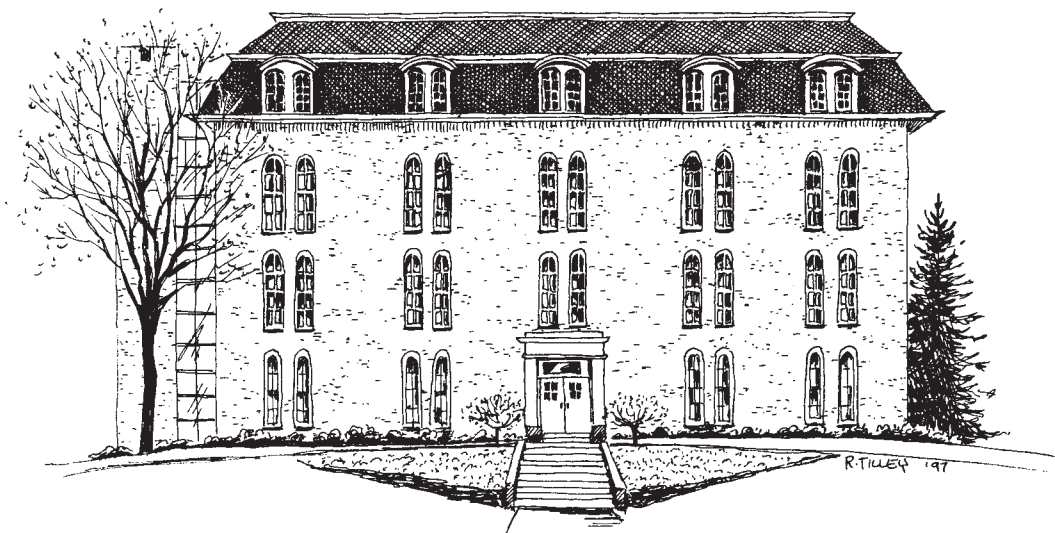
Inquiries may be directed to:
Keystone College
Director of Admissions
One College Green
La Plume, PA 18440-1099
or 1-877-4-COLLEGE
or admissions@keystone.edu

Keystone College encourages you to visit our campus. Appointments for personal interviews should be made in advance and confirmed through the Office of Admissions by calling 1-877-4-COLLEGE, visiting www.keystone.edu, or writing to:

Keystone College
Office of Admissions
One College Green
La Plume, PA 18440-1099

The information contained in this catalog was accurate at the time of publication and is valid for the 2003-2004 academic year. The Keystone College Board of Trustees reserves the right to change any provisions or requirements or cancel a program due to underenrollment at any time within a student's term of enrollment.

May 6, 2003



Harris Hall, the oldest building on campus, was built in 1870.

Keystone College

2003-2004

Catalog



Phone: (570) 945-5141
Toll free: 1-877-4-COLLEGE
E-mail: admissions@keystone.edu
Web site: www.keystone.edu

Table of Contents

President's Welcome	6
The Keystone College Promise	7
Keystone College	8
Admission to the College	13
International Student Programs	23
Weekender Program	25
Tuition and Fees	27
Financial Aid	34
Scholarships and Awards	42
Academic Information and Regulations	55
Student Life	55
Student Government	57
Clubs and Organizations	57
Athletics	60
Chamberlin Center for Student Services	75
General Education Program	78
 Academic Programs	
Bachelor Degrees	94
Accounting	95
Biological Science	98
Business: Individually Designed	102
Communication Arts and Humanities	106
Criminal Justice Administration	111
Early Childhood Education	114
Elementary Education	118
Environmental Resource Management	122
Business Administration: Human Resource Management	125
Information Technology	128
Sport and Recreation Management	132
Teaching - Art Education	135
Visual Art	139
 Associate Degrees	142
Accounting	143
Allied Health	145
Art	153
Biological Science	155
Business Administration	157
Communication	159

Computer Information Systems	162
Criminal Justice	164
Culinary Arts	166
Early Childhood Education	169
Environmental Studies	171
Forestry/Resource Management	173
Hotel and Restaurant Management	175
Human Resource Management	177
Information Technology	179
Landscape Architecture	181
Liberal Studies	183
Liberal Studies - Education	185
Pre-Major	187
Sport and Recreation Management	188
Wildlife Biology	190
Post-Baccalaureate, Certificate, and Transfer Programs	192
Computer Information Systems	193
Culinary Arts	194
Forestry Technology	196
Human Resource Management	197
Information Technology	198
Microsoft® Certified Systems Administrator	199
Microsoft® Certified Systems Engineer	200
Paralegal	201
Art Education	202
Early Childhood Education	203
Elementary Education	204
Minors	208
Course Descriptions	211
Trustees	292
Faculty	293
Administration	300
Professional Staff	301
Alumni Association	306
Campus Directory	307
Calendars	309
Index	313
Campus Map	322
Directions	333

A Message from the President



Each of us - the faculty, administration, and staff - welcomes you to Keystone College and to the unique journey you are about to begin. While many students across the country and around the world will begin their collegiate experiences this fall, only you will have the benefit of the Keystone Promise - the special commitment, developed by our faculty and staff in 1997, that all members of our community have promised to provide to you.

Keystone's uniqueness begins with its faculty, a highly respected group of scholars whose first priority is teaching. By opening their offices to you on a daily basis, and by providing the classroom and laboratory settings conducive to learning, our faculty demonstrates a commitment to their teaching and your learning.

Our staff and administrators also dedicate themselves to serving you. Friendly faces, sound advice, and flexible office hours show their willingness to provide the support you need.

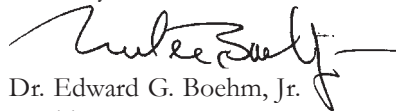
Whether you come to us knowing exactly what your career path will be, or you are exploring your options, be sure to take advantage of the Keystone Promise. Our promise to you and your family emphasizes the following experiences:

- a First-Year Experience course designed for all Keystone students to learn more about your new college, and most importantly, more about yourself;
- a Real World Experience designed to explore work related to your major;
- a course designed to create a portfolio of your best work; and
- programs designed to "bring it all together" with a capstone experience.

Each of us here holds a heartfelt belief that Keystone is the best place to begin your college career. We wish you well during your time here, and thank you for joining the Keystone family.

The hallmark of Keystone College is "Our faculty and staff know our students not only by their names; they know them by their dreams."

Sincerely,



Dr. Edward G. Boehm, Jr.
President

Keystone College is also honored that many other colleges have adopted our hallmark to better serve their students.

The Keystone College Promise

- * A pledge that after graduating from Keystone and **fulfilling the requirements of the Career Action Center**, you will have received at least one job offer, or where appropriate, be accepted into a transfer or graduate program. In the event this does not occur, we will provide you with additional courses and career counseling at no additional charge.
- * A nationally recognized **First-Year Experience** seminar to enable you to acquire the skills necessary for academic, personal, and career success, and a portfolio/resume experience designed to give you a competitive edge in the job market.
- * A **Real World Experience** that explores the world of work.
- * A **Bridge and a Capstone Experience** that combine knowledge acquired in both the classroom and the real world.
- * A **Pre-Major program** that offers academic and career counseling to assist undecided students who need to make informed decisions about a major.
- * A **guarantee for on-campus housing** to our resident students for as long as they remain full-time students in good standing.

The Keystone College Promise was developed in 1997 by the faculty and staff of Keystone College to better serve our students.

Keystone College

Keystone College is a fully accredited, independent, private college committed to helping all students attain their full potential. To achieve this goal, Keystone provides excellent instruction, close student-faculty relationships, personal attention, and individualized support services.

Keystone College received formal approval from the Pennsylvania Department of Education to begin offering baccalaureate degree programs in 1998.

“This is the beginning of a new era for Keystone College,” stated President Boehm, “as we will be able to continue our two-year programs and at the same time provide our students the opportunity to remain at Keystone to complete their four-year degrees.” Keystone offers bachelor of science degrees in accounting, biological science, business, criminal justice administration, early childhood education, elementary education, environmental resource management, forensic biology, human resource management, information technology, sport and recreation management, and teaching, and bachelor of arts degrees in communication arts and humanities, and visual art.

Dr. Boehm noted that the College’s move to baccalaureate status is the third historic event since Keystone’s establishment - the founding of Keystone as an academy in 1868, its designation as a junior college in 1934, and now its status as a baccalaureate college. This is only the beginning of our commitment to serving our students and families in the region.

With the liberal arts as the core of our curriculum, Keystone offers diverse curricula as described in the following pages.

History of the College

Keystone Academy was originally chartered by the Commonwealth of Pennsylvania in 1868, with instruction beginning the following year in the local Baptist church in Factoryville. In 1870, ground was broken on the current site for the Academy’s first building, Harris Hall, named after John Howard Harris, first president of Keystone. Harris Hall continues to serve Keystone College today.

The Academy flourished during its early years and established a standard of excellence that became a model in the area. Many distinguished scholars, among them the presidents of three universities, have graduated from Keystone.

At the time it was chartered, Keystone Academy was the only high school between Binghamton, N.Y., and Scranton, Pa. For over 65 years, the Academy served the secondary educational needs of the region admirably. Nevertheless, the school’s trustees came to realize that a quality college education must be available to the citizens of our area. As a result, Keystone Academy was rechartered as

Scranton-Keystone Junior College in 1934. Ten years later, the name of the College was shortened to Keystone Junior College, and in 1995 to its present form, Keystone College.

During the sixties and early seventies, Keystone experienced a period of unprecedented growth. At that time, many of Keystone's residence halls and its spacious library and classroom building, Miller Library, were built. The science building, Capwell Hall, was expanded, and the Hibbard Campus Center was added on to Evans Hall. Keystone's Thomas G. Cupillari '60 Astronomical Observatory in nearby Fleetville, Pa., also began operations at that time.

Keystone's growth and vitality continued in the eighties with the opening of the new multi-million dollar Gambal Athletic Center and the renovation of Keystone's historic Harris Hall.

In 1998, the College received formal approval from the Pennsylvania Department of Education to offer baccalaureate degree programs. President Boehm made the announcement of what he called a "new era" for the College at the 127th commencement exercises held in May, 1998.

In 2000, the College awarded its first baccalaureate degree and announced the receipt of its first million dollar gift. January 2001 marked the opening of the College's newest residence hall, Keystone Commons, the first new residence hall built on campus since Moffat Hall in 1970.

Less visible, but more impressive than its physical growth, has been Keystone's academic growth. Existing curricula are evaluated and revised regularly, and new curricula and degrees are added in response to changes in education and the workplace. Classes also are offered to adult and non-traditional students through Keystone College's traditional part-time program and the Weekender schedule, which enables students to earn their degrees by attending classes approximately every third weekend. In addition, holdings in Miller Library are increased annually, and the most recent educational technology is readily available to students.

Currently, the College offers 13 bachelor's degrees, 20 associate degrees and enrolls a diverse student body from throughout the U.S. and more than 14 countries. The College also participates in Division III athletics, fielding 13 men's and women's teams.

Today, with its career-oriented liberal arts in place, Keystone College is a leader in education. The faculty, board of trustees, administration, and staff are committed to making your experience here something special. By choosing Keystone, with its 135 years of experience, you commit yourself to that goal as well.

Mission of the College

Keystone College educates women and men in the liberal arts tradition, while also emphasizing career training, which combines technology and applied skills with broad humanitarian concerns. Keystone is committed to the development of well-educated, self-directed persons who can communicate effectively, make informed decisions, and think critically and creatively.

Within the diverse community of this small, private college, students at all stages of life are able to work closely with faculty and staff. Keystone provides the academic setting that encourages the examination of ethical issues in order to improve the quality of life in the community and environment. Students engage in a variety of learning experiences, cocurricular activities, and community services designed to assist them in adapting to change, developing new knowledge and skills, and exploring options for the future.

Keystone encourages its students to become life-long learners and, in that spirit, provides educational and cultural opportunities for the campus and regional communities. Graduates of Keystone College are prepared to continue their formal education or pursue more immediate careers.

The Campus

Keystone College is nestled among shady trees on a 270-acre tract at the gateway to the Endless Mountains of Northeastern Pennsylvania. The campus is 15 miles northwest of Scranton, on U.S. Routes 6 and 11. Interstate Routes 380, 80, 81, 84, and 476 (the former Northeast Extension of the Pennsylvania Turnpike) provide easy access to Keystone from all directions. Close to Scranton, Wilkes-Barre, and Binghamton, all the facilities of three modern cities are available to Keystone students, yet the College is surrounded by small towns and countryside and has the quiet learning atmosphere of a rural campus.

Northeastern Pennsylvania provides a stimulating and enjoyable environment for Keystone. The area boasts warm weather from May through September, brisk autumn days with brilliant foliage, and snowy winters pleasing to devotees of cold-weather sports. Opportunities for hunting, fishing, swimming, and skiing are abundant.

Keystone's most historic building is Harris Hall, constructed over a century ago. Recently renovated, this building now accommodates administrative and faculty offices and several classrooms and computer labs. To one side of Harris lies Capwell Hall, Keystone's science center. Here students will find laboratories and computer facilities for science and mathematics. Several classrooms and faculty offices are also found in Capwell. The art and theatre facilities lie on the other side of Harris Hall. Studios for ceramics, drawing, sculpture, and painting are located in the Art Center, while photography and printmaking laboratories can be found in

nearby Ward Hall, which also houses the Career Action Center. Adjacent to the art complex is Brooks Hall, which houses the College's theatre facilities and serves as the home for The Northeast Theatre (TNT).

The Miller Library offers more than 40,000 books, 275 periodicals, and a substantial selection of audiovisual materials, as well as several microcomputer laboratories. In addition, the Linder Art Gallery, the Platt Learning Center, the Zukowski Language Laboratory, the Rita Cupillari Computer Lab, several classrooms, and faculty offices are located in the Miller Library. Other academic facilities at Keystone include Ward Hall, the Early Childhood Center, and the Poincard Greenhouse. We also boast of the Thomas G. Cupillari '60 Astronomical Observatory located in Fleetville, Pa., just a few miles from Keystone's campus. It provides educational programs during the academic year, as well as special summer programs open to both the Keystone community and the public at no charge. The observatory complex includes a small auditorium, a library, a map room, photographic facilities, and a 16-foot dome housing a 9 1/2 inch Alvan Clark Refracting Telescope.

Keystone's 28,000-square-foot Gambal Athletic Center houses an NCAA standard-size basketball court, the Larry Fornicola Wellness Center, a weight training room, a classroom/conference room, and four locker room areas, plus faculty and coaching staff offices. Four playing fields, six tennis courts, and the gymnasium provide the facilities necessary for Keystone's extensive athletic programs. These include intercollegiate baseball, basketball, cross country, golf, soccer, softball, tennis, and volleyball, as well as a strong intramural program.

New to Keystone's campus are the Willary Water Resource Center, the U.S. Forest Service's Mid-Atlantic Urban Forestry Center, The Northeast Theatre, and the Countryside Conservancy. The offices of Mulberry Poets and Writers Association are also located on the Keystone Campus.

In addition to the academic and athletic facilities, seven residence halls, a health clinic, and the Hibbard Campus Center are located on campus. The Campus Center houses the Chef's Table Restaurant, the Chamberlin Center for Student Services, the President's Dining Room, student lounges, the Campus Shoppe, radio station WKEY, the Giants' Grill, the Giants' Den, and our own branch of the U.S. Postal Service. The Office of Campus Life and offices for campus ministry, student activities, and residence life are located in this building as well.

Keystone students have active social lives. Through the numerous social and service activities offered on campus, the College encourages its students to lead balanced and well-rounded lives.

Keystone Traditions

President's Convocation

The President's Convocation formally marks the opening of the academic year. At this time, students, administration, faculty, and staff come together to celebrate the importance of our educational mission.

Autumn Homecoming and Reunion Weekend

Occurring near the midpoint of the fall semester, Autumn Homecoming and Reunion Weekend provides the opportunity for our alumni to return to campus, enjoy activities, and spend time with our current students.

Family Day

This fall event allows family members to visit the campus at their leisure and participate in activities with their students. Families have the opportunity to discuss their students' academic progress with faculty and counselors, visit Keystone's facilities, and attend various social and athletic functions.



All-College Honors Convocation

All-College Honors Convocation is held at the end of each spring semester. Students, faculty, administration, and staff gather to recognize outstanding achievement in academic performance and campus leadership.

Commencement

Keystone College conducts one commencement ceremony for all students completing their degree requirements that academic year. This event is held in May and provides an opportunity for family and friends to proudly watch their student graduate.

Accreditation and Memberships

Keystone College is accredited by the Middle States Association of Colleges and Secondary Schools, 3624 Market Street Philadelphia, Pa. 19104, 215-662-5606; approved by the Pennsylvania State Board of Education; and approved for veterans' benefits. It is a member of the College Entrance Examination Board, College Scholarship Service, the American College Testing Program, the Commission for Independent Colleges and Universities, the Pennsylvania Association of Colleges and Universities, Northeastern Pennsylvania Independent Colleges, the Council for Advancement and Support of Education, the College and University Personnel Association, and the Council of Independent Colleges.

Admission to Keystone College

Keystone College accepts applicants on a rolling admissions basis. Admission to Keystone College is based on prior academic performance and the ability of the candidate to profit from and contribute to the academic, interpersonal, and extracurricular life of the College. Traditional-age students should submit their applications as early as possible during their senior year of high school, preferably by the end of the second marking period.

Keystone will consider applicants who meet the following criteria: graduation from an approved secondary school or the equivalent (with official transcripts), satisfactory scores on the SAT or ACT tests*, one letter of recommendation, and evidence of potential for successful college achievement. Applicants who earned a high school diploma or equivalent prior to application for admission are not required to submit SAT or ACT scores.

All students are strongly encouraged to visit the campus for a personal interview, which includes a meeting with a faculty member from the student's area of interest. Portfolio interviews are required for all Visual Art and Teaching: Art Education Certification students.

Students may obtain an application by accessing our Web site at www.keystone.edu, by calling the Office of Admissions at 1-877-4-COLLEGE, or by writing to: Director of Admissions, Keystone College, One College Green, La Plume, PA 18440-1099.

*SAT scores, although required, are not considered a primary component in the admissions application process. However, they may be used for proper course placement.

Application Procedures - First-Year Student (a student who has attempted fewer than 12 credits of non-developmental college-level coursework)

In order to apply for admission to the College, students seeking first-year admission must submit the following:

1. Completed application with a \$25 non-refundable application fee.
2. Official high school transcripts.
3. Official college/university transcripts (if applicable).
4. SAT or ACT scores directly to the Office of Admissions - Keystone College's CEEB codes are SAT-2351 and ACT-2602 (if applicable).
5. One letter of recommendation from someone other than a friend or relative.

Students whose primary language is not English must submit the results of the Test of English as a Foreign Language (TOEFL)* equivalent test, or make arrangements with the Office of Admissions to take the Keystone Institutional TOEFL.

Application Procedures - Transfer Student (a student who has earned a minimum of 12 credits of non-developmental college-level course work)

In order to apply for admission to the College, a student seeking transfer admission must submit the following:

1. Completed application with a \$25 non-refundable application fee.
2. Official college/university transcripts from each institution attended by the student.
3. One letter of recommendation, preferably from a college-level instructor.

Students whose primary language is not English must submit the results of the Test of English as a Foreign Language (TOEFL)* equivalent test, or make arrangements with the Office of Admissions to take the Keystone Institutional TOEFL.

*Students whose primary language is not English must submit the results of the TOEFL or an equivalent test. A score of 500 (173 computer-based) on the TOEFL is required for admission to full-time academic programs. Students whose TOEFL is between 450-500 may enroll in two academic classes and two to three intensive English courses simultaneously.

Application Procedures - International Students Seeking Full-Time Admission (non-U.S. Citizens and non-resident aliens of the U.S.)

International students seeking full-time admission to the College must submit their applications by July 1 for the fall semester and December 1 for the spring semester. For detailed information on International Student Programs, please see page 23. The following documents must be submitted to be considered for full-time admission:

1. Completed International Student Application with a \$25 non-refundable application fee.
2. Official high school (secondary school) transcripts in English.
3. Official college/university transcripts in English (if applicable).
4. Official results of the Test of English as a Foreign Language (TOEFL).*
5. One-page writing sample or essay in English.
6. Certification of finances.

Application Procedures - Home-Schooled Students:

Families involved in home study programs are urged to contact the director of admissions for further information. Along with the documents below, students are required to formally interview with the director of admissions. Please see page 34 for information regarding financial aid and home-schooled students. Students will be asked to submit the following in order to be considered for admission:

1. Completed application with a \$25 non-refundable application fee.
2. Portfolio of all high school level work completed. This should include any essays and exams that the student has completed.
3. SAT or ACT scores directly to the Office of Admissions - Keystone College's CEEB codes are SAT-2351 and ACT-2602.
4. One letter of recommendation from someone other than a friend or relative.

Certificate Programs

Certificate programs are open to any high school graduate or holder of the General Equivalency Diploma (GED). Students interested in pursuing the Microsoft Certified Systems Engineer (MCSE), Microsoft Certified Systems Administrator (MCSA) or CISCO certificates must also interview with the director of information technology. See page 192 for more information regarding these programs.

*Students whose primary language is not English must submit the results of the TOEFL or an equivalent test. A score of 500 (173 computer-based) on the TOEFL is required for admission to full-time academic programs. Students whose TOEFL is between 450-500 may enroll in two academic classes and two to three intensive English courses simultaneously.

Dual Admission

Keystone offers program-specific dual admission agreements with College Misericordia and with Thomas Jefferson University's Plan A College Education (PACE) program. First-year students interested in pursuing nursing or diagnostic imaging/radiological technology may apply for dual admission to both Keystone College and College Misericordia. Additional allied health programs are offered through Thomas Jefferson University's PACE program. Students must meet entrance requirements set by both institutions. Please contact the Office of Admissions at Keystone College for further details.

Early Admission Program

Keystone offers an Early Admission Program under which qualified applicants may enroll at Keystone College after completing their junior year of high school. To qualify, applicants should have a high ranking in their class, favorable recommendations from their principal or guidance counselor, a minimum score of 950 on the SAT or 21 on the ACT, and the potential for success at the college level. Generally, the student's high school will award a high school diploma upon successful completion of either the first year at Keystone College or specific course requirements. Students are solely responsible to check with their high school to ensure they will receive a high school diploma. Acceptance is contingent upon final approval from the director of admissions following a required on-campus interview. Please see page 34 for financial aid issues regarding early admission.

Veterans

Students who are eligible for veterans' education benefits must follow the same application procedures as nonveteran students. To obtain information regarding veterans' education benefits, or to pursue eligibility for veterans' programs, contact the Veterans' Certifying Official in the Office of the Registrar at Keystone College at 1-877-4-COLLEGE, or call the Veterans' Educational Counselor of the Veterans' Administration at 1-888-442-4551.

High School Preparation

In order to be adequately prepared, applicants are strongly urged to have completed, during their secondary school preparation, the recommended units listed below. Students whom the Admissions Committee feels are not academically ready for their major of choice may be offered a place in the pre-major program. Once students have completed adequate college-level course work, they may, with the approval of their adviser, change their majors. These students may require additional semesters or summer sessions to complete their degrees.

Students Seeking Admission to an Associate Degree Program

English	4 units
Math	2 units*
Science	2 units**
Social Studies	2 units
Electives	4 units

*Students pursuing allied health, environmental science and forestry, science, business administration, and information technology curricula are required to have a minimum 3 units of math, including 2 years of algebra.

**Students pursuing allied health, environmental science and forestry, and science curricula are required to have a minimum 3 units of science, including one year of a laboratory science.

Students Seeking Admission to a Bachelor's Degree Program*

English	4 units
Math	3 units (including 2 years of algebra)
Science	3 units (including 1 year of a lab science)
Social Studies	2 units
Electives	4 units

*A student who does not meet these requirements may seek admittance as an associate degree candidate. Once the student completes the necessary course work and/or demonstrates a satisfactory college cumulative average, the student may petition to have the acceptance changed to baccalaureate degree candidacy status. However, the student may need additional semesters or summer sessions to complete the baccalaureate degree.

Part-Time Admission

To fulfill its mission of community service, Keystone offers part-time students and returning adults the opportunity to continue their education by enrolling in degree or non-degree programs. Keystone offers students the opportunity to participate in classes for credit, audit, and non-credit in both traditional and Weekender schedules. See Weekender program, page 25. Whether seeking a degree, professional development, or personal enrichment, part-time students have ample opportunities for continuing their education.

Degree-seeking students wishing to take classes on a part-time basis should follow the guidelines listed under “admissions procedures” on page 14. Part-time students are not required to take the SAT or ACT. Non-degree seeking students may attempt up to 12 credits as a part-time student prior to making application to the college. See page 19 for further information regarding non-matriculating students.

Degree-seeking, part-time students may be eligible for financial aid and should refer to financial aid information on page 34.

Admissions Decisions

Keystone practices “rolling admissions.” Upon receipt of all required materials, the Admissions Committee will evaluate the student’s potential for success at Keystone and advise the applicant. A personal interview may be required. Notification will be given within two weeks of receipt of all required credentials.

Master Student Program: In special cases where students have not performed up to their potential and some concern exists as to their ability to succeed in college, they may be offered a provisional acceptance to the College. These students must participate in Keystone’s Master Student Program, which provides special academic reinforcement services.

Success Student Program: In special cases where transfer students have not performed up to their potential and some concern exists as to their ability to continue successfully in college, students must participate in Keystone’s Success Student Program. This program provides special academic reinforcement services for the transfer student.

Readmission

Full-Time, Part-Time, and Weekender Students:

Students who have “stopped out” for at least one semester (or for Weekender students, two trimesters), excluding summer sessions, must contact the director of admissions to be readmitted to the College. **Any student who is not in attendance because he/she is on academic suspension must make a formal appeal to the dean of the college in writing, prior to being considered for readmission. (See academic suspension on page 71.)**

The following guidelines will apply to students wishing to be readmitted:

1. The Catalog of record for a student requesting to be readmitted **within five years** of last attendance will be the most recent one, unless otherwise requested and approved by the curriculum coordinator.
2. The Catalog of record for a student requesting to be readmitted **after five years** of last attendance will be the current Catalog. The student’s Keystone transcript will be reviewed as if he/she were a transfer student.
3. A student requesting to be readmitted after ten years of last attendance will need to make formal reapplication to the College as a new student through the Office of Admissions. Generally, courses taken at Keystone within the most recent ten years are accepted.
4. All students desiring to be readmitted who have taken courses at other institutions since their last date of attendance at Keystone should have their official transcripts from the institution of attendance sent to the Keystone College Office of Admissions.

Non-Matriculating

Students who have not yet received their high school diploma or equivalency or wish to take classes for transfer to another college/university may attempt up to 12 credits at Keystone College prior to making formal application for admission.

Students who have not yet received their high school diploma or equivalency may make formal application to the college after 12 college-level credits have been attempted and a minimum 2.00 GPA has been achieved.

Students who have attempted 12 credits and do not wish to matriculate at Keystone College may register for courses directly at the Office of the Registrar, letting them know their intention is personal enrichment or professional growth.

Students whose status is non-matriculating are not eligible for federal or Pennsylvania state aid.

Students with Learning Differences

In order to provide the greatest opportunity for student success, Keystone College accepts only those students who have developed the compensatory skills necessary to perform at a satisfactory level using the College's current array of support services. Keystone does not have a comprehensive support program specifically targeted for students with learning differences. We encourage those students who have documented learning differences to disclose this information to their instructors as soon as possible.

Transferring Credits to Keystone College

Coursework completed at another accredited institution, credits earned through advanced placement, and credits earned by assessment may be applied toward a Keystone College degree. The following conditions apply:

1. Transfer students are required to complete Keystone's core and distribution requirements, as well as those of the major. These requirements may be met through Keystone coursework or through reasonable substitution of transferred credit determined through transcript evaluation or articulation agreements. Students with an associate and/or bachelor's degree from an accredited institution may be exempted from some core courses as deemed by the registrar.
2. Up to 32 credits may be applied for students seeking an associate degree and up to 75 credits may be applied for students seeking a bachelor's degree. **Students who have already earned a bachelor's degree may apply up to 90 credits toward another bachelor's degree.**

3. The final 32 credits earned toward a degree cannot include more than 8 credits earned through transfer of credits from another institution.
4. Transfer credit will not be awarded if the grade earned is lower than a "C."
5. Grades of "P" or "S" are not accepted for credit.
6. Transfer credit for a course taken ten or more years prior to the request is generally not given. Exceptions will be made only with the approval of the Registrar with input from the appropriate academic division chairperson. Requests for exception to the ten-year rule should be made to the Registrar.
7. Quality points and transfer credits are not included in the student's grade point average at Keystone.
8. A Keystone student who wishes to take courses at another institution and transfer them back to Keystone should consult with the Office of the Registrar prior to enrolling to ensure that the credits will transfer.

Articulation Agreements for Students Transferring to Keystone College

Keystone College has entered into articulation agreements with Lackawanna College, Luzerne County Community College, Harrisburg Area Community College, and Northampton Area Community College for the transfer of their graduates, in related majors, to Keystone's baccalaureate degree programs. These agreements grant junior status to students and usually enable completion of the bachelor's degree within four regular semesters as full-time students. Details of these agreements are available in the Office of Admissions. Additional articulation agreements are pending with Lehigh Carbon Community College, Broome County Community College, and Corning Community College.

Advanced Placement

Special advanced coursework completed in high school, which is treated as transfer work, may receive college credit and be applied toward a Keystone College degree. An examination of the College Entrance Examination Board (CEEB) Advanced Placement Program must be taken and a score of 3 or higher obtained. A score of 2 may receive credit with appropriate faculty member approval.

College-Level Examination Program (CLEP)

Examinations of the College-Level Examination Program (CLEP) will be treated as credit by examination. Credit will be awarded only for successful completion of assessments that cover the same material as covered in subjects that

are offered at Keystone College. Consult the Registrar prior to taking CLEP examinations for credit with appropriate faculty member approval.

Correspondence Course

Courses taken by correspondence through an accredited college or university program will be treated as transfer credit. Credit for other types of correspondence courses may be earned by special examination. A petition may be filed with the dean of the college.

Prior Learning Assessment (PLA)

Prior Learning Assessment is a way for a student to document learning acquired outside of a college classroom and for evaluating that learning as a way to earn college credit. This process recognizes many ways in which learning can occur and avoids duplication of learning experiences for which a student can demonstrate knowledge and competence. The breadth and depth of experiential learning activities can be illustrated through information provided in a portfolio. The portfolio includes documentation of knowledge gained and competencies acquired as a result of the experiences. The PLA portfolio will identify that the learning is publicly verifiable, of college-level quality, theoretically based, generally applicable beyond the situation in which it was learned, and related to the student's academic goals and degree program.

After attending a required introductory PLA workshop, the student will submit an application of intent to a faculty adviser. The adviser will secure the most appropriate faculty evaluator for the student. The student must then submit an application for portfolio review and portfolio to the faculty evaluator within the semester, have experience in the field in which he or she is attempting to gain credit by PLA, and pay all fees associated with the evaluation and credit award. A student may earn a maximum of 32 credits toward an associate degree or 64 credits toward a bachelor's degree through PLA. The transcription of PLA credits will occur upon the student's completion of 15 credits earned at Keystone, with a minimum GPA of 2.00. All PLA credits must be completed and transcribed prior to registering for GRAD 101 or 201. The mandatory introductory workshop fee is \$10 and credit posting fee is \$50 per credit.

ACT 120

Keystone College has established an agreement with various law enforcement agencies of the Commonwealth of Pennsylvania to award college credit for the completion of the ACT 120 program. The individual agreements and course/credit equivalents, based upon hours completed are listed below.

480 Hours	580 Hours	760 Hours
CJ 102	CJ 102	CJ 102
CJ 110	CJ 110	CJ 110
IDS 101	IDS 101	IDS 101
PHED 105	COMM 107	COMM 107
Curriculum Elective	PHED 105	PHED 105
	Curriculum Elective	Curriculum Elective
		Free Elective
14 Credits*	17 Credits*	21 Credits*

*Credit for CJ 223 may be awarded based on evaluation of Prior Learning Assessment.

International Student Programs

International students can choose to pursue full-time college studies leading to an associate or baccalaureate degree. A minimum 500 TOEFL (173 CBT) score is required for full-time admission to Keystone College degree programs. Keystone College grants conditional acceptance to international students who have met the academic requirements but who have not yet achieved a 500 TOEFL. Students with a TOEFL score between 450 and 500 may pursue two academic courses (up to six credits).

International students comprise 5 percent of Keystone's student population. They enjoy their contacts with students from around the world in addition to making friends and studying with students from the United States.

Office of International Student Programs

The Office of International Student Programs provides year-round support and activities for international students. The World Friendship Club provides a focus for Keystone students who are from the United States to work together with international students on environmental, social service, and fun projects throughout the semester.

Keystone College strongly believes that significant language and intercultural learning occurs in informal as well as academic situations. Consequently, the Office of International Student Programs sponsors many social and cultural activities including trips to major East Coast cities, musical concerts, theater productions, professional sporting events, and intramural sports.

The Office of International Student Programs:

- assists each student with academic advising and immigration issues;
- provides an International Student Orientation at the beginning of each session and/or semester;
- sponsors the World Friendship Club;
- arranges for conversation partners;
- provides support for full-time, international students enrolled in degree courses;
- organizes activities for international students in the community and on campus; and
- provides English as a Second Language (ESL) support for English 101, English 102, and reading classes.

Visa Requirements

Keystone College is authorized to issue I-20 forms (Certificates of Eligibility) through SEVIS for full-time degree programs. The International Student Office will issue an I-20 to accepted students only after the College receives a \$200 refundable deposit. After receiving a student visa (F-1) from an American Embassy or Consulate, students may enter the United States for the approved program period.

Campus Housing and Meal Plans

International students are required to live on campus during their first semester of study in order to enhance their social experience while in the United States. On-campus housing ranges from traditional residence halls to suite-style living. Keystone offers a separate residence hall for women and coeducational halls with large and small occupancies.

Keystone offers a 19-meal-per-week plan, which includes breakfast, lunch, and dinner. A variety of meal choices is available each day, along with casual dining in our student lounge and deli cafe located in the Hibbard Campus Center.

Fees for Full-Time International Students

Fees for full-time international students are the same as those for any full-time student. Please see the section on full-time fees beginning on page 27 of this catalog. Information on making financial arrangements may be found below.

Scholarships for Full-Time International Students

Keystone College awards partial scholarships based on academic performance. Students should submit a completed application for admission as early as possible in order to qualify and receive a partial scholarship. Since the number of scholarships is limited, students must plan to be responsible for tuition, housing/meals, and personal expenses upon applying to Keystone. See “Scholarships and Awards” on page 42.

Summer Sessions

Keystone offers two five-week summer sessions during which an extensive selection of courses is offered. The two summer sessions have been designed to benefit a wide audience including high school seniors and graduates wishing to get a head start on college work, and undergraduates desiring to accelerate progress toward a degree, remedy academic deficiencies, or ease some of the pressure of the regular scholastic term. Summer sessions are also helpful for adults interested in professional advancement or expanding their areas of knowledge.

Weekender

General Information

One vehicle for part-time students to receive academic credits is the Keystone College Weekender schedule. Weekender was established in 1975 for students who wish to pursue an associate or bachelor's degree while maintaining a job, family, and social responsibilities. Classes are held on six weekends, normally every third weekend, during each four-month trimester.

Three terms are held per year beginning in September, January, and May. Students may attend each trimester or choose those which are best suited to their needs and responsibilities. Students receiving financial aid should refer to the academic progress requirements on page 35 and speak with a financial aid staff member before determining whether to take courses in a given trimester. Students should schedule an informational interview with the appropriate Weekender Coordinator.

Weekender is designed to allow students to earn an associate degree in as little as two and two-thirds years by taking three courses per trimester. A baccalaureate degree can be earned in as little as five years if students take three courses each trimester.

Students attending Weekender receive a minimum of six hours of classroom instruction per course each weekend that classes are held. Classes are scheduled from Friday evening through Sunday afternoon.

The requirement of Developmental Education (DVED) 108 - Critical and Analytical Reading is waived for students who enter Keystone College in the Weekender schedule.

All courses and curricula require sufficient enrollment to be offered.

Majors Available

La Plume Weekender

Bachelor's Degrees

- *Accounting
- *Business
- *Criminal Justice Administration
- *Early Childhood Education
- *Elementary Education
- *Human Resource Management
- *Professional Studies: Communication Arts/Humanities
- *Professional Studies: Information Technology

Associate Degrees

- *Accounting
- *Business Administration
- *Communications
- *Computer Information Systems
- *Criminal Justice

- *Early Childhood Education
- *Human Resource Management
- *Information Technology
- *Liberal Studies

Certificate Programs

- *Computer Information Systems
- *Information Technology
- *Microsoft Certified Systems Engineer

Towanda Weekender

Bachelor's Degrees

- *Accounting
- *Criminal Justice Administration
- *Early Childhood Education
- *Elementary Education
- *Human Resource Management

Associate Degrees

- *Accounting
- *Business
- *Computer Information Systems
- *Criminal Justice
- *Early Childhood Education
- *Human Resource Management
- *Information Technology
- *Liberal Studies

Certificate Programs

- *Computer Information Systems
- *Information Technology

Students in either Weekender schedule can pursue any other Keystone degree by taking a mix of classes in the Weekender and traditional day and evening schedules on the La Plume campus.

Tuition and Fees

Full-Time Tuition and Room and Board

	Resident (per semester)	Commuter (per semester)	Resident (per academic year)	Commuter (per academic year)
Tuition*	\$6,530.00	\$6,530.00	\$13,060.00	\$13,060.00
Room and Board**	\$3,700.00	0	\$ 7,400.00	0

* Full-time tuition covers 12-18.5 credits per semester. This tuition does not cover summer sessions or intersessions. Credits in excess of 18.5 per semester incur charges at the current per credit rate.

**Room and Board double room rate in all residence halls except Keystone Commons, which is an additional \$200 per semester.

Additional Fees

Non-refundable Advance Deposit: Keystone requires students to pay an advance deposit as a sign of firm intent to attend the College. For resident students, the advance deposit is \$200 and for commuting students, it is \$100. This deposit is applied toward tuition, fees, and/or room and board charges when the student enrolls.

Security Deposit: Each resident student is required to pay a security deposit of \$200 per year. This deposit is applied toward damage charges that may be billed to the student. The unused portion of the security deposit is refunded.

Telephone Deposit: Each resident student is required to pay a refundable \$100 deposit, per academic year, as security.

Required Fees

Application Fee: \$25 - The application fee is used to defray costs of evaluating an applicant's credentials for admission to the College.

New Student Orientation (NSO) Fee: \$100 - The NSO fee helps pay for the expenses incurred during the College's parent and student NSO.

Registration Fee: \$180 - The one-time registration fee helps pay for the student's new student orientation program at the beginning of the student's first term and the final registration procedures necessary at the beginning of each term.

All of the following expenses apply to a semester. To determine the cost of the entire academic year, multiply the appropriate number by two.

Activities Fee: \$120 - The activities fee helps to support the extracurricular activities of the student body. This fee covers costs of concert and lecture series, films, operating expenses for student government and clubs, publication of the yearbook and student newspaper, special student services such as trips and excursions, and the purchase of new equipment to improve the overall activities program

at the College.

Health Fee: \$50 - The health fee is used to defray the expenses incurred in maintaining the Health Services Office. This fee is separate from, and should not be confused with, the cost of a student's health insurance if purchased through the College.

Technology Fee: \$150 - The technology fee is used to provide students with enhanced services such as, but not limited to: telecommunications, computer network connectivity, multimedia equipped classrooms, computer labs offering the Microsoft® Office suite of products, campus-wide Internet access, and campus-wide library references material access.

Books and Supplies: \$600 - The estimated cost of books and supplies for a full-time student is \$600 per semester. However, costs vary according to major.

Miscellaneous Fees

The College also levies charges for special situations. (These may apply to full- and part-time students.) These are listed below.

	Cost	Special Considerations
Administrative Withdrawal	\$ 25	Student does not submit forms when dropping/adding class(es)
Change of Schedule	\$ 10	After first 10 days of semester
Course Audit	\$155/credit	See page 59 of this catalog
Credit by Assessment	\$ 75/course	See page 61 of this catalog
Transcript	\$ 5	See page 66 of this catalog
Vehicle Registration	\$ 25/semester	Parking a vehicle on campus
Late Preregistration	\$ 25	Registration after scheduled registration period has ended
Certification Testing Fee	\$125/course module	Microsoft MCSA, MCSE programs

Course Lab or Supplies Fee: Some courses entail special services or use supplies for which fees are assessed. Most art studio courses require a modeling and/or supply fee; most courses in culinary arts, early childhood, hospitality, or science require a supply fee; most courses involving computer usage require a supply fee; and some physical education activities require a fee to cover special costs incurred. These fees vary from course to course; see course descriptions beginning on page 211 for specific fees.

Graduation Fee: \$150 - This fee helps to defray the cost of evaluating the student's academic record to determine eligibility for graduation, purchasing the student's graduation cap and gown, ordering the student's diploma, and providing the commencement program and the graduate reception. Students who are excused from attending graduation by the President of the College will receive their diplo-

mas in the mail and may request that their caps and gowns be mailed if they wish. (There is no reduction in the fee for graduates who do not attend commencement.)

Health Insurance: All full-time students must have health insurance. Students will be billed for health insurance unless waived by presentation of proof of appropriate insurance coverage. The proof of appropriate coverage must be submitted to the health services office prior to the beginning of classes. The cost of the insurance obtained through the College depends on the rate charged by the carrier for that year.

The trustees of the College reserve the right to change fees whenever such action is deemed advisable. Every effort will be made to notify students and parents well in advance of any major changes in costs.

Part-Time Tuition and Fees for the Traditional Schedule

General College Fee	\$ 50 per term
Tuition	\$310 per credit
Co-Op/Internship Tuition Fee	\$310 per credit
Technology Fee	\$ 25 per semester
Activities Fee	\$ 10 per semester

Part-Time Tuition and Fees for the Weekender Schedule

Application Fee	\$ 25
General College Fee	\$ 50 per term
Tuition	\$310 per credit
Co-Op/Internship Tuition Fee	\$310 per credit
Technology Fee	\$ 25 per trimester
Activities Fee	\$ 10 per trimester

Weekender students taking the maximum number of credits offered at their campus location will be charged at the per credit rate up to 13 credits. Weekender students taking more than 13 credits and up to 18.5 credits will be charged the comprehensive tuition charge of \$6,530.00. Financial aid will be based on their cost of attendance. Weekender students billed at the part-time rate are not eligible for the Weekender Grant. Only Weekender credits are eligible for Weekender discounts.

Billing Statements

The Office of Student Accounts, located on the first floor of Ward Hall, is responsible for billing and collection of all tuition and fees.

The annual billing cycle for a student taking classes in the traditional schedule is based on two semesters beginning in August and January of each academic year. Students taking classes in the Weekender schedule have a billing cycle based on trimesters beginning in September, January, and May of each academic year.

Instruction for registration and payment of semester/trimester/program bills is sent by mail to all students, with due dates indicated. Fall semester bills are sent the first week of July for preregistered students, and weekly thereafter, depending on the date of registration. Spring semester bills are sent the first week in December for preregistered students, and weekly thereafter. Students who do not receive a semester bill should promptly notify the Office of Student Accounts by calling (570) 945-6950 or by e-mailing StudentAccounts@keystone.edu.

It is the student's responsibility to obtain, complete, and return the Financial Responsibility Agreement, along with payment on time. Any outstanding balance which remains on a student's account after deduction of financial aid, grants, scholarships, and loans should be paid in accordance with the billing instructions. A specific due date is publicized on billing statements. Following registration, a monthly statement will be sent to each student's home address, generally the second week of the month. This statement will show any outstanding balance, as well as charges incurred for that month, due upon receipt. In addition, for all balances not paid in full when due, the student is responsible for all costs incurred by the College to collect such debt. This may include, but is not limited to, collection costs, litigation/attorney fees, and court costs.

Students who are unable to pay in full by the stipulated time may contact the Office of Student Accounts prior to the bill's due date, to review the College's payment plan options.

Payment of the term bill may be made in person or by mail. Checks or money orders should be made payable to Keystone College. The College also accepts VISA, MasterCard, Discover, and American Express credit cards. Cash should not be sent through the mail.

Students wishing to wire transfer their payment to the College should use the following account information:

Community Bank and Trust

ABA # 031306799

Clarks Summit, PA 18411

For further credit to Keystone College Account # 0700077551

A \$15 charge for each wire transfer will be reflected on the student's account as a "bank charge."

Questions relating to any charge appearing on a monthly billing statement should be brought to the attention of the Office of Student Accounts within five days of receipt of the billing statement.

The full payment of each term's bill is a prerequisite for official enrollment for the term, for registration in a new semester, for retention of on-campus housing, for receipt of credit for coursework, for participation in commencement exercises, and for issuance of grade reports and transcripts.

Returned Checks

A service charge of \$25 is assessed to the student's account if a check presented for payment is returned to the College as uncollectable.

Financial Clearance

A student's final registration is activated by full payment and/or a financial aid award letter, and a completed Financial Responsibility Agreement. Activation of registration will not take place if there are restrictions ("holds") placed on the student's records because of failure to meet outstanding obligations.

The College reserves the right to terminate the registration of a student who has an outstanding financial obligation to the College, after sufficient notice has been given to the student. The College reserves the right to hold transcripts and diplomas as a result of nonpayment of obligations and to forward delinquent accounts to collection agencies and to levy a collection fee. Holds are removed upon satisfaction of the outstanding obligation. The terminated student may petition for reinstatement of enrollment by satisfying the indebtedness to the College and paying the \$50 reinstatement fee.

The privileges of registration, advance registration, receipt of a diploma at commencement, and receipt of transcripts of record are barred to students having outstanding obligations to the College. Obligations may take the form of unpaid monies, unreturned or damaged library books and equipment, parking fines, other charges for which a student may become legally indebted to the College, and failure to meet immunization requirements or to comply with disciplinary sanctions or administrative actions.

Withdrawals, Refunds, and Credits

Withdrawing from or dropping a course may adversely affect a student's financial aid eligibility. All students should speak with a member of the Office of Financial Aid prior to withdrawing from or dropping a course.

A student seeking to withdraw from the College during a semester must schedule an appointment with a counselor in the Chamberlin Center for Student Services to complete an exit interview and begin the withdrawal process. **Merely notifying an instructor or academic adviser is not sufficient.** Once a

withdrawal is authorized by the dean of the college, tuition refunds will be made as outlined below.

A student in the Weekender schedule seeking to withdraw from Keystone College during a trimester must submit written notice of withdrawal to the Director of Weekender and Adult Student Education or the Towanda Site Coordinator. **Merely notifying an instructor or academic adviser is not sufficient.** Tuition refunds will be calculated according to a percent of payment period completed when a withdrawal is authorized.

A student who leaves the College due to dismissal for disciplinary reasons is not entitled to any refund. No credits on any charges will be made to students who have been suspended or expelled from the residence halls and/or the College. *Room charges are not refunded at any time, and credits of board are prorated as of the end of the calendar week of withdrawal.*

Refund Policy

If a student withdraws before the first day of classes for the payment period, Keystone College will refund 100% of all tuition, lab fee(s), activities fee, health fee, technology fee, and room and board charges. Keystone College will return all Title IV awarded monies, in full, to the appropriate program accounts.

When a student withdraws on or after the first day of classes, Keystone College will refund the difference between any amount paid toward tuition and board charges (which includes financial aid payments) and the amount of charges retained on the student's account for the period of the student's attendance. The charges retained on the student's account are in accordance with the return of Title IV Refunds Policy, as directed by federal regulations.

A student who withdraws on or before the 60% point of time in the period of enrollment for which the student has been charged is only eligible to receive the amount of Title IV Federal Aid earned during his or her actual enrollment. Keystone College must, per federal regulations, calculate a refund of Title IV Federal Aid to be returned under the federal refund calculation. Refunds of tuition and board, if applicable, for students as a result of an official withdrawal will be made according to the appropriate tuition refund schedule. These schedules are listed further in this section.

The room charge is not refundable due to a withdrawal; however, board is prorated as of the end of the calendar week of withdrawal. Institutional fees are not refunded. An unofficial withdrawal will be calculated at a maximum refund of 50%.

The date used to calculate the refund is the official withdrawal date as determined by Keystone College. **Backdating withdrawal dates is not permissible.**

No reduction is granted after the last day to add classes to a student who withdraws from one or more courses but remains registered in others. No adjustment is made from full-time to part-time status after the drop/add deadline.

The Title IV portion of the refund will be distributed to the Title IV programs, up to the full amount received from each program for the enrollment period in question. Title IV funds are returned to the appropriate accounts in the following order:

1. Federal Unsubsidized Loans
2. Federal Subsidized Loans
3. Federal Perkins Loans
4. Federal Parent Plus Loans
5. Federal Pell Grants
6. Federal SEOG
7. Other Title IV Programs

Written examples of the applications of these refund policies are available, upon request, from the Office of Financial Aid.

Tuition Refund Schedules

Traditional Fall and Spring Semesters

<i>Segment of Semester</i>	<i>Refund</i>
Prior to the start of classes	100%
Up to the end of the first week	90%
Up to the end of the second week	75%
Up to the end of the third week	60%
Up to the end of the fourth week	45%
Up to the end of the fifth week	25%
Beyond the fifth week	No Refund

Weekender Trimesters

<i>Segment of Trimester</i>	<i>Refund</i>
Start of Weekender #1 to the start of Weekender #2	75%
Start of Weekender #2 to the start of Weekender #3	50%
After the start of Weekender #3	No Refund

Summer Sessions I and II

<i>Segment of Session</i>	<i>Refund</i>
Up to the end of the first week	50%
Beyond the first week	No Refund

Financial Aid

Eligibility and Deadlines

Keystone College is committed to helping as many eligible students as possible earn their degrees at Keystone. To achieve this goal, Keystone has established a broad and effective financial aid assistance program. In cooperation with various federal and state agencies, and drawing substantially upon its own resources, Keystone makes a combination of grants, loans, work-study opportunities, scholarships, and awards available to its students.

The Free Application for Federal Student Aid (FAFSA) may be obtained from the student's high school guidance office or from the Office of Financial Aid at Keystone. Further information regarding financial aid may be obtained by calling (570) 945-6955 or 1-800-824-2764, option 2, or by writing to: Office of Financial Aid, Keystone College, One College Green, La Plume, PA 18440-1099, or by e-mailing: financialaid@keystone.edu.

Eligibility

To be eligible for financial aid, full-time students must demonstrate need and must be enrolled in a minimum of 12 semester hours. The amount of need is determined by filing the Free Application for Federal Student Aid (FAFSA). Residents of Pennsylvania also are expected to apply for the Pennsylvania State Grant by filing the FAFSA before May 1, the state grant deadline. April 1 is the priority deadline for Pennsylvania residents. International students are not eligible for state and/or federal financial programs. However, Keystone does offer institutional financial aid to selected international students. Please contact the Office of Financial Aid for details.

Early Admission and Home-Schooled Students

Early admission students (high school seniors who have not yet graduated from high school) and home-schooled students must successfully pass an ability-to-benefit test (ABT) to establish eligibility for federal and institutional financial aid. The Pennsylvania Higher Education Assistance Agency (PHEAA) does not allow the ABT to substitute for a high school diploma or GED. Therefore, early admission students and home-schooled students will not be eligible for PHEAA state grants until they actually have their high school diplomas or GED certificates. Please contact the Office of Financial Aid for the ABT and cost information.

Deadlines

It is recommended that all students who wish to be considered for financial assistance file their FAFSA by April 1, Keystone's priority deadline. Applications received after this date will be processed as funds are available. Keystone's Federal School Code is 003280.

Policy on Satisfactory Academic Progress for Financial Aid

General Provision

Maintaining satisfactory academic progress is a major federal criterion used in determining a student's eligibility for continued receipt of financial aid. In order to make "satisfactory academic progress," a student must earn a minimum of 24 credit hours per academic year and maintain a minimum cumulative grade point average.

Students who continue enrollment at Keystone, but fail to maintain the minimum grade point average during any period of enrollment, will be ineligible for financial aid until the cumulative grade point average reaches the minimum level, as described below.

Please note that the satisfactory academic progress policy for financial aid is different from the policy for class advancement. Please refer to the Academic Information section on page 55 of this catalog for further clarification.

Full-Time Students

The number of credits completed and cumulative averages listed below represent the minimum required for full-time students. Students who do not attain these levels may lose their eligibility for financial aid.

Year of Attendance	Semester	Credit Hours Completed	Total Credit Hours Completed	Cumulative Average
First Year	1st	12	12	1.75
	2nd	12	24	1.75
Second Year	3rd	12	36	2.00
	4th	12	48 and above	2.00
Third Year	5th	12	60 and above	2.00
	6th	12	72 and above	2.00
Fourth Year	7th	12	84 and above	2.00
	8th	12	96 and above	2.00

Each additional semester must have a minimum of 12 credits completed with a minimum cumulative average of 2.00.

Maximum Semesters for Continued Aid

Full-time students (12 credits or more) enrolled in a program of study that requires two academic years of course work for graduation will be allowed a maximum of six semesters of financial aid to complete course work attempted; students in baccalaureate degree programs will be allowed a maximum of 12 semesters of financial aid to complete their degrees.

Three-quarter time students (9-11 credits) must earn a minimum of 18 credits for each two terms of aid, with a cumulative grade point average of at least a 1.75 for the first 24 semester credit hours and 2.00 thereafter. Three-quarter time associate degree students are expected to complete their degree in seven semesters, and may receive financial aid for a maximum of nine semesters. Baccalaureate degree students are expected to complete their degree in 14 semesters and may receive financial aid for a maximum of 18 semesters.

Half-time students (6-8 credits) must earn a minimum of 12 credits for each two terms of aid, with a cumulative grade point average of at least 1.75 for the first 24 semester credit hours and 2.00 thereafter. Half-time associate degree students are expected to complete their degree in 10 semesters, and may receive financial aid for a maximum of 12 semesters. Baccalaureate degree students are expected to complete their degree in 20 semesters and may receive financial aid for a maximum of 24 semesters.

Prior Institution Coursework

Coursework completed at an institution attended prior to a student's initial enrollment at Keystone College will not be used to determine a student's academic progress in terms of financial aid.

Repeating Courses

Courses that must be repeated cannot be funded by state or federal student financial aid. In order to be a full-time student receiving financial aid, at least 12 credits must be new and not repeats. Repeated courses must be in addition to the first twelve credits of new coursework. Part-time students must enroll in new courses for their designated part-time status of half-time or three-quarter time first and then add repeated coursework.

Remedial Coursework

Credit hours earned for remedial course work may not be applied by Keystone toward the student's total number of credit hours needed to graduate. The Office of Financial Aid, however, does count remedial credits earned in determining the academic progress of a student.

Incomplete Work and Withdrawals

Incomplete work in a course, resulting in an "I" on the grade report, cannot be counted toward the academic progress calculation. In addition, withdrawing from a course or a number of courses may affect a student's academic progress if the withdrawal causes a student to fall short of the minimum credits required for that term's academic progress requirement. Since financial aid may have been previously awarded for the course(s) dropped, students may need to earn the credits at their own expense in order to make academic progress and remain eligible for financial aid.

Summer Session Coursework

For the purpose of satisfactory academic progress, summer session is considered an optional semester, whether taken at Keystone College or other institutions. Credit hours earned during summer sessions count toward the student's cumulative credit hours, but summer sessions will not count as a semester used toward the maximum semesters allowed. Grades earned at Keystone during summer session(s) will be used in calculating the student's grade point average both for financial aid academic progress review and progress toward graduation requirements at Keystone. However, grades earned at another college's summer sessions are included in the student's grade point average for financial aid academic progress review only. The credits for courses in which "C" or better is earned may count toward graduation; however, the student's grade point average at Keystone is not affected by the grade.

Appealing a Determination of Unsatisfactory Academic Progress Status

If a student believes there are special circumstances surrounding his/her lack of academic progress at any time during enrollment at Keystone, the student can appeal to the Financial Aid Appeals Committee. Special consideration may be granted in cases of extenuating circumstances (e.g., death of a parent(s) or close relative, serious personal illness, etc.). All appeals should be submitted in typed form to the director of financial aid, chairperson of the Financial Aid Appeals Committee. The appeal process is as follows:

1. Students should document the circumstances affecting their lack of academic progress and attach any supporting documentation necessary to support the claim.
2. Include the name of the student's academic adviser and his/her counselor, if applicable.
3. Submit the above information to the director of financial aid for further consideration.

Reinstatement Procedures

To have financial aid eligibility reinstated, you must do the following:

1. Students should enroll in summer school at Keystone College or another institution for courses that will enable them to make up deficiencies. Students should contact the Office of the Registrar at Keystone College for clearance in taking courses at another institution.
2. If students attend summer school at another institution, they must request that an official copy of their academic transcript be mailed to the Office of the Registrar at Keystone College. Students must also submit financial aid transcripts to the Office of Financial Aid at Keystone College. Students must submit financial aid transcripts even though they may not have received any financial aid for the summer

school courses.

3. If students decide to take courses at Keystone College during either of the summer sessions, they must contact the Office of Financial Aid to discuss how this will affect their financial aid and academic progress. Once students have satisfied the above-mentioned requirements, eligibility for financial assistance may be reinstated.
4. Incomplete grade changes are only considered after they have been officially added to a student's academic transcript by the Office of the Registrar. Questions regarding financial aid standing should be directed to the Office of Financial Aid at (570) 945-6955 or 1-800-824-2764, option 2.

Grants

Federal Pell Grant

This federal program provides grants to students who demonstrate financial need. The amount of the grant is related to the amount the student's family is able to contribute as calculated by the federal government, and to the cost of education. Applications may be obtained from the Office of Financial Aid at Keystone, as well as federal offices, high schools, and libraries.

Federal Supplemental Educational Opportunity Grant Program (FSEOG)

These federal grants are awarded to students who demonstrate exceptional financial need. Although this program is intended to be a supplement to the Pell Grant, Supplemental Educational Opportunity Grants may be awarded to any student who meets the eligibility requirements.

State Grants

The Commonwealth of Pennsylvania offers grants to students meeting criteria set forth by the Pennsylvania Higher Education Assistance Agency (PHEAA). Students from Pennsylvania who request financial aid from Keystone are expected to apply for this assistance and should consult with their high school guidance counselors for full details. Students from other states should ask their high school guidance counselors to help them investigate similar programs in their states and determine whether their state allows students to take their state grants to Pennsylvania. The Free Application for Federal Student Aid (FAFSA) serves as the application for this grant. Students and their families must ensure that their FAFSAs are received by the federal processor by May 1, the state grant application deadline. April 1 is the priority deadline for Pennsylvania residents for campus-based (Federal Work Study, Federal Supplemental Educational Opportunity Grants, and Perkins Loans) and institutional aid.

Keystone College Grant Program/Metro Commuter Grant Program

This is an institutionally funded grant program, administered by the Office of Financial Aid, and is intended to provide supplemental assistance to students who demonstrate financial need. Keystone grants are designated for direct educational expenses such as tuition, fees, room, board, and books.

Loans

Federal Perkins Loan Program

This program is financed jointly by the federal government and Keystone. It is administered by Keystone and provides long-term, low-interest loans to students who demonstrate financial need. Interest and payments are deferred until students complete their education or leave school. This loan is considered financial aid by the federal government.

Federal PLUS Program

PLUS loans for parents are federally regulated loans made by lending institutions and administered by states and private agencies. There are no annual limits for the PLUS, and it can be made for the difference between cost and other aid. Parents must be credit worthy. This loan is considered financial aid by the federal government.

Federal Stafford Student Loan Program

Most states offer Stafford subsidized and unsubsidized loan programs that enable students to borrow from their local banks to meet educational expenses. Ordinarily, no interest is charged on that portion of the subsidized loan recommended by Keystone's Office of Financial Aid while the student remains in school. However, students who qualify for an unsubsidized Stafford loan may make quarterly interest payments on the loan while enrolled in school. Master promissory notes (MPN's) and further information about these loan programs are available at the student's hometown bank, savings and loan association, or credit union participating in the program. Pennsylvania residents should return the completed MPN to PHEAA in Harrisburg, Pa. Residents of other states should send the completed MPN to the Office of Financial Aid at Keystone. This loan is considered financial aid by the federal government.

In order to determine the loan levels available, the following grade levels will be used:

0-29 credits completed:	First-Year
30-59 credits completed:	Sophomore
60-89 credits completed:	Junior
90+ credits completed:	Senior

Transfer credits accepted by Keystone can be included in this total.

Alternative Loans

These are private educational loans used to supplement regular financial aid. Students may use these loans to close any financial gaps between the cost of attendance (COA) at the College and their awarded aid packages. Credit checking is required for this loan program. Please contact the Office of Financial Aid for applications from a variety of major national/local lenders.

College Employment Programs

College employment programs are an integral part of Keystone's financial aid program. Two programs are available. The Federal Work-Study Program is supported by both the federal government and Keystone, and is administered by Keystone. The Keystone Student Assistant Program is its own program of part-time employment on campus which assists students in paying for their education.

In order to comply with Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Family Rights and Privacy Act of 1974, and the Age Discrimination Act of 1975, Keystone College does not award student financial aid on the basis of race, color, national origin, sex, age, or disabilities.

Each grant, scholarship, loan, and work-study program has separate eligibility requirements, and questions regarding those requirements should be directed to the Office of Financial Aid at Keystone College.

Scholarships and Awards

Merit Scholarships

Academic Excellence Scholarships: Awarded to full-time, first-year students who have achieved superior academic excellence in high school (valedictorian, salutatorian, etc.), students must be in the top 5 percent of their graduating class and achieve a minimum of 1100 on the SAT (24 composite score on ACT). The scholarship ranges from one-half tuition to full tuition. Full-tuition scholarships will be applied after the PHEAA grant (if eligible) has been applied to the financial aid package. These scholarships are renewable upon full-time consecutive attendance and a minimum 3.00 GPA.

Presidential Scholarships: Keystone College offers Presidential Scholarships of up to \$7,500 per year. These scholarships are granted to full-time, first-year students based upon strong academic preparation in high school. Primary consideration is given to both high school academic record/rank and SAT/ACT scores. These scholarships are renewable annually if the student maintains full-time status and a minimum 2.75 GPA.

Trustee Scholarships: Keystone College offers Trustee Scholarships of up to \$6,000 per year to full-time, first-year students. The amount of the scholarship is based upon a combination of high school academic record/rank and SAT/ACT scores. These scholarships are renewable annually if the student maintains full-time status and a minimum 2.50 GPA.

Leadership Awards: Keystone College offers Leadership Awards of up to \$4,000 per year to recognize a full-time, first-year student applicant's academic and extracurricular involvement while in high school and potential for academic success at Keystone. Selection is based upon information provided in the application file. The award is renewable annually if the student maintains full-time status and a minimum 2.00 GPA. A written confirmation from a club advisor of leadership involvement while at Keystone is also required for award renewal.

International Student Scholarships: Keystone offers merit-based scholarships to full-time, first-year international students up to \$3,500 per academic year. In addition to satisfactory academic progress in secondary school, non-English speaking students must have a minimum 500 TOEFL (173 computer-based) score to be eligible to receive a scholarship. These scholarships are renewable only if the student maintains full-time status and a minimum of a 2.50 GPA after two semesters of study.

International Student Scholarship for Currently Enrolled Students: In order to better recognize the achievements of our full-time international students, Keystone College will offer merit scholarships to currently enrolled full-time international students. Full-time international students who have earned a minimum of 30 credit hours with a GPA of 2.75 or higher, and have not previously received an international student scholarship, may be eligible to receive a merit scholarship award of up to \$2,000 per academic year for the remainder of their full-time studies at Keystone College.

Program Awards

Professional Accounting Scholarships: Students enrolled on a full-time basis in either the associate or bachelor's degree accounting program may be eligible to receive the Professional Accounting Scholarship ranging up to \$4,000 per academic year. This need-based scholarship is renewable annually for a student who maintains full-time status as an accounting major with a minimum 2.00 GPA.

Drinko Criminal Justice Scholarships: Students enrolled on a full-time basis in either the associate or bachelor's degree criminal justice program may be eligible to receive the Drinko Scholarship ranging up to \$4,000 per academic year. This award honors Dr. John Deaver Drinko, the prominent Cleveland attorney and philanthropist. This need-based scholarship is renewable annually for students who maintain full-time status as criminal justice majors with a minimum 2.00 GPA.

Information Technology Scholarships: First-year students enrolled on a full-time basis in the information technology bachelor's degree program may be eligible to receive the Information Technology Scholarship ranging up to \$4,000 per academic year. This scholarship is renewable for students who maintain full-time status as information technology students with a minimum 2.00 GPA. This scholarship does not apply to students pursuing the MCSE certificate.

Professional Human Resource Management (PHRM) Scholarships: Students enrolled on a full-time basis in either the associate or bachelor's degree program in Human Resource Management may be eligible to receive the PHRM Scholarship ranging up to \$4,000 per academic year. This need-based scholarship is renewable annually for students who maintain full-time status as human resource management majors with a minimum 2.00 GPA.

Shoney's Culinary Arts Scholarship: Students enrolled on a full-time basis in the culinary arts or hospitality programs may be eligible to receive the Shoney Scholarship ranging up to \$4,000 per academic year for two years. This award honors Alex Schoenbaum, the founder of Shoney's Restaurants U.S.A. This need-

based scholarship is renewable for students who maintain full-time status as culinary arts or hospitality majors with a minimum 2.00 GPA.

Sport and Recreation Management Scholarship: Students enrolled on a full-time basis in the sport and recreation management program may be eligible to receive this scholarship ranging up to \$4,000 per academic year. This need-based scholarship is renewable annually for students who maintain full-time status as sport and recreation management majors with a minimum 2.00 GPA.

Transfer Scholarships

Transfer Presidential Scholarships: Keystone College offers Transfer Presidential Scholarships of up to \$4,000 per year. These scholarships are available to all full-time, degree-seeking students transferring to Keystone College from another accredited college or university. The student must have earned an associate degree at their previous institution and/or have earned a minimum of 60 credit hours with a minimum GPA of 3.00. This scholarship is renewable annually if the student maintains full-time academic status and a minimum 3.00 GPA.

Transfer Trustee Scholarships: Keystone College offers Transfer Trustee Scholarships of up to \$3,500 per year. These scholarships are available to all full-time, degree-seeking students transferring to Keystone College from another accredited college or university. The student must have earned an associate degree at their previous institution and/or have earned a minimum of 60 credit hours with a minimum GPA of 2.50. This scholarship is renewable annually if the student maintains full-time academic status and a minimum 2.50 GPA.

Transfer Leadership Scholarships: Keystone College offers Transfer Leadership Scholarships of up to \$3,000 per year. These scholarships are available to all full-time, degree-seeking students transferring to Keystone College from another accredited college or university. The students must have earned an associate degree at their previous institution and/or have earned a minimum of 60 credit hours with a minimum GPA of 2.00 and documented leadership role held at a previous institution. This scholarship is renewable annually if the student maintains full-time academic status and a minimum 2.00 GPA. A written confirmation from a club advisor of leadership involvement while at Keystone is also required for award renewal.

Phi Theta Kappa Scholarships: Keystone College offers Phi Theta Kappa Scholarships of \$500 per year. These scholarships are available to all full-time, degree-seeking students transferring to Keystone College from another accredited college or university. The student must have earned an associate degree at their previous institu-

tion and/or have earned a minimum of 60 credit hours with a minimum GPA of 3.50 and be a documented member of Phi Theta Kappa. This scholarship may be combined with either the Transfer Presidential Scholarship or the Transfer Trustee Scholarship. This scholarship is renewable annually if the student maintains full-time academic status, a minimum 3.50 GPA, and active involvement in Phi Theta Kappa while at Keystone College.

Endowed and Annual Scholarships

Alperin Family Scholarship: This fund, established by members of the Alperin family, is awarded annually to students based on scholastic achievement and/or financial need, with preference given to children of employees of Alperin, Inc., Triple A Trouser Mfg., Mayflower Mfg. Co., Gold Star Mfg., Astro Warehousing, or Alpha Warehousing.

Alumni Association Scholarship: Established by the Keystone College Alumni Association, scholarships are awarded annually from this fund, one to a traditional student and one to a Weekender student. To be eligible, students must have completed a minimum of 18 Keystone credit hours and must currently be registered for at least six credit hours. Academic excellence demonstrated at Keystone is the primary criteria, in addition to demonstrated leadership in campus clubs, student government organizations and sports, or community activities. The recipient must be directly related to a Keystone College alumna/alumnus.

American Hotel and Lodging Association: Awarded to full-time Hotel and Restaurant Management second-year students who have achieved superior academic excellence after completing a minimum of 30 credits, this scholarship offers up to \$1,700 per academic year.

Professor Anita S. Appleton Scholarship: Established by contributions from alumni and friends in honor of retired Keystone College professor and honorary alumna, Anita S. Appleton '90H, this scholarship is annually awarded to a junior enrolled in Keystone College's accounting curriculum who has a minimum grade point average of 3.20 and the greatest financial need as determined by the College's Office of Financial Aid. The scholarship is renewable for a student's senior year based on continued excellent academic standing and financial need.

Constance Reynolds Belin Scholarship: Established in memory of Constance Reynolds Belin, a longtime friend, trustee, and benefactor of Keystone College, this scholarship is awarded annually to a deserving sophomore based on financial need and scholastic achievement.

Vladimir Bialkowski Memorial Scholarship: This scholarship was established in 1970 by Janet Bialkowski in memory of her husband. An annual scholarship is awarded to a student who exhibits interest and proficiency in music.

Dr. Edward G. Boehm, Jr., Appreciation Scholarship: Established by the Factoryville Women's Civic League in honor of Keystone College President, Dr. Edward G. Boehm, Jr., this scholarship is annually awarded to a returning student with a GPA of 2.5 or higher and financial need, who reflects the qualities embodied by Dr. Boehm based on community involvement and service, extracurricular activities and awards received. Candidates must submit a 500-word essay describing the role of volunteerism in a community.

Regina E. Boehm Scholarship: Established by Keystone College trustees and friends in honor of the College's first lady, Regina E. Boehm, this annual scholarship is awarded with first preference to a student from western Pennsylvania or with second preference to a student from any region of Pennsylvania majoring in either culinary arts, hospitality management, travel and tourism, or restaurant management who is in good academic standing and has financial need.

Boehm-Evans Education Fund: Established by the President and First Lady of Keystone in honor of their parents, Edward G. and Catherine Murray Boehm, and Arnold and Genevieve Evans, this award annually provides funding to encourage professional development for Keystone's "Presidential Excellence Award" victor, the "Administrator of the Year," the "Staff Person of the Year," and also supports the College's student assistance fund.

Margaret Briggs Foundation Scholarship: This scholarship fund was established by the Margaret Briggs Foundation and is given annually to incoming first-year students from Lackawanna County or one of the surrounding counties. The scholarship is renewable to sophomores who maintain satisfactory academic standing.

John H. Brooks Memorial Scholarship: The annual earnings of this fund, established by the children of John H. Brooks, longtime trustee and supporter of Keystone College, are awarded to a deserving student.

Dr. Roscoe C. Brown, Jr., Tuskegee Airman Scholarship: Established through the generosity of two donors, the Scranton Area Foundation and a benefactor who wishes to remain anonymous, as a tribute to Dr. Brown, and utilized to

inspire all students, annual earnings from this scholarship are awarded to a returning student who reflects the same qualities as Dr. Brown: valor, leadership, service, courage, energy, and determination. The scholarship is renewable based on the student's financial need, good academic standing, and full-time status.

Barry J. Capwell Memorial Scholarship: The annual earnings of this scholarship, established by friend of the College Marilyn Costa, in memory of former employee, Barry J. Capwell, are awarded to a student majoring in Fine Arts who has financial need.

Arnold Cembalest Scholarship: This scholarship was established by friend of the College, Patricia Cembalest, in honor of her husband. It is preferably awarded to a student majoring in art who has good academic standing and financial need.

Margaretta B. Chamberlin Fund for Part-Time Students: This fund, established through the generosity of Margaretta B. Chamberlin, sixth president of Keystone College, is available to qualified students enrolled in any of the programs offered in a part-time or Weekender schedule.

Corabelle Chappell Memorial Scholarship: Established through the bequest of Gertrude Chappell, this fund awards scholarship assistance to deserving students who reside in Lackawanna County. Academic performance and financial need determine eligibility.

Coca-Cola Two-Year Colleges Scholarship: Established through the generosity of a grant from the Joseph B. Whitehead Foundation and the Coca-Cola Scholars Foundation, and financially supported by Coca-Cola Bottlers and the Coca-Cola Company, this scholarship program provides annual scholarships to students based on demonstrated academic success and strong community service.

Mr. and Mrs. Benton Coleman Grant: The annual earnings of this fund, established by Della Coleman Sinclair in memory of her parents, are awarded to a graduate of Lackawanna Trail High School in Wyoming County, Pa.

Thomas W. '52 and Charlotte M. '53 Davis Scholarship: The annual earnings of this fund, established by alumni Thomas W. '52 and Charlotte M. '53 Davis, are awarded to a student who demonstrates financial need and is in good academic standing.

Shirley A. DiAndriola Memorial Scholarship: Established through the bequest of alumna, Shirley A. DiAndriola '58, annual earnings of this scholarship are awarded to a student who is a graduate of Old Forge High School.

Jack Donis '37 Academic Leadership Award: This scholarship was established by alumnus Dr. Jack Donis and is awarded annually to an entering first-year student who is a resident of the Scranton area and plans to be a commuter student. It is renewable for a student's sophomore year based on the student's demonstrated strong academic standing and leadership activities during the first year.

Mr. and Mrs. Benjamin F. Evans Scholarship: This scholarship, established by an alumna, is awarded annually to an academically promising and financially deserving student.

Bonnie Bennett Fiore Memorial Scholarship: This scholarship, established by alumnus Gregory Fiore '69 in memory of his wife, is awarded annually to a female student who is active in the school newspaper or yearbook and is in good academic standing.

Ben Franklin Award of the Scranton Area Foundation: Administered by the Scranton Area Foundation and financially supported by the Ben Franklin Trust Fund, this annual scholarship is awarded to a student entering his or her second year who has demonstrated good academic achievement, good citizenship, and financial need.

Charles A. Frueauff Foundation Grant: A grant from the annual earnings of this fund, established by the Charles A. Frueauff Foundation, Inc., is awarded to worthy students who demonstrate a financial need.

Stephen Gambal Scholarship: The annual earnings of this fund, established in 1974 by Keystone College Trustee Emeritus Sergius Gambal '47 in honor of his father, are awarded to a graduate of Old Forge High School or a resident of the community of Old Forge, Pa.

Alfred J. Golo Scholarship: Established by friend of the College, Ethel M. Golo, in memory of her husband, this scholarship is annually awarded to a student who demonstrates good academic standing and financial need.

John and Lucille Guzey Scholarship: The annual earnings of this fund, established by the late Trustee Emeritus John Guzey and his wife, are preferably awarded to members of the Boys and Girls Clubs of Scranton or other full-time Keystone students with financial need.

Elmer and Louise Hawk Scholarship: This scholarship, established by alumnus Elmer Hawk '48 and his wife, Louise, is awarded to children of employees of Gertrude Hawk Chocolates and Gertrude Hawk Chocolate Shops who demonstrate strong academic ability and meet the admissions and financial aid criteria of

the College.

Sterling E. and Naomi Reynolds Hess Scholarship: Established by Reverend Lupe and Naomi Torrez in memory of her parents, the earnings of this fund are annually awarded to a resident of the Factoryville, Pa., area who is enrolled in either a philosophy, a foreign language, or a religious studies class.

Betsy Hibbard Leadership Recognition Award: The annual earnings of this fund, established by the fourth president of Keystone College in honor of his wife, are awarded to a second-year resident student with a distinguished record as a developing student leader during his or her first year.

Dr. Byron Sharpe Hollinshead Scholarship: This scholarship, established by the Hollinshead family in memory of Keystone College's first president, is awarded annually to a student in good academic standing and with financial need.

Frank and Jean Hubbard Scholarship: The annual earnings of this fund, established by Frank and Jean Hubbard of Moscow, Pa., are awarded to those graduates of North Pocono High School who are recommended by their principal and who demonstrate scholastic achievement, leadership, entrepreneurial abilities, and economic need.

Curtis G. James '52 Scholarship: This scholarship was established by Curtis G. James '52, a former trustee of the College. It is annually awarded to a financially deserving student who demonstrates good academic standing and is enrolled in the business curriculum.

Kagler Family Endowment: The annual earnings of this fund, established by trustee and alumnus, Robert L. Kagler '57 and his wife Mary Lu '59, are annually awarded to a commuter student who is in good academic standing and demonstrates financial need.

Kathryn Peck Knight Scholarship: Established through the bequest of Kathryn Peck Knight, this scholarship is awarded annually to students based on financial need and academic standing.

Lees Family Scholarship: Established by Keystone alumnus, William A. Lees '51 and his wife, Doris, in memory of Mr. Lees' parents, this scholarship is annually awarded to a graduate of Scranton or Dunmore High School who has satisfactory academic performance and demonstrated financial need.

Robert A. Linder Memorial Scholarship: This scholarship was established by Bertram N. Linder, Keystone College trustee emeritus, in memory of his son,

Robert A. Linder. The scholarship is given annually to a student who is in good academic standing and is financially deserving.

James A. Linen, Jr., Memorial Scholarship: Established with funds received by Keystone College after the death of Mr. Linen, a long-time friend of Keystone, this scholarship is supported by Mr. Linen's family and awarded annually based on financial need and scholastic achievement.

Manchester Scholarship: Established through the bequest of Elizabeth M. Manchester in honor of her family's numerous strong ties to and fondness for Keystone College and the Factoryville community, this scholarship is awarded annually.

Jack L. Middleton Environmental Scholarship: Established through the bequest of alumnus, former trustee, and Evergreen Society member, Jack L. Middleton '50, and supported by his family, annual earnings of this scholarship are awarded to a student in good academic standing with financial need, and enrolled in the College's four-year Professional Studies program in Environmental Resource Management.

Carl A. Miller Memorial Scholarship: Established by alumna, Willie Miller '57, in memory of her father, the annual earnings of this scholarship are awarded to a student majoring in Forestry/Resource Management with first preference made to a student that is of Native American descent and second preference to a student that is of African-American descent.

Harry K. and Dorothy S. Miller Loan: This fund, established by Keystone's third president in honor of his parents, assists international students at Keystone who plan to return to their native countries upon completion of their education.

Dr. Robert E. Mooney, Jr., Scholarship: This scholarship was established in honor of the seventh president of Keystone College through the generosity of trustees and friends of Keystone. This award is given to students in good academic standing who demonstrate financial need.

Albert and Carol Mueller Scholarship at Keystone College: This annual scholarship, established by the generosity of Albert and Carol Mueller, is available to current employees of Northeastern Pennsylvania McDonald's Restaurants who meet the admissions and financial aid criteria of Keystone College.

Arnie Patrick Award: The income from this fund, established through the bequest of Dr. Nicholas E. Patrick in memory of his wife, is awarded to first-year students who intend to enter the medical profession.

William G. Pearson Grant: The annual earnings of this fund, established by the bequests of Mr. and Mrs. Pearson, local friends of Keystone, are granted “to help defray the cost of attendance of worthy students at the College.”

Pauline Peck Memorial Grant: The annual earnings of this fund, established by this late trustee’s former students and sister, are awarded to “a bright, deserving girl from the Scranton area.”

Frederick J. Platt, Jr., Scholarship: This memorial fund, established by the bequest of a long-time trustee of Keystone, Frederick J. Platt, Jr., of Dalton, Pa., is awarded annually to assist students in need of financial aid.

Paul J. Poinsard Scholarship: The annual earnings of this fund, established by the late Dr. Paul Poinsard in memory of his father, are awarded to students selected by the natural science faculty who achieve academic distinction in the natural sciences, with emphasis on the environmental sciences, and who demonstrate financial need.

Classes of 1948, 1949 & 1950, “Edward G. Prebor ’49,” Scholarship: This scholarship was created through contributions by members of Keystone College classes of 1948, 1949, and 1950 and friends in honor of Mr. Prebor’s continued active support of Keystone and its activities. The criteria for awarding this scholarship is leadership and service with respect to the College and fellow classmates; scholastic achievement; and financial need, but not before the first two qualifications. It is awarded to a student having completed his or her sophomore year and continuing into his or her junior year at Keystone on course for a baccalaureate degree.

Elizabeth H. Rees Memorial Scholarship: Established by Keystone College alumna and trustee, Gail E. Rees ’72, in memory of her mother, a longtime friend and employee of the College. The scholarship is annually awarded to a first-year international student enrolled in any major within one of the College’s baccalaureate programs that is in good academic standing and demonstrates financial need.

Frank A. and Georgia J. Reynolds Grant: The annual earnings of this fund, established by Mrs. Chiquita R. Gregory ’13, in memory of her parents, are awarded annually.

Ross Family Fund Scholarship: The annual earnings of this fund, established by Keystone College Trustee Emeritus Adrian Ross and his family, are awarded to a student who demonstrates financial need and is in good academic standing.

Fay Robins Roth Memorial Scholarship: Established by the Robins family in 1991, this scholarship honors the memory of Fay Robins Roth ’49. The scholarship

provides financial assistance to second-year students who demonstrate financial need and satisfactory academic performance during their first year.

Mildred Wrigley Ryder Scholarship: The annual earnings of this fund, established through a bequest in memory of Mildred Wrigley Ryder of Clarks Summit, Pa., are awarded to students who demonstrate “financial need, aptitude, good moral character, and self-discipline.”

Walter L. Schautz, Sr., Grant: The annual earnings of this fund, established by the Schautz family in memory of the former Dunmore, Pa., industrialist, provide a grant to a deserving student.

Alex Schoenbaum Scholarship: Established through a grant from the Schoenbaum Family Foundation in memory of Alex Schoenbaum, founder of the Shoney’s Restaurants U.S.A., two scholarships are awarded annually to culinary arts students.

Frederick J. Scott Memorial Scholarship: This memorial fund, established by the widow of this distinguished alumnus of the Keystone Academy Class of 1925, awards scholarship assistance for second-year students who have demonstrated above-average academic performance during their first year and who face significant difficulty in meeting the costs of attendance. Preference is given to graduates of Montrose High School.

Scranton Chapter of UNICO National Foundation Scholarship: This scholarship is awarded annually to deserving students who reside in Lackawanna County and is based on academic achievement and financial need.

Joseph Sirotnak ’66, Esq. Scholarship: Established through the bequest of Virginia Leo Sirotnak in memory of her husband, earnings from this scholarship fund are awarded to first-year, full-time students enrolled in the Professional Studies: Natural Sciences, with an emphasis in General or Forensic Biology baccalaureate degree program. The scholarship is renewable based on students’ continuing financial need, good academic standing, and full-time status.

U.P.S. Foundation Fund and Minority Scholarships: Funded by the United Parcel Service Foundation and administered by the Association of Independent Colleges & Universities of Pennsylvania, one annual scholarship is awarded to a student in good academic standing and financial need, and another to a student in good academic standing, financial need, and of Hispanic or African-American descent.

Lynn E. VanGorder Grant: The annual earnings of this fund, established through the bequest of this 1926 Keystone Academy alumna and resident of Hallstead, Pa., are granted to “worthy students.”

Charles S. Weston Grant: The annual earnings from this fund, established by the late Charles S. Weston, Scranton, Pa., philanthropist, are granted to deserving students.

Dr. J. Norman White Memorial Scholarship: Established through the bequest of Dr. J. Norman White, a longtime trustee of Keystone College, this scholarship is annually awarded to a student who has satisfactory academic performance and demonstrated financial need.

John Woloschuk '47 Scholarship: Established through the bequest of Mr. Woloschuk, annual earnings of this scholarship are awarded to deserving students.

Jean and Frank Woodward & Helen Woodward Myers Scholarship in Biological Science: Established by alumni, William '47 and Jeanne '43 Fleckenstein, the annual earnings of this scholarship are awarded to a student enrolled in the Biological Science program who is in good academic standing with financial need.

Additional Annual Scholarships

9/11 Memorial Scholarship
Margaret Addis Scholarship
American Hotel & Lodging Educational Foundation, Inc., Scholarship
Sister Adrian Barrett, IHM, Leadership Award
Commuter Council Scholarship
Tracy L. Compton '96 Award
John and Elizabeth Drinko Scholarship
Paul Grego '39 Scholarship
Michelle Huff '99 Memorial Scholarship
Inter-Hall Council Leadership Award
Pennsylvania Society of Public Accountants Scholarship
Agostino Silvio Pillon Memorial Scholarship
Pocahontas Foods Scholarship
Pump 'n' Pantry Scholarship
Kimberly Rogers Scholarship
William Seamans '38 Leadership Award
Katherine O'Dea Van Deusen Scholarship for the Arts
Mark Vanko, Jr., Memorial Scholarship

Also available is the "Friends of Keystone" award, comprised of the earnings from several funds, specifically Jeannie A. Hartley Memorial Fund, Samuel R. Lilly Memorial Fund, Scranton Central High School Class of 1910 Fund, and VanNort Memorial Fund.

Convocation Awards

J. Harold Brislin Award
T. Rose Cogswell Memorial Award
Mollie Hanover Memorial Award
Chester Merrick Memorial Award
Rose Ann "Scotty" Neuroth Memorial Award
Thomas White Leadership Award

Academic Information and Regulations

Student Life

Student Activities

Keystone College prides itself on the opportunity it presents for informal and friendly exchanges among students, faculty, and staff, which occur both in and out of the classroom. There are many events scheduled throughout the year to promote this interaction while Keystone's pleasant campus atmosphere allows for spontaneous gatherings.

Students at Keystone are encouraged to live well-rounded campus lives by including intellectual, cultural, recreational, and community service interests as integral components of their education. With the support and guidance of the student life staff, many clubs and organizations provide an assortment of activities in which any student may participate. One of the advantages of attending Keystone College is that our students can become involved with activities and begin to assume leadership positions during their first year.

Office of Diversity

Keystone College acknowledges and embraces the importance of diversity and tolerance in today's world. By providing experiences for learning about other cultures and lifestyles on campus, we prepare today's students to be contributing members of the diverse workforce of our nation.

The function of the Office of Diversity is to provide programming and opportunities for students, faculty, and staff to learn about and interact with people from a variety of cultures, backgrounds, and lifestyles, and to foster increasing awareness, understanding, and acceptance of all forms of diversity.

The Diversity Coordinator serves as a liaison and resource person to the campus by organizing in-house workshops, seminars, and conferences, by hosting guest speakers, cultural activities, and consortium programs, and by working with individuals on diversity issues.

College Regulations

By accepting the offer of admission, students enrolling in Keystone College agree to conduct themselves in a manner compatible with the best interests of Keystone and agree to abide by all published regulations governing the student body. Each student will receive a *Student Information Guide* in which the regulations are set forth. It is the student's responsibility to read and become familiar with its contents. Violation of any Keystone College regulation will result in appropriate disciplinary action.

Social Dismissal

The Keystone student is expected to possess qualities of good citizenship.

A student may be suspended or dismissed for violation(s) of Keystone College rules and regulations, or for continued low scholarship. See the *Student Information Guide* for policies.

Health Services Office

The Health Services Office is located on Regina Way, adjacent to the Office of Public Safety. The staff consists of two certified registered nurse practitioners and an administrative assistant. A physician specializing in Internal Medicine and Pediatrics collaborates with the staff as needed, and referrals are made to his or other area providers' offices as needed. Serious emergencies are immediately referred to nearby hospitals.

The Health Services staff is committed to a comprehensive wellness philosophy. On-campus medical services, health information, and counseling are available to students and staff without charge. Primary health care services, including routine physical and gynecological exams and on-site lab testing (in accordance with CLIA protocols) are offered. Wellness and illness/injury prevention education and materials are reviewed at each visit. Health Services protocols are reviewed regularly by the staff and the collaborating physician to ensure that the most current treatment guidelines are utilized. All full-time students are required to complete and submit a health history form and immunization record to the Health Services Office before registering for classes. Part-time students wishing to use the office must complete these forms before non-emergency services can be performed.

Health Insurance: All full-time students must have health insurance. Students will be billed for health insurance unless waived by presentation of proof of appropriate insurance coverage. The proof of appropriate coverage must be submitted to the Health Services Office prior to the beginning of classes. The cost of the insurance obtained through the College depends on the rate charged by the carrier for that year. All full-time students must submit this insurance information each school year.

Office of Public Safety

The Office of Public Safety and its officers provide a fair, educationally sound program of justice that receives community support and is responsive to the interests of all members of its community, regardless of age, race, sex, color, handicap, national, or sexual orientation. It assures an orderly preservation of ideals of scholarship and the protection of academic freedom. A policy that provides for a minimum of administrative enforcement and a maximum of student self-regulation will offer the student and the community the best possible education. The Office of Public Safety coordinates campus safety procedures, regulates and enforces parking and traffic on campus, maintains a community lost and found service, and provides a walking escort service to all members of the campus community 24 hours a day. The Office of Public Safety maintains a 24-hour, 365-day-per-year emergency radio telecommunication notification system.

Student Government

Student Senate

The Student Senate is the central governing body of all student government organizations. It serves as a liaison between students and administration, allocates student activity funds, supervises student elections, and charters and oversees all student clubs and organizations. The members of Student Senate are advocates for a variety of student concerns.

Campus Activity Board

The Campus Activity Board, a subcommittee of Student Senate, coordinates and sponsors, in cooperation with the Office of Student Activities, many of the social events on campus, including dances, karaoke, DJ Bingo, and weekend events. The president of the Campus Activity Board also serves as a member of Student Senate.

Commuter Council

The Commuter Council, whose president is a member of the Student Senate, serves as the official voice for commuting students in student government. Open to all commuters, it serves the needs of Keystone's commuting population by sponsoring social, cultural, and special events tailored to their interests and schedules.

Inter-Hall Council

The Inter-Hall Council is comprised of elected and appointed representatives from each residence hall. This group evaluates and recommends changes in the residence halls, and promotes and sponsors hall and campus activities. The president of the Inter-Hall Council also serves as a member of Student Senate.

Clubs and Organizations

ACT 101 Club: Designed for ACT 101 students, membership to this club is open to any interested student. The ACT 101 Club sponsors social, cultural, and academic events for club members.

Art Society: This society consists primarily of members of the art history and studio classes, but is open to all students. It sponsors lectures, demonstrations, seminars, and field trips.

Computer and Information Technology Club: This organization provides support for students enrolled in the computer and information technology program.

Co-op Club: The Co-op Club provides a support network for students participating in the cooperative education program at Keystone College. It assists in preparing students for the work world through interaction with the business community and promotes the cooperative education program to students and members of the business world.

Equestrian Club: Open to all interested students regardless of their level of riding expertise, this club shows competitively with other area equestrian clubs from September through April. The club also sponsors various community service projects and social activities.

F.A.D.E. (Facing Alcohol and Drugs through Education): F.A.D.E. recognizes that drugs and alcohol are a major problem in today's society. This organization promotes programs that educate campus members on the dangers of substance use and sends a message that you can enjoy college without drugs and alcohol.

The Communications Guild: This club serves as Keystone's communications and theatre club. It conducts various fundraising activities for the purpose of viewing professional theatre performances and exploring communications career options.

The Keystone Players: The Keystone Players produce at least one major theatre production each semester. Plays range from classics of the theatre to contemporary plays to experimental pieces. Auditions are open to all Keystone students and employees.

Keystone Service Club: This club provides students the opportunity to engage in meaningful service projects to assist those in need. The focus of the club is to plan alternative spring break trips to such destinations as Washington, D.C., and Nassau, Bahamas. Club members also meet new friends and participate in social activities.

Keystone Society for Human Resource Management (SHRM): The Keystone SHRM is a student organization affiliated with the National Society for Human Resource Management (SHRM). Students majoring in human resource management and other business-related majors are welcome to join. This organization sponsors mentoring and job-shadowing programs, guest speakers, and human resource-related programs. Members may also attend conferences related to human resources.

Marquise Club: This club promotes academic achievement and business awareness for hospitality students through active participation in special events, meetings, and projects relative to the industry. The club integrates social, cultural, and educational activities for the enjoyment of Keystone College's hospitality student members.

Multi-Ethnic Cultural Association (MECA): The Multi-Ethnic Cultural Association promotes an awareness of the diverse cultures represented at Keystone College. The club also sponsors community service projects and social activities.

Phi Beta Chi – The Science Club: This organization promotes understanding of the science disciplines and encourages scholarship. Members must remain in good academic standing each semester.

Phi Beta Lambda: This international society for business students sponsors films, speakers, discussions, and social events. Members may compete for state and national recognition.

Phi Theta Kappa: This national honor fraternity recognizes students' academic achievement. Full-time students who have earned a minimum of 12 credits, have a grade point average of at least 3.50, and are taking 12 or more credits (and part-time students who are taking 6 or more credits and meet the other two requirements) will receive an invitation. Members promote scholarship and engage in community service activities.

Ski Club: This club is for students who love to ski after a week of hard work and study.

TOPS (Twenty-One Plus Students) Club: The TOPS club is a support network for adult students and provides educational and personal enrichment through varied extracurricular activities.

Varsity K: This organization is for student-athletes who have won letters in intercollegiate competition. Members assist in the promotion of all sports programs, including intramurals. The club often functions as a service agency.

The Winner's Circle Organization: The purpose of this organization is to encourage the understanding of the historic Christian faith through Bible study, other spiritually based study programs, and discussion.

WKEY Radio: Keystone's radio station provides an opportunity for interested students to gain broadcasting and managerial experience.

World Friendship Club: This organization facilitates awareness and understanding of the various cultures of the world.

Publications

The Key: *The Key* is the student newspaper, which is published six times each year. Members of the staff gain valuable experience in news gathering, writing, and photography. All Keystone students have the opportunity to participate in the production of *The Key* and submit work for possible publication.

The Plume: *The Plume* is the student literary magazine, which is published once a year. Submissions of poetry, fiction, and drama, as well as art work, are accepted from all members of the Keystone community for consideration by the student editorial board.

Athletics

Intercollegiate Athletics

The program of intercollegiate athletics functions as an integral part of the total educational process at Keystone College. In keeping with this, policies that guide the operation of the athletic program have been designed to complement the educational objectives of Keystone.

The intercollegiate athletic program will begin its transition to four-year athletic competition in August 2003. The 2003-2004 academic year will be Keystone's first to allow four years of eligibility in all sports.

The College is now a member of the United States Collegiate Athletic Association (USCAA) and will begin the membership process with the National Collegiate Athletic Association (NCAA) for Division III affiliation. Keystone's intercollegiate teams compete with other 4-year institutions of comparable strength in men's and women's basketball, men's and women's soccer, baseball, softball, women's volleyball, men's golf, men's and women's cross country/track, and men's and women's tennis.

Intramural Sports

The intramural program, noted for its spirited competition, offers various athletic activities including flag football, basketball, soccer, volleyball, and softball. Self-paced activities, which include walking, running, biking, and weightlifting, are also offered.

Degrees Offered

In addition to the bachelor of science (BS) and bachelor of arts (BA), Keystone College awards the associate in applied science (AAS), the associate in arts (AA), the associate in fine arts (AFA), and the associate in science (AS) degrees. The associate degrees vary according to the number of liberal arts credits required. Keystone College also awards one-year certificates in several areas of study.

Graduation Requirements

General Requirements

To be eligible for a Keystone degree, all students, including transfer students, must successfully complete the minimum number of credits required by the curricula they have selected. In addition, they must have attained a cumulative grade point average of at least 2.00. Baccalaureate degree students must also have a minimum 2.00 GPA or better in upper-level courses in their major. A minimum of 24 of the final 32 credits must be earned at Keystone. Students must also meet all the requirements of their chosen curricula, as specified beginning on page 94. Academic advisers are assigned to help students plan for graduation. ***However, the student assumes full responsibility for meeting the requirements for graduation.***

The graduation requirements of Keystone, as published in the catalog in effect at the time of the student's initial enrollment, are those which must be met for completion of an undergraduate degree program. Students may request to follow the course requirements contained in the most recent catalog. This request must be submitted in writing to the Office of the Registrar.

Students are expected to complete degree requirements within 10 years of matriculation. Students who wish to return to Keystone after a lapse of study exceeding 10 years will have their courses reviewed by the registrar, with the input of the academic divisions, to determine if any of the previous course work is viable and applicable to a current degree program. These students must reapply to Keystone College through the Office of Admissions. (See page 18 - readmission.)

To waive, substitute, or alter in any way, departmental or institutional degree requirements, the student must petition the Committee on Standing of Students (SOS). The petition must be signed by the student's academic adviser and division chairperson. The committee reserves the right to deny any request that is not in keeping with the overall academic policy of the institution.

The student must apply for degree candidacy at the beginning of the final semester of study by registering for GRAD 101 or 201 and submitting a Degree Candidacy Form to the Office of the Registrar. A student who does not successfully complete degree requirements in the semester of candidacy must reregister for GRAD 101 or 201 and reapply for degree candidacy at the beginning of the semester for the anticipated graduation date by requesting a form from the Office

of the Registrar. An additional graduation fee will not be charged. (An additional graduation fee is only charged if the student completes another degree.) Any student who completes degree requirements but does not apply for candidacy or register for GRAD 101 or 201 will not be eligible to receive a degree until the graduation date following application for candidacy and registration.

Students completing an associate degree program must preregister for GRAD 101. Students completing a baccalaureate degree program must preregister for GRAD 201. Degree Candidacy forms will be provided to students who preregister for GRAD 101 or 201. Preregistering for GRAD 101 or 201 will trigger a graduation audit of the student's transcript by the registrar to determine eligibility for graduation, a report of the audit's results to the student, all necessary forms for students eligible for graduation, and a generation of the graduation fee. Although registering for GRAD 101 or 201 triggers a graduation audit, students may request an audit in the semester prior to their final semester, without registering for GRAD 101 or 201. There is a fee associated with this service. Students should not register for GRAD 101 or 201 simply to obtain an audit. Students may obtain an advising copy of their transcript and copy of the curriculum sheet for their major from the Chamberlin Center for Student Services.

Double Majors in the Associate Degree

Students may pursue a degree in more than one curriculum. Students must declare their intention in writing and receive approval from the registrar. Students are responsible for meeting the requirements of each curriculum, but only need to meet the general education requirements once. Please note that it may not be possible to complete all requirements in a two-year period. Each major will be listed on the official college transcript, but only one degree will be awarded. Students may only double major in curricula for which the same type of degree is earned. Students interested in more than one degree should see "second degree" below.

Minors

Minors are available in a number of disciplines. A minor consists of a minimum of 18 credits in a particular discipline and requires one 100-level course and two 300- and/or 400-level courses. The remainder of courses may be chosen from current course offerings and are determined by the student and academic adviser. Certain minors require structured curricula. Students must declare their minors in the Chamberlin Center for Student Services prior to registering for GRAD 101 or 201.

See page 208 for a list of minors currently available. Consult with curriculum coordinators to determine additional minors that may be added throughout the 2003-2004 academic year.

Second Degree

Students who have earned an associate degree at Keystone College and are seeking a second associate degree must complete a minimum of 18 credits of new course material beyond the original degree. Students who have earned a bachelor's degree at Keystone College and are seeking a second bachelor's degree must complete a minimum of 36 credits of new course material beyond the original degree.

This new coursework may consist solely of required curricular courses or a combination of curricular and free electives. Two degrees cannot be earned at the same time. A second graduation fee is charged when the student earns the second degree.

Change of Curriculum

A student may change from one curriculum to another after the middle of their first term if he or she is accepted in the new curriculum. The student must meet with the director of advising and submit the appropriate official change of curriculum form to the Chamberlin Center for Student Services. A student who is not in good academic standing must obtain permission from the director of advising to change from one curriculum to another. Please note that changing curricula, especially later in the student's tenure at Keystone, may mean that the student will need more time to complete his or her degree.

Financial Requirements for Graduation

Students must have satisfied all financial obligations to Keystone College before a diploma will be issued or transcript released.

Academic Definitions

Course Level/Course Number

All courses have a three-digit course number which begins with a 1, 2, 3 or 4 (ex., HIST 107 and ACCT 203). Courses which have numbers that begin with a 1 are 100-level courses, and courses which have a number that begins with a 2 are 200-level courses, etc.

A 100-level course generally provides an introduction to the subject matter. For some 100-level courses, it is assumed that the student has no knowledge of the subject matter when beginning the course. Other 100-level courses assume that the student has some knowledge of the subject matter and includes a review and elaboration of that information. The 100-level course may serve as a prerequisite or corequisite to other courses.

Many 200-level courses assume an introductory knowledge of the subject matter and provide depth in the subject matter. Students must meet any prerequisites to enroll in a 200-level course. Many 200-level courses require that students are in their second semester of study.

Courses at the 300- and 400-level are mainly designed for juniors and seniors.

Credits

The number of credits assigned to a course is normally determined by the number of minutes the class meets per week in a 15-week term (including the final exam period). Generally, for lecture and discussion courses, one credit is assigned for each 50 minutes of class per week. Generally, for laboratory and studio courses, one credit is assigned for each 100 to 150 minutes of class per week. For example, Psychology 101, a lecture and discussion course, is assigned three credits because it meets 150 minutes a week; Art 103, a studio course, is assigned three credits because it meets 330 minutes a week; and Biology 101, both a lecture and discussion and laboratory course, is assigned four credits because it meets for lecture for 150 minutes a week and for a lab for 110 minutes. Courses taken in schedules other than the 15-week term meet more minutes in a week to compensate for the reduced number of weeks in the schedule. The maximum number of credits a student may carry in a semester is 20.5. Students wishing to take more than 20.5 credits must obtain permission from the Committee on Standing of Students.

Prerequisite and Corequisite for a Course

A prerequisite is a condition that must be met before a student is allowed to enroll in a particular course. Usually this is the completion of another course but may consist of other conditions. A corequisite is a condition that must be met concurrent with the enrollment in a particular course. Prerequisites and corequisites are listed in the section of this catalog containing course descriptions beginning on page 211. Only a curriculum coordinator may waive prerequisites or corequisites.

Course Audit

A student may register to audit a lecture course. The student is allowed to attend classes but is not required to fulfill the formal course requirements. The auditor is not expected to take any of the instructor's time away from the regularly enrolled students. The auditor may change to credit status during the first two weeks of the term. The student enrolled for credit may change to audit status with the permission of the instructor, registrar, and dean of the college prior to the completion of two-thirds of the term. An audited course appears on the student's official college transcript without a grade or credit notation. The fee to audit a course is one-half the cost of the course when taken on a part-time basis.

Pass/Fail Course

At the request of the student, and with the approval of the instructor, an interdisciplinary studies course, an independent study course, or a cooperative education course may be graded on a pass/fail basis. The letter "P" will be given if

the student's work would normally earn a grade of "C" or higher. Work of lesser quality will receive a grade of "F." A grade of "P" will result in the student earning the credits for the course but will not be included in the calculation of the semester grade point average (GPA) or the cumulative GPA. However, a grade of "F" will be included in the calculation of the semester GPA and the cumulative GPA.

Credit by Assessment

Students currently enrolled at Keystone College who have acquired the information taught in a Keystone College course through other means, or who have failed a course but do not wish to repeat it, may request an assessment to satisfy the course requirements. College courses taken through credit by assessment are pass/fail, and students will earn a "P" or "F" for the course. (See "Pass/Fail Course" on page 64.) Students who have failed a course and wish to receive credit by assessment must wait 90 days to submit their request. The fee for credit by assessment is \$75. Students are not charged a per-credit fee for credits earned through this type of assessment.

Please note that credits earned through credit by assessment do not count as credits for financial aid. Students receiving financial aid should contact the Office of Financial Aid prior to deciding to choose this option to ensure that their financial aid will not be affected. Also, credits earned in this way may be more difficult to transfer to other institutions.

Forms may be obtained from the Office of the Registrar.

Course Challenge

Current students who have enrolled in a course and discover that they have previously learned the content of the course may make a request to the instructor to challenge the course and complete the requirements of the course by midterm. If the student successfully completes the requirements established by the instructor (either the work already stated in the syllabus or alternate requirements) with a grade of "C" or higher, he/she will be permitted to be absent from the class meetings for the remainder of the semester. If the student fails to obtain a grade of "C" or higher, there will be no penalty, and the student will continue attending class. It is also the prerogative of the student to continue in the course in order to improve the "challenge" grade. There is no additional fee for a course challenge other than the per-credit cost of the course if the student is enrolled part-time. Students earn a letter grade ("A" through "C") for courses completed through course challenge.

Forms may be obtained from the Office of the Registrar.

Repeating Courses

A student may repeat a course for credit and grade only if the grade earned was lower than a "C." There is no limit on the number of times a course may be repeated. Only the most recent grade earned in the repeated course will be used to calculate the student's GPA, even if one of the prior grades was higher.

Student Status

Part-Time/Full-Time Status

A student has part-time status if enrolled for 11.5 or fewer credits during the current term and full-time status if enrolled for 12 or more credits during the current term.

Class Standing

First-Year Students	0 to 29 credits
Sophomore	30 to 59 credits
Junior	60 to 89 credits*
Senior	90 and above*

Reserve Officers Training Corps Program (ROTC)

Keystone has a limited consortium agreement with the United States Air Force and Wilkes University, and the United States Army and the University of Scranton, that enables qualified Keystone men and women to earn appointments as commissioned officers by participating in the appropriate ROTC program. Transportation to the ROTC site is the responsibility of the student. (For more information regarding ROTC, see page 205.)

Grading Policy

Grades

The current grading system is presented below with the quality point equivalents used for calculating grade point averages (GPA):

<i>Grade</i>	<i>Quality Points</i>
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0.00

*Note: A student must be enrolled in a baccalaureate program to obtain class standing above the sophomore level.

Other Grades

I (Incomplete)

Indicates that the student has not completed the course requirements at the time when grades were reported to the registrar. **The student must make arrangements with the instructor prior to the final exam if he/she wishes to receive a grade of incomplete.** (Forms are available in the Office of the Registrar.) Instructors should agree to award a grade of incomplete only in the case of exceptional circumstances. Mere inability to submit work on time, or missing the final exam, does not constitute valid reasons for a student to be awarded a grade of "I." The deadline for the completion of the course work is four weeks into the next semester. If the course work is not completed within the specified time frame, the incomplete grade will become an "F."

IP (In Progress)

Indicates that a grade was not assigned at the time grades were printed. Use of an in-progress grade indicates that a course is continuing beyond the customary term.

P (Pass)

Indicates that the student received a grade of "C" or higher in a course graded on a pass/fail basis. Students earn the credits for courses with a grade of "P." However, the "P" is not included in the calculation of the semester GPA or the cumulative GPA.

W (Withdrew)

Indicates that the student withdrew from the course during the second third of the term. The grade is not included in the calculation of the semester GPA or the cumulative GPA.

Grade Point Average (GPA)

Term Grade Point Average (Semester GPA)

The term grade point average is calculated by dividing the number of quality points earned during the term by the number of credits attempted during the term. Only courses for which a letter grade of "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," or "F" has been earned are included. For a repeated course, only the most recent grade is used. Grades earned at other institutions are not included.

Cumulative Grade Point Average (Cumulative GPA)

The cumulative grade point average is calculated by dividing the number of quality points earned in all courses taken while at Keystone by the number of credits attempted for all courses taken while at Keystone. Only courses for which a

letter grade of “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D+,” “D,” or “F” has been earned are included. For a repeated course, only the most recent grade is used. Grades earned at other institutions are not included.

Grade Reports

Grade reports for classes taken in the traditional term are available to students at midterm and at the end of the term. Grade reports for classes taken in the Weekender program or summer session(s) are available only at the end of the term. According to federal law, grade reports are issued only to the student. Exceptions will be made upon written request by the student to send grades to parent(s) or guardian(s), or upon subpoena by court order. All grade reports are available through KC Connect, the College’s on-line system.

Policy on Academic Grievances

In the case of an academic grievance, the following steps must be taken:

1. The aggrieved student must confer with the faculty member in question. If the grievance is not settled, then:
2. The aggrieved student must approach the division chairperson. The chair shall arrange a conference of the faculty member, the student, and the chair to seek an agreement. If the grievance is not settled, then:
3. The aggrieved student must approach the dean of the college, who shall arrange a conference of the faculty member, the student, the division chairperson, and the dean to seek a resolution. If the grievance is not settled, then:
4. The dean shall refer the grievance to the Academic Grievance Board.
5. This procedure must be initiated by the student within three weeks of the occurrence and completed within six months of the occurrence.

The Academic Grievance Board shall consist of:

1. Two students and one student alternate (sophomores with minimum GPA of 2.5) chosen annually by the Student Senate.
2. Two tenured faculty members and one alternate selected annually by the Faculty Senate. A faculty member must be excused if he or she is involved in the grievance.
3. The Committee shall be chaired by the Chair of Faculty Senate.

The Academic Grievance Board shall proceed as follows:

1. The Chair shall rule on all procedural matters.
2. The proceedings shall be attended by the student, an adviser of

student's choosing (who may speak only to the student but may not address the Board), the faculty member, an adviser of the faculty member's choosing (who may speak only to the faculty member but may not address the Board), relevant witnesses, and the Board. The student and/or faculty member should present a list of witnesses to the Chair, who disseminates it to the Board 24 hours before the hearing. At the request of the student or the faculty member, and subject to the approval of the Chair, the Board may invite others.

3. The student shall present facts to the Board. The student may support his/her position with relevant witnesses and support material.
4. The faculty member shall then present the facts to the Board. The faculty member may support his/her position with relevant witnesses and support material.
5. The Board may present its own witnesses.
6. The student shall have the opportunity to question the faculty member and all witnesses.
7. The faculty member shall have the opportunity to question the student and all witnesses.
8. The members of the Board shall have the opportunity to question the student, the faculty member, and all witnesses.
9. The Board shall deliberate in private and shall decide the issue by a majority vote (each of the five members has one vote). The Board shall announce its decision to the faculty member and the student on the following day.
10. A written report summarizing the proceedings and reporting the decision shall be prepared by the Board. In addition, an audio record and/or written minutes of the proceedings will be taken.
11. This concludes the appeal process. The decision of the Board is final.

Transcripts

By federal law, to obtain a transcript, the student must submit a signed, written request to the Office of the Registrar. Students may submit the request in person or by writing to: Office of the Registrar, Keystone College, One College Green, La Plume, PA 18440-1099. Exceptions will be made for transcripts issued to parents or guardians who provide documentation that the student meets the federal guidelines as a dependent student, or upon subpoena by court order.

Keystone College does not fax transcripts or accept faxed requests for transcripts. Transcript requests will not be processed until the required fee is paid. Transcripts are usually processed within three to five days of receipt of the request. However, the processing time may be longer during certain times of the academic

year, such as registration periods, final exam week, and the week leading up to Commencement. A \$5 fee is charged for all transcript requests.

No records will be released if the student's financial account with Keystone College has not been cleared.

Academic Standing

Term Honors

A student will earn term honors by meeting all of the following criteria:

- (1) achieving the required semester grade point average (GPA) for the semester:

President's List	4.00
Dean's List	3.70-3.99
Honor's List	3.50-3.69
- (2) earning a grade of "C" or higher in all courses completed during the semester.
- (3) completing a minimum of 12 credits in non-repeated courses during the semester. Because "P" grades are not used in calculating averages, pass/fail credits cannot count in meeting the 12-credit minimum.

Graduation Honors

A student will earn graduation honors by meeting all of the following criteria:

- (1) achieving the required cumulative grade point average (GPA) in non-repeated courses at the time of graduation:

Summa Cum Laude	3.90-4.00
Magna Cum Laude	3.70-3.89
Cum Laude	3.50-3.69
- (2) having no more than one-fifth of the total credits earned at Keystone used toward meeting graduation requirements in pass/fail courses.

Academic Probation

Students are placed on academic probation when their cumulative GPA falls below 2.00. While on academic probation, students may not take more than 15 credits for the semester. A student whose cumulative GPA is below 2.00 for consecutive semesters may be subject to academic suspension from Keystone College.

All students on academic probation will be required to participate in special academic programs, such as Success Group classes. A student who does not adhere to the terms of these programs will be academically suspended from Keystone College.

Transfer students are also expected to attain the minimum GPA in courses taken at Keystone College. Grades of courses transferred from another college are

not included when calculating the GPA at Keystone.

Students on academic probation will be restored to good academic standing when they earn a cumulative GPA of 2.00 or higher.

Academic Suspension

Academic suspension is a temporary separation of the student from Keystone College for a lack of academic progress. Students who have served their suspension must petition the Committee on Standing of Students (SOS) prior to applying for readmission to the College (page 18).

Academic Dismissal

Academic dismissal is a permanent separation from the College due to continued poor scholarship.

Additional Academic Policies

Class Attendance

Keystone provides small classes so that students and faculty can interact. Class attendance and participation are considered important for the education of all students. Therefore, students are expected to attend all classes. Faculty keep attendance records and report excessive absences. Poor attendance almost always results in lower grades either directly through reduction of the course grade by the instructor or indirectly through the failure to obtain information presented in class. Each instructor has his or her own attendance policy, which must be stated in the course syllabus. The policy describes the penalty for being absent from class.

Schedule Changes (Adding and Dropping Courses)

A student may add a course after the term begins during the first week of the class. Students must attend the first scheduled class after adding a course, or they may lose the right to be enrolled in the course.

A student may drop a course, but only prior to the completion of the first five weeks of the term. A student may withdraw from a course (with a “W”) prior to the completion of the second five weeks of the term. A course cannot be dropped after the first two-thirds of the term unless special permission is granted by the dean of the college; this permission will be granted only in extraordinary circumstances. Some courses, however, cannot be dropped at any time unless special permission is given by the dean of the college; this permission will only be granted in extraordinary circumstances. The courses that cannot be dropped are The First-Year Seminar (IDS 101), Critical and Analytical Reading (DVED 108), and College Writing I: The Basics of Academic Writing (ENGL 101).

Students receiving financial aid, including loans, should consult the Office of Financial Aid prior to dropping courses.

For the “drop” to be official, students must submit to the registrar the appropriate official form for dropping a course with the signatures of their academic adviser and the instructor of the course.

If a course is dropped during the first five weeks of the term, the course is not recorded on the student’s official Keystone transcript. If a course is dropped during the second five weeks of the term, a grade of “W” is recorded on the student’s official transcript. A “W” does not have any impact on the student’s grade point average.

Academic Honesty

1. Academic integrity is expected in all class-related endeavors. Students who have questions regarding issues of academic dishonesty should refer to the College regulations, which outline unacceptable behaviors in academic matters.
2. Faculty members who discover evidence of academic dishonesty should arrange to meet with the student as soon as possible to discuss the allegation. Prior to this meeting, the faculty member must review the allegations with the dean of the college.
3. If the student acknowledges the act of academic dishonesty, and the faculty member is satisfied that the incident has been effectively resolved, then:
 - a. the faculty member should discuss the College wide policy on academic dishonesty, included in the course syllabus;
 - b. the faculty member will forward a written summary of the incident and the resolution to the dean of the college;
 - c. the dean of the college will contact the student to arrange a meeting to review the College standards of conduct related to academic dishonesty;
 - d. if the student is currently in good disciplinary standing, the student will be placed on disciplinary probation for at least one calendar year;
 - e. if the student is not in good disciplinary standing, a formal disciplinary hearing will be scheduled to determine the appropriate disciplinary sanction, which may include suspension from the College.
4. If the student denies the allegation of academic dishonesty, or the faculty member believes the severity of the incident may warrant a sanction more severe than disciplinary probation, then:
 - a. the faculty member will forward a written summary of the incident to the dean of the college. This summary must contain copies of all evidence including the names of any

- witnesses. The student will have access to all material given to the All-College Judicial Board;
- b. the dean of students will contact the student to arrange a meeting to review the student's rights in the judicial process, the charges against the student, and the hearing procedure;
 - c. a formal disciplinary hearing will be scheduled as soon as possible to determine if a violation of College regulations has taken place and, if so, the appropriate sanction to apply;
 - d. no grade penalty should be assigned by the instructor until the hearing panel determines that an act of academic dishonesty has occurred. If the charges cannot be resolved prior to the end of the current semester, no course grade should be assigned pending the outcome of the hearing;
 - e. the faculty member will be notified of the outcome of the disciplinary case in order to assign grade penalties for violations.
5. Students receiving a grade penalty for alleged academic dishonesty violations without adherence to the above procedure may file an academic grievance.

Eligibility for Extracurricular Activities

Full-time students are eligible to participate in all Keystone-sponsored activities unless the Committee on Standing of Students (SOS), the dean of the college, or the dean of students declares that such participation would jeopardize the best interests of the student or the College.

Eligibility for Athletics

To be eligible for intercollegiate athletic competition, a student must be enrolled full-time and carry a minimum of 12 credit hours per semester. The student must also satisfy all provisions of the eligibility rules stated by the National Collegiate Athletic Association (NCAA) and the United States Collegiate Athletic Association (USCAA). The complete codes of eligibility standards are available for review in the Athletic Department and in publications distributed by the NCAA and the USCAA. The Director of Athletics can answer all questions pertaining to special conditions, such as the status of transfer students and summer study.

Leaving the College

Leave of Absence

During an ongoing term, students may request a leave of absence from Keystone by completing and returning the leave of absence form available at the Office of the Registrar. Once approved, a student on leave will receive an “I” as the grade for all current courses. (See page 67 for details regarding this grade.) Please note that for financial aid purposes, a leave of absence can extend only 30 days or the student may not be eligible for financial aid for the term he/she returns to Keystone. Therefore, students receiving financial aid should consult the Office of Financial Aid staff before requesting a leave of absence.

Withdrawal from the College

A student who wishes to withdraw from Keystone College must obtain a form from the Counseling Office in the Chamberlin Center for Student Services and complete an interview with a College Counselor. The student must obtain signatures from his or her academic adviser, the Registrar, the Office of Financial Aid, the Office of Student Accounts, Student Life and, if the student resides on campus, the Resident Director. The completed form must be returned to the Counseling Office. The date of the interview with the College Counselor or the initial contact to the College Counselor of intent to withdraw is documented as the official date of withdrawal. The only exception to the institutional-determined date of official withdrawal is official notification/documentation from a doctor, hospital, or other extenuating official documentation. Resident students are required to vacate within 24 hours of official withdrawal notification or penalties may be assessed. Students who do not follow this procedure will not be considered officially withdrawn and will have all appropriate grades for courses in which they are enrolled entered into their official transcripts. Refunds follow the guidelines listed in the “Refund Policy” section of this catalog on page 33.

No withdrawal may occur after the official “last day to withdraw,” which is stated in the academic calendar (beginning on page 309), unless the dean of the college grants special permission due to extraordinary circumstances.

Chamberlin Center for Student Services

The Chamberlin Center for Student Services provides assistance to students relating to their academic, transfer, personal, and career needs. The goal of the Chamberlin Center is to provide guidance and support, while nurturing each student's growth and well-being, both in the classroom and beyond.

Mission Statement

The Chamberlin Center for Student Services encourages students to become self-actualized individuals by providing support and resources for them to attain their personal, academic, and career goals.

Academic Advising

Upon entry to Keystone College, all students are assigned academic advisers appropriate to their majors. These academic advisers help students coordinate their academic plans during their years at the College. **The academic advisers also help their advisees plan for graduation; however, the student assumes full responsibility for meeting graduation requirements.**

Transfer Advising

Transferring to another college after graduating from Keystone College is facilitated through the use of a computerized transfer information system, and consultation with the Director of Transfer Advising or the student's academic adviser.

Outgoing Articulation Agreements

Keystone has established many relationships with other four-year institutions which have resulted in both formal and informal cooperative transfer/referral agreements for students wishing to transfer after completing their associate degree program. Many of these Cooperative Transfer Agreements involve two years of attendance at Keystone with direct transfer to the baccalaureate program in specified academic disciplines at other four-year institutions.

Students interested in taking advantage of a transfer agreement should do the following:

- (1) Contact an academic adviser or head of an appropriate academic division at Keystone.
- (2) Contact the Chamberlin Center for Student Services.
- (3) Contact the transfer school admissions office.

Cooperative Transfer Agreements vary from school to school and within specific academic disciplines within schools. Agreements are continually being updated. Some agreements require a commitment during the first semester at Keystone.

Some formal discipline-specific Cooperative Transfer Agreements that exist are: Allied Health fields: College Misericordia, Thomas Jefferson University - College of Allied Health; Art: Atlanta College of Art, Kutztown University, The School of Visual Arts; Environmental Science: State University of New York (SUNY) College of Environmental Science and Forestry at Syracuse. (More detailed information about other agreements can be obtained from the Chamberlin Center for Student Services.)

ACT 101

ACT 101 is a state-funded program designed to promote academic excellence for select students who demonstrate the potential for achievement. It is a student support program that assists in the development of academic and leadership skills. Tutoring, counseling, advising, and career services are all key components of the ACT 101 Program.

To further enrich the students' college experience, the ACT 101 Club offers exciting recreational, social, and cultural activities and monthly meetings.

Career Action Center

The Internship and Cooperative Education (Co-op) Programs, offered through the Career Action Center, provide a supervised period of practical work experience that is integrated into the academic program. This program assists students in applying classroom principles in real-world situations, exploring occupational fields, and observing the sociological, technological, and occupational conditions of a work site. Students in good academic standing who have completed 15 credit hours may participate in this program.

Participation in a Cooperative Education work experience must be preceded by an approved contract among the student, faculty mentor, and employer. The contract indicates the conditions of the Cooperative Education work experience. Credits may be assigned on the basis of 40 hours of work per credit, and students may earn a maximum of six credits in this program. Grading can be either pass/fail or a letter grade (with the approval of the instructor). In addition to submitting the completed Cooperative Education contract to the Career Action Center, students must also register for the credits by submitting a signed registration form to the Office of the Registrar. Students must register in order to earn the credits.

In some majors, Cooperative Education may be used as a free elective. Students should check with their academic advisers for applicability of Co-op credits within their majors.

Counseling

Counseling is a process of assessing both academic and personal growth, discovering one's potential, and developing plans that will create a healthy and satisfying lifestyle. Although counseling can be based on crisis resolution, it can also

come about through an interest in learning more about oneself and realizing true potential through personal responsibility. Personal, academic, transfer, vocational, crisis, and career counseling is provided along with group learning experiences and personal development.

Peer and Professional Tutoring Services

Keystone College is a supportive academic environment that is reinforced by its peer and professional tutoring services. The tutoring program is staffed by peer and professional tutors who offer individual and group study sessions throughout the academic year. All tutoring is free of charge. Supplemental instruction is also available in conjunction with some of the courses offered at Keystone.

Located in the Chamberlin Center, the Tutoring/Writing Center offers academic support to meet students' educational needs. Peer and professional tutors and writing specialists are available during the week. The Tutoring/Writing Center has computers available for student use. The hours of operation are publicized frequently during the school year, and tutors are available both day and evening hours, Monday through Thursday.

Vocational Education Program

Through the Perkins Local Plan, Keystone College offers priority-access services in the areas of tutoring, career planning, job preparation, and computer skills to qualifying students with vocational majors.

Vocational Education offers organized educational programs which prepare students for employment in emerging occupations upon completion of specified associate degrees. Keystone College offers a variety of Vocational Education programs in many curricular areas.

The General Education Program

Table of Contents

Philosophy	79
Goals	79
Objectives	79
General Education in Bachelor of Arts.....	80
General Education in Bachelor of Science	82
General Education in Associate in Arts	84
General Education in Associate in Science	86
General Education in Associate in Applied Science	87
General Education in Associate in Fine Arts.....	89

Keystone College's Philosophy of General Education

As a college which educates students in the liberal arts tradition, Keystone College maintains that:

1. A person who is well-educated in a wide variety of subjects, ideas, and perspectives will function more productively in the world than a person who is not.
2. General Education is an effective system for assuring that a Keystone graduate is a well-educated person.
3. General Education includes both coursework and experiences beyond the classroom.
4. Keystone's General Education is integrated with our major curricula; each supports and reinforces the other. General Education courses provide skills and perspectives that should give depth to the students' discipline studies and courses in the students' majors will also emphasize and support the General Education Objectives.
5. Each student's educational experience is unique; however, Keystone College's General Education assures that our students maintain a commonality with all Keystone graduates. Students share a common base of courses while also having the opportunity to make choices about their own education.

The Goals of General Education at Keystone College

Stemming from the beliefs put forth above, Keystone College has the following Goals for General Education:

1. Our graduates are prepared to achieve personal and professional success.
2. Our graduates are prepared to continue to learn, develop, and grow throughout life.
3. Our graduates understand the complexity of the world we share.
4. Our graduates are prepared to be engaged, productive, service-oriented, ethical members of society.

The Objectives of General Education at Keystone College

To achieve the Goals listed above, Keystone College expects our graduates to meet the following General Education Objectives:

1. To think clearly, logically, critically, and creatively;
2. To solve problems;
3. To interact productively with technology;
4. To conduct research and use information appropriately;
5. To manage and take responsibility for their own education and lives;

6. To communicate clearly through writing, interpersonal interactions, and presentation skills;
7. To behave in an informed and ethical manner;
8. To demonstrate an appreciation of and respect for the physical world;
9. To demonstrate an appreciation of and respect for human cultures, and/or societies;
10. To demonstrate an appreciation of creative, artistic works.

The College will use a wide variety of methods to measure and determine students' success in achieving these objectives. Keystone will use an appropriate set of measurements and criteria to determine success on the Associate degree level and an advanced set of measurements and criteria on the Bachelor's degree level.

Students transferring in to Keystone College with an Associate degree will likely have completed many of the General Education Requirements. The Registrar, in conjunction with Faculty, will determine whether or not a student has completed the various requirements, including The Keystone Experiences.

THE GENERAL EDUCATION REQUIREMENTS OF KEYSTONE COLLEGE

In order to help students achieve the Goals and Objectives discussed above, Keystone College has adopted specific General Education Requirements for each of the degrees it offers.

General Education Requirements for the Bachelor of Arts Degree

Students must either test out of or take DVED 108: Critical and Analytical Reading, in addition to graduation requirements. Students who must take DVED 108 are expected to do so in their first semester at Keystone College. When students take DVED 108, they earn two credits, and the number of credits they take first semester may be limited. The credits and quality points earned are included in student averages; however, these credits do not count toward fulfilling graduation requirements.

THE CORE

This set of courses is intended to acclimate students to the college atmosphere and the learning environment, while also giving them a common base of skills for thinking, learning, communicating, and coping.

IDS	101	The First-Year Seminar
ENGL	101	College Writing I -The Basics of Academic Writing
ENGL	102	College Writing II - Writing About Literature
COMM	107	Speech Communication

PHED	105	Wellness and Fitness
CIS	106	Introduction to Software Applications (IT 105 or ART 114 may substitute in appropriate majors.)
1 course in Math		
1 course in Ethics		
23 credits minimum		

THE LIBERAL ARTS DISTRIBUTION

This set of courses is intended to help students achieve a wider perspective of the world we share. Students will have choices of how to fulfill these requirements, which will allow them to investigate their interests beyond their major disciplines:

- 3 courses in Arts and Humanities, at least one of which is at the 200 level or above;
- 3 courses in Social and Behavioral Sciences, at least one of which is at the 200 level or above;
- 3 courses in Math and Natural Sciences, at least one of which is at the 200 level or above (one course must be a Laboratory course, one must be a Math course higher than MATH 101).

27 credits minimum

THE ENRICHMENT REQUISITES

These requirements are intended to enhance students' abilities in ways that are rewarding both personally and professionally.

Writing Intensive Requisite—At least one course that a student takes at Keystone (in addition to ENGL 101 and ENGL 102) must be a designated Writing Intensive Course. This course may be a General Education course, a course in the student's major, or an elective course.

Diversity Awareness Requisite—At least one course that a student takes at Keystone must be a designated Diversity Awareness Course. This course may be a General Education course, a course in the student's major, or an elective course.

Service Learning Requisite—At least one course that a student takes at Keystone (in addition to IDS 101) must be a designated Service Learning Course. This course may be a General Education course, a course in the student's major, or an elective course.

THE KEYSTONE EXPERIENCES

These experiences are intended to enhance student classroom learning in ways that will help them use their college education for professional success. The

Keystone Experiences may be separate credit-bearing courses, or they may be embedded within credit-bearing courses, or they may be non-credit-bearing. The Keystone Experiences, while they are part of the General Education Requirements, are usually administered through the student's major, in keeping with Keystone's philosophy that General Education and the major curricula are integral to one another.

The First-Year Student Experience—This Experience is achieved through IDS 101: The First-Year Seminar, taken in the first semester. The course assists students in becoming a part of the Keystone community, while enhancing their study and learning skills and helping them understand what it means to be a scholar in their chosen discipline.

Real World Experience—This Experience is accomplished through a Cooperative Education Experience (Co-op), Field Experience, Practicum, or other off-campus experience, usually done in the summer between the student's first and sophomore years or during the sophomore year. It assists students in determining if they have chosen a major discipline in which they enjoy working.

Bridge Experience—This Experience is a culminating project integrating all of a student's work done in the first two years. It is intended as a "bridge" to further study as a rising junior or as a "bridge" to the world of work.

Portfolio Development Experience—This Experience is intended to help students begin creating a professional portfolio that can be used to document their achievements and qualifications. It is usually accomplished as part of a course in the sophomore or junior years.

Capstone Experience—This Experience is intended as a final project, usually completed in the last semester. The project allows students to show that they are prepared to succeed in their chosen field.

General Education Requirements for the Bachelor of Science Degree

As Keystone College has implemented these new general education requirements, there may be discrepancies between these requirements and what is listed in the major curricula. Students should contact their academic advisers to resolve any discrepancies.

Students must either test out of or take DVED 108: Critical and Analytical Reading, in addition to graduation requirements. Students who must take DVED 108 are expected to do so in their first semester at Keystone College. When students take DVED 108, they earn two credits, and the number of credits they take first semester may be limited. The credits and quality points earned are included in student averages; however, these credits do not count toward fulfilling graduation requirements.

THE CORE

This set of courses is intended to acclimate students to the college atmosphere and the learning environment, while also giving them a common base of skills for thinking, learning, communicating, and coping.

IDS	101	The First-Year Seminar
ENGL	101	College Writing I - The Basics of Academic Writing
ENGL	102	College Writing II - Writing About Literature
COMM	107	Speech Communication
PHED	105	Wellness and Fitness
CIS	106	Introduction to Software Applications (IT 105 or ART 114 may substitute in appropriate majors.)

1 course in Math

1 course in Ethics

23 credits minimum

THE LIBERAL ARTS DISTRIBUTION

This set of courses is intended to help students achieve a wider perspective of the world we share. Students will have choices of how to fulfill these requirements, which will allow them to investigate their interests beyond their major disciplines:

- 2 or more courses in Arts and Humanities, at least one of which is at the 200 level or above;
- 2 or more courses in Social and Behavioral Sciences, at least one of which is at the 200 level or above;
- 2 or more courses in Math and Natural Sciences, at least one of which is at the 200 level or above (one course must be a Laboratory course).

24 credits minimum

THE ENRICHMENT REQUISITES

These requirements are intended to enhance students' abilities in ways that are rewarding both personally and professionally.

Writing Intensive Requisite—At least one course that a student takes at Keystone (in addition to ENGL 101 and ENGL 102) must be a designated Writing Intensive Course. This course may be a General Education course, a course in the student's major, or an elective course.

Diversity Awareness Requisite—At least one course that a student takes at Keystone must be a designated Diversity Awareness Course. This course may be a General Education course, a course in the student's major, or an elective course.

Service Learning Requisite—At least one course that a student takes at Keystone (in addition to IDS 101) must be a designated Service Learning Course. This course may be a General Education course, a course in the student's major, or an elective course.

THE KEYSTONE EXPERIENCES

These experiences are intended to enhance student classroom learning in ways that will help them use their college education for professional success. The Keystone Experiences may be separate credit-bearing courses, or they may be embedded within credit-bearing courses, or they may be non-credit-bearing. The Keystone Experiences, while they are part of the General Education Requirements, are usually administered through the student's major, in keeping with Keystone's philosophy that General Education and the major curricula are integral to one another.

The First-Year Student Experience—This Experience is achieved through IDS 101: The First-Year Seminar, taken in the first semester. The course assists students in becoming a part of the Keystone community, while enhancing their study and learning skills and helping them understand what it means to be a scholar in their chosen discipline.

Real World Experience—This Experience is accomplished through a Cooperative Education Experience (Co-op), Field Experience, Practicum, or other off-campus experience, usually done in the summer between the student's first and sophomore years or during the sophomore year. It assists students in determining if they have chosen a major discipline in which they enjoy working.

Bridge Experience—This Experience is a culminating project integrating all of a student's work done in the first two years. It is intended as a "bridge" to further study as a rising junior or as a "bridge" to the world of work.

Portfolio Development Experience—This Experience is intended to help students begin creating a professional portfolio that can be used to document their achievements and qualifications. It is usually accomplished as part of a course in the sophomore or junior years.

Capstone Experience—This Experience is intended as a final project, usually completed in the last semester. The project allows students to show that they are prepared to succeed in their chosen fields.

General Education Requirements for the Associate in Arts Degree

Students must either test out of or take DVED 108: Critical and Analytical Reading, in addition to graduation requirements. Students who must take DVED 108 are expected to do so in their first semester at Keystone College. When students take DVED 108, they earn two credits, and the number of credits they take first semester may be limited. The credits and quality points earned are included in students' averages; however, these credits do not count toward fulfilling graduation requirements.

THE CORE

This set of courses is intended to acclimate students to the college atmosphere and the learning environment, while also giving them a common base of

skills for thinking, learning, communicating, and coping.

IDS	101	The First-Year Seminar
ENGL	101	College Writing I - The Basics of Academic Writing
ENGL	102	College Writing II - Writing About Literature
COMM	107	Speech Communication
PHED	105	Wellness and Fitness
CIS	106	Software Applications (IT 105 or ART 114 may substitute in appropriate majors.)
1 course in Math		

20 credits minimum

THE LIBERAL ARTS DISTRIBUTION

This set of courses is intended to help students achieve a wider perspective of the world we share. Students will have choices of how to fulfill these requirements, which will allow them to investigate their interests beyond their major disciplines.

- 2 or more courses in Arts and Humanities;
- 2 or more courses in Social and Behavioral Sciences;
- 2 or more courses in Math and Natural Sciences, at least one of which must be a Laboratory course.

Sufficient Liberal Arts courses in the curriculum or as free electives to make the 25 credit minimum (see listing of Liberal Arts courses).

25 credits minimum

THE KEYSTONE EXPERIENCES

These experiences are intended to enhance student classroom learning in ways that will help them use their college education for professional success. The Keystone Experiences may be separate credit-bearing courses, or they may be embedded within credit-bearing courses, or they may be non-credit-bearing. The Keystone Experiences, while they are part of the General Education Requirements, are usually administered through the student's major, in keeping with Keystone's philosophy that General Education and the major curricula are integral to one another.

The First-Year Student Experience—This Experience is achieved through IDS 101: The First-Year Seminar, taken in the first semester. The course assists students in becoming a part of the Keystone community, while enhancing their study and learning skills and helping them understand what it means to be a scholar in their chosen discipline.

Real World Experience—This Experience is accomplished through a Cooperative Education Experience (Co-op), Field Experience, Practicum, or other off-campus experience, usually done in the summer between the student’s first and sophomore years or during the sophomore year. It assists students in determining if they have chosen a major discipline in which they enjoy working.

Bridge Experience—This Experience is a culminating project integrating all of a student’s work done in the first two years. It is intended as a “bridge” to further study as a rising junior or as a “bridge” to the world of work.

Portfolio Development Experience—This Experience is intended to help students begin creating a professional portfolio that can be used to document their achievements and qualifications. It is usually accomplished as part of a course in the sophomore year.

General Education Requirements for the Associate in Science Degree

Students must either test out of or take DVED 108: Critical and Analytical Reading, in addition to graduation requirements. Students who must take DVED 108 are expected to do so in their first semester at Keystone College. When students take DVED 108, they earn two credits, and the number of credits they take first semester may be limited. The credits and quality points earned are included in students’ averages; however, these credits do not count toward fulfilling graduation requirements.

THE CORE

This set of courses is intended to acclimate students to the college atmosphere and the learning environment, while also giving them a common base of skills for thinking, learning, communicating, and coping.

IDS	101	The First-Year Seminar
ENGL	101	College Writing I—The Basics of Academic Writing
ENGL	102	College Writing II—Writing About Literature
COMM	107	Speech Communication
PHED	105	Wellness and Fitness
CIS	106	Software Applications (IT 105 or ART 114 may substitute in appropriate majors.)
1 course in Math		
20 credits minimum		

THE LIBERAL ARTS DISTRIBUTION

This set of courses is intended to help students achieve a wider perspective of the world we share. Students will have choices of how to fulfill these require-

ments, which will allow them to investigate their interests beyond their major disciplines:

- 2 or more courses in Arts and Humanities;
- 2 or more courses in Social and Behavioral Sciences;
- 2 or more courses in Math and Natural Sciences, at least one of which must be a Laboratory course.

18 credits minimum

THE KEYSTONE EXPERIENCES

These experiences are intended to enhance student classroom learning in ways that will help them use their college education for professional success. The Keystone Experiences may be separate credit-bearing courses, or they may be embedded within credit-bearing courses, or they may be non-credit-bearing. The Keystone Experiences, while they are part of the General Education Requirements, are usually administered through the student's major, in keeping with Keystone's philosophy that General Education and the major curricula are integral to one another.

The First-Year Student Experience—This Experience is achieved through IDS 101: The First-Year Seminar, taken in the first semester. The course assists students in becoming a part of the Keystone community, while enhancing their study and learning skills and helping them understand what it means to be a scholar in their chosen discipline.

Real World Experience—This Experience is accomplished through a Cooperative Education (Co-op), Field Experience, Practicum, or other off-campus experience, usually done in the summer between the student's first and sophomore years or during the sophomore year. It assists students in determining if they have chosen a major discipline in which they enjoy working.

Bridge Experience—This Experience is a culminating project integrating all of a student's work done in the first two years. It is intended as a "bridge" to further study as a rising junior or as a "bridge" to the world of work.

Portfolio Development Experience—This Experience is intended to help students begin creating a professional portfolio that can be used to document their achievements and qualifications. It is usually accomplished as part of a course in the sophomore year.

General Education Requirements for the Associate in Applied Science Degree

Students must either test out of or take DVED 108: Critical and Analytical Reading, in addition to graduation requirements. Students who must take DVED 108 are expected to do so in their first semester at Keystone College. When students take DVED 108, they earn two credits, and the number of credits they

take first semester may be limited. The credits and quality points earned are included in student averages; however, these credits do not count toward fulfilling graduation requirements.

THE CORE

This set of courses is intended to acclimate students to the college atmosphere and the learning environment, while also giving them a common base of skills for thinking, learning, communicating, and coping.

IDS	101	The First-Year Seminar
ENGL	101	College Writing I - The Basics of Academic Writing
ENGL	102	College Writing II - Writing About Literature
COMM	107	Speech Communication
PHED	105	Wellness and Fitness
CIS	106	Software Applications (IT 105 or ART 114 may substitute in appropriate majors.)
1 course in Math		

20 credits minimum

THE LIBERAL ARTS DISTRIBUTION

This set of courses is intended to help students achieve a wider perspective of the world we share. Students will have choices of how to fulfill these requirements, which will allow them to investigate their interests beyond their major disciplines.

- 1 course in Arts and Humanities **or**
- 1 course in Social and Behavioral Sciences **or**
- 1 course in Math and Natural Sciences.

3 credits minimum

THE KEYSTONE EXPERIENCES

These experiences are intended to enhance student classroom learning in ways that will help them use their college education for professional success. The Keystone Experiences may be separate credit-bearing courses, or they may be embedded within credit-bearing courses, or they may be non-credit-bearing. The Keystone Experiences, while they are part of the General Education Requirements, are usually administered through the student's major, in keeping with Keystone's philosophy that General Education and the major curricula are integral to one another.

The First-Year Student Experience—This Experience is achieved through IDS 101: The First-Year Seminar, taken in the first semester. The course assists students in becoming a part of the Keystone community, while enhancing their study and

learning skills and helping them understand what it means to be a scholar in their chosen discipline.

Real World Experience—This Experience is accomplished through a Cooperative Education Experience (Co-op), Field Experience, Practicum, or other off-campus experience, usually done in the summer between the student’s first and sophomore years or during the sophomore year. It assists students in determining if they have chosen a major discipline in which they enjoy working.

Bridge Experience—This Experience is a culminating project integrating all of a student’s work done in the first two years. It is intended as a “bridge” to further study as a rising junior or as a “bridge” to the world of work.

Portfolio Development Experience—This Experience is intended to help students begin creating a professional portfolio that can be used to document their achievements and qualifications. It is usually accomplished as part of a course in the sophomore year.

General Education Requirements for the Associate in Fine Arts Degree

Students must either test out of or take DVED 108: Critical and Analytical Reading, in addition to graduation requirements. Students who must take DVED 108 are expected to do so in their first semester at Keystone College. When students take DVED 108, they earn two credits, and the number of credits they take first semester may be limited. The credits and quality points earned are included in student averages; however, these credits do not count toward fulfilling graduation requirements.

THE CORE

This set of courses is intended to acclimate students to the college atmosphere and the learning environment, while also giving them a common base of skills for thinking, learning, communicating, and coping.

IDS	101	The First-Year Seminar
ENGL	101	College Writing I - The Basics of Academic Writing
ENGL	102	College Writing II - Writing About Literature
COMM	107	Speech Communication
PHED	105	Wellness and Fitness
ART	114	Electronic Media in the Arts
1 course in Math		

20 credits minimum

THE LIBERAL ARTS DISTRIBUTION

This set of courses is intended to help students achieve a wider perspective of the world we share. Students will have choices of how to fulfill these require-

ments, which will allow them to investigate their interests beyond their major disciplines.

- 2 courses in Arts and Humanities (fulfilled by ART 101 and ART 102)
- 1 course in Social and Behavioral Sciences.
- 1 course in Math or Natural Sciences.

12 credits minimum

THE KEYSTONE EXPERIENCES

These experiences are intended to enhance student classroom learning in ways that will help them use their college education for professional success. The Keystone Experiences may be separate credit-bearing courses, or they may be embedded within credit-bearing courses, or they may be non-credit-bearing. The Keystone Experiences, while they are part of the General Education Requirements, are usually administered through the student's major, in keeping with Keystone's philosophy that General Education and the major curricula are integral to one another.

The First-Year Student Experience—This Experience is achieved through IDS 101: The First-Year Seminar, taken in the first semester. The course assists students in becoming a part of the Keystone community, while enhancing their study and learning skills and helping them understand what it means to be a scholar in their chosen discipline.

Real World Experience—This Experience is accomplished through a Cooperative Education Experience (Co-op), Field Experience, Practicum, or other off-campus experience, usually done in the summer between the student's first and sophomore years or during the sophomore year. It assists students in determining if they have chosen a major discipline in which they enjoy working.

Bridge Experience—This Experience is a culminating project integrating all of a student's work done in the first two years. It is intended as a "bridge" to further study as a rising junior or as a "bridge" to the world of work.

Portfolio Development Experience—This Experience is intended to help students begin creating a professional portfolio that can be used to document their achievements and qualifications. It is usually accomplished as part of a course in the sophomore year.

Distribution Requirements

A list of courses which may be used to fulfill the arts and humanities, social and behavioral sciences, and mathematics and sciences distribution requirements follows.

Arts and Humanities

The distribution courses in this learning area provide students with the means to analyze and understand knowledge and interpretive frameworks through which students may reflect on the complexity of human history, assess the difficulties of determining moral values, appreciate the range and value of human emotion and thought, and increase their sensitivity to the varieties of aesthetic expression.

Art 101, 102, 103, 104, 105, 107, 109, 110, 205, 207, 209, 210, 215, 221, 225, 228, 231, 301, 315, 321, 325, 328, 331
Communications 104, 105, 301, 310, 315, 328, 410, 428
English 201, 202, 203, 204, 211, 220, 221, 222, 328, 330
Film 110, 350
History 101, 102, 109, 110, 302
Music 101, 105
Philosophy 101, 102
Religion 206
Spanish 101, 102, 201, 202
Theatre 104, 105, 204, 205, 304

Social and Behavioral Sciences

The distribution courses in this learning area provide students with the means to analyze and understand the social institutions in which they live, as well as the behavior of individuals in relating to one another and the world.

Anthropology 101, 212
Criminal Justice 201, 205, 210, 310, 317, 325, 440
Economics 201, 202
Education 201, 211, 216
History 101, 102, 109, 110, 302
Political Science 101, 201, 203, 205, 207, 302
Psychology 101, 200, 201, 202, 207, 210, 211, 214, 215, 401, 402
Sociology 101, 201, 204, 205, 206, 210, 301, 340, 350
Sport and Recreation Management 311

Science and Mathematics

The distribution courses in this learning area provide an appreciation of the physical and biological environment, introduce students to the discipline of systematic inquiry, provide insight into experimental methods and results, or illustrate the role and methods of the mathematical sciences.

*Courses marked with an asterisk satisfy laboratory science requirements.

Biology 101*, 102*, 105*, 106*, 107, 108, 109, 110*, 111*, 112*, 113*, 114*, 130, 211*, 213, 214*, 315*, 328*

Chemistry 105*, 106*, 110*, 203*, 204*, 225*

Environmental Science 101, 305, 328*

Mathematics 102, 110, 111, 113, 205, 225, 230, 314

Physical Science 101*, 102*, 103, 104, 108*, 109, 110, 201*

Physics 115, 200*, 205*

Requisite Courses

A list of courses which may be used to fulfill the Diversity Awareness, Writing Intensive, and Service Learning Requisites follows.

Writing Intensive

Communications 212, 301, 310, 328, 410, 428

English 201, 202, 203, 204, 209, 210, 211, 212, 222, 305, 315, 328, 330, 335

Diversity Awareness

Business 330

Communications 428

Education 320

English 222, 328

Environmental Science 215

Religion 206

Sociology 206, 301

Spanish 202

Sport and Recreation Management 303

Service Learning

Business 330

Communications 225

English 328

Sport and Recreation Management 201, 313, 405

Baccalaureate Degree Programs

Table of Contents

Accounting, B.S.	95
Biological Science, Professional Studies: Natural Science, B.S.	98
Business: Individually Designed, B.S.	102
Communication Arts and Humanities, Professional Studies, B.A.	106
Criminal Justice Administration, B.S.	111
Early Childhood Education, B.S.	114
Elementary Education, B.S.	118
Environmental Resource Management, Professional Studies, B.S.	122
Business Administration: Human Resource Management, B.S.	125
Information Technology, Professional Studies, B.S.	128
Sport and Recreation Management, Professional Studies, B.S.	132
Teaching - Art Education, B.S.	135
Visual Art, B.A.	139

Accounting Bachelor of Science

Curriculum Coordinator: Patti Davis, Professor

The flexibility of the accounting major at Keystone College provides students with the opportunity to focus on courses designed to help prepare them for the CPA exam, the CMA exam, or any of the many general accounting career options.

In today's fast-paced corporate environment, accountants play a vital role in any successful company. Accountants undertake challenging and rewarding tasks, ranging from developing merger and acquisition strategies to supervising quality-management programs and using advanced information systems to track financial performance.

A degree in accounting from a program that offers a sound academic foundation and valuable professional experience can be the starting point for a successful business career.

Students who have completed their Associate in Applied Science in Accounting at Keystone College will also be ready to continue working toward their Bachelor of Science without any loss of credits.

Non-accounting majors may minor in accounting. (Please see page 208.) An accounting minor may be useful for students who want to manage their own business or who will work with accounting information in their field.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 82)

Core Courses:

Business (BUSN) 330 - Business Ethics
Communications (COMM) 107 - Speech Communication
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Information Technology (IT) 105 - PC Office Applications
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) - Basic Algebra or higher level MATH course
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Arts and Humanities Elective²
Arts and Humanities Elective (200-level or higher)²
Economics (ECON) 201 - Principles of Economics I
Economics (ECON) 202 - Principles of Economics II
Mathematics (MATH) 205 - Statistics
Mathematics (MATH) 314 - Statistics and Research²
Science Elective - Laboratory Course²

Curriculum Courses:

Accounting (ACCT) 103 - Managerial Accounting
Accounting (ACCT) 108 - Financial Accounting
Accounting (ACCT) 201 - Intermediate Accounting I
Accounting (ACCT) 202 - Intermediate Accounting II
Accounting (ACCT) 205 - Cost Accounting

Accounting (ACCT) 207 - Intermediate Accounting III
 Accounting (ACCT) 209 - Individual and Business Taxes
 Accounting (ACCT) 301 - Accounting Information Systems
 Accounting (ACCT) 302 - Auditing
 Accounting (ACCT) 304 - Accounting Policy and Professional Responsibility
 Accounting (ACCT) 305 - Advanced Cost Accounting
 Accounting (ACCT) 401 - Advanced Accounting
 Accounting (ACCT) 423 - Accounting Internship¹
 Accounting (ACCT) 450 - Senior Seminar/Capstone
 Business (BUSN) 201 - Principles of Management
 Business (BUSN) 306 - Financial Management
 Business (BUSN) 333 - Business/Civil Law
 Business (BUSN) 400 - Organizational Analysis and Change
 Business (BUSN) 401 - Organizational Behavior
 Business (BUSN) 406 - Advanced Financial Management
 Communications (COMM) 212 - Written Communication
 Information Technology (IT) 115 - Web Management and Design
 Information Technology (IT) 200 - Intermediate PC Office Applications
 Information Technology (IT) 210 - Electronic Spreadsheets
 Information Technology (IT) 300 - Advanced PC Office Applications
 Information Technology (IT) 310 - Electronic Commerce

Free Elective Courses:

Sufficient free electives must be taken to ensure that the student has at least 127 credits for graduation.

Recommended Sequence of Courses:

First Semester (Fall)

ACCT 103 Managerial Accounting
 COMM 107 Speech Communication
 ENGL 101 College Writing I
 IDS 101 The First-Year Seminar
 MATH Basic Algebra or higher-level MATH
 PHED 105 Wellness and Fitness

Second Semester (Spring)

ACCT 108 Financial Accounting
 BUSN 201 Principles of Management
 ENGL 102 College Writing II
 IT 105 PC Office Applications²
 Arts and Humanities Elective

Third Semester (Fall)

ACCT 201 Intermediate Accounting I
 ACCT 209 Individual and Business Taxes
 BUSN 333 Business/Civil Law
 COMM 212 Written Communication
 ECON 201 Principles of Economics I
 IT 200 Intermediate PC Office Applications

Fourth Semester (Spring)

ACCT 202 Intermediate Accounting II
 ACCT 205 Cost Accounting
 Arts and Humanities Elective²
 (200-level or higher)
 ECON 202 Principles of
 Economics II
 MATH 205 Statistics
 IT 115 Web Management and Design

Fifth Semester (Fall)

ACCT 207 Intermediate Accounting III
ACCT 301 Accounting Information Systems
ACCT 305 Advanced Cost Accounting
BUSN 330 Business Ethics
BUSN 400 Organizational Analysis and Change

Sixth Semester (Spring)

ACCT 302 Auditing
ACCT 304 Accounting Policy
BUSN 306 Financial Management
IT 210 Electronic Spreadsheets
IT 300 Advanced PC Office
Applications

Seventh Semester (Fall)

ACCT 401 Advanced Accounting¹
ACCT 423 Accounting Internship¹
BUSN 401 Organizational Behavior
Science Elective - Laboratory Course²

Eighth Semester (Spring)

ACCT 450 Senior Seminar/Capstone
BUSN 406 Advanced Financial
Management
IT 310 Electronic Commerce
MATH 314 Statistics and Research

Students must obtain a 3.00 GPA for all Accounting courses. Students who do not attain this requirement will be unable to continue as Accounting majors. However, the students may be eligible to continue at Keystone College in other majors.

Footnotes:

¹Students normally take a 6-credit accounting internship. Students planning on taking the CPA or CMA exams must take the 6-credit internship. All students require the signature of the curriculum coordinator to take fewer than 6 credits and must take sufficient curricular elective credits.

²Please refer to page 91 for a list of courses fulfilling this requirement.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Biological Science Professional Studies: Natural Science Bachelor of Science

Curriculum Coordinator: Joseph Falcone, Ph.D., Assistant Professor

The biological science major is offered in two tracks. The general biology track is a traditional biology curriculum with emphasis on modern biological technology. This background is the foundation from which students can complete their studies preparing them for entry into such diverse fields as medicine, science education, physician's assistant, pharmacy, microbiology, and biochemistry.

The forensic biology track is available for those students interested in the multidisciplinary study of forensic science. This is run in conjunction with our Criminal Justice department in the division of Social and Behavioral Sciences. Students will study biological, chemical, and physical science methods applied to the evaluation of physical evidence related to matters of civil and criminal law. Forensic science is a broad, interdisciplinary field in which biological science, chemical, and physical science methods are used to analyze and evaluate physical evidence related to matters of civil and criminal law. The objective of the program is to prepare students for careers such as: medical examiner, physical evidence examiner, crime scene investigator, forensic biologist, toxicologist in academia, private practice, industry, or state or federal crime laboratories. The program will provide sufficient flexibility to allow students to continue in the forensic biology track, or continue study in the biological, environmental, or chemical sciences.

Graduation Requirements

Developmental Education (DVED) 108 – Critical and Analytical Reading (see page 82)

Core Courses:

Computer Information Systems (CIS) 106 – Introduction to Software Applications

Communication (COMM) 107 – Speech Communication

English (ENGL) 101 – College Writing I

English (ENGL) 102 – College Writing II

Environmental Science (ENVT) 215 - Environmental Ethics

Interdisciplinary Studies (IDS) 101 – The First-Year Seminar

Mathematics (MATH) – Basic Algebra or a higher-level MATH course

Physical Education (PHED) 105 – Wellness and Fitness

Distribution Courses:

Arts and Humanities Elective¹

Arts and Humanities Elective¹

Arts and Humanities Elective – 200-level¹

Social and Behavioral Science Elective^{1,2}

Social and Behavioral Science Elective – 200 level^{1,2}

Biology (BIOL) 105 – Anatomy and Physiology I

Biology (BIOL) 106 – Anatomy and Physiology II

Mathematics (MATH) 205 – Statistics

Curriculum Courses:

Biology (BIOL) 113 – General Biology I
Biology (BIOL) 114 – General Biology II
Biology (BIOL) 211 – Microbiology
Biology (BIOL) 213 – Heredity and Evolution
Biology (BIOL) 214 - Introductory Ecology
Biology (BIOL) 310 - Cell Biology
Biology (BIOL) 325 - Biochemistry
Biology (BIOL) 445 – Biology Seminar and Research
Biology (BIOL) 450 – Biology Capstone Project
Chemistry (CHEM) 105 – General Chemistry I
Chemistry (CHEM) 106 – General Chemistry II
Chemistry (CHEM) 203 – Organic Chemistry I
Cooperative Education Experience (COOP)
Mathematics (MATH) 314 – Statistics and Research
Natural Science Elective³
Natural Science Elective³
Physics (PHYS) 200 – General Physics I

Concentration Courses:**General Biology:**

Arts and Humanities Elective¹
Biology (BIOL) 108/109 – Field Biology
Chemistry (CHEM) 204 – Organic Chemistry II
Immunology
Physics (PHYS) 205 – General Physics II

Free Electives:

Sufficient free electives must be taken to ensure the student has 132 credits for graduation.

Forensic Biology:

Biology (BIOL) 130 – Forensic Biology
Biology (BIOL) 320 - Instrumental Analysis
Criminal Justice (CJ) 102 – Introduction to Criminal Justice
Criminal Justice (CJ) 201 – Criminology
Criminal Justice (CJ) 302 – Criminal Evidence and Court Procedures
Criminal Justice (CJ) 305 – Criminal Investigation
Mathematics (MATH) 225 – Calculus I⁴
Mathematics (MATH) 230 – Calculus II⁴

Free Electives:

Sufficient free electives must be taken to ensure the student has 133 credits for graduation.

Footnotes:

¹Please see page 91 of this catalog for a list courses fulfilling this requirement. Students must be sure to fulfill the Writing Intensive, Service Learning, and Diversity Awareness requisites with these electives.

²Students concentrating in forensic biology must take PSYC 101 and PSYC/BIOL 225.

³To be chosen from the following disciplines: Biology, Chemistry, Environmental Science, Physical Science, Physics, or a course approved by the academic adviser.

⁴Students without sufficient math background will have to take MATH 102 and/or MATH 113 prior to MATH 225.

Recommended Sequence of Courses

General Biology Concentration

First Semester (Fall)

BIOL 113 General Biology I
CHEM 105 General Chemistry I
CIS 106 Introduction to Software Applications
ENGL 101 College Writing I
IDS 101 The First-Year Seminar

Second Semester (Spring)

BIOL 114 General Biology II
CHEM 106 General Chemistry II
COMM 107 Speech Communication
ENGL 102 College Writing II
PHED 105 Wellness and Fitness

Third Semester (Fall)

Arts and Humanities Elective¹
BIOL 105 Anatomy and Physiology I
BIOL 213 Heredity and Evolution
CHEM 203 Organic Chemistry I
MATH 225 Calculus I⁴

Fourth Semester (Spring)

Arts and Humanities Elective¹
BIOL 106 Anatomy and Physiology II
BIOL 211 Microbiology
CHEM 204 Organic Chemistry II
MATH 230 Calculus II⁴

Fifth Semester (Fall)

BIOL 108/109 Field Biology
BIOL 310 Cell Biology
BIOL 325 Biochemistry
Free Elective
PHYS 200 General Physics I
Social and Behavioral Science Elective¹

Sixth Semester (Spring)

BIOL 108/109 Field Biology
BIOL 214 Introductory Ecology
ENVT 215 Environmental Ethics
MATH 205 Statistics
Natural Science Elective³
PHYS 205 General Physics II

Seventh Semester (Fall)

Arts and Humanities Elective
BIOL 445 Biology Seminar and Research
COOP Cooperative Education Experience
Immunology
MATH 314 Statistics and Research
Social and Behavioral Science Elective
200-level¹

Eighth Semester (Spring)

Arts and Humanities Elective
200 level¹
BIOL 450 Biology Capstone Project
Free Elective
Free Elective
Natural Science Elective³

Forensic Biology Concentration

First Semester (Fall)

BIOL 113 General Biology I
CHEM 105 General Chemistry I
CIS 106 Introduction to Software Applications
ENGL 101 College Writing I
IDS 101 The First-Year Seminar

Second Semester (Spring)

BIOL 114 General Biology II
CHEM 106 General Chemistry II
COMM 107 Speech Communication
ENGL 102 College Writing II
PHED 105 Wellness and Fitness

Third Semester (Fall)

BIOL 105 Anatomy and Physiology I
BIOL 213 Heredity and Evolution
CHEM 203 Organic Chemistry I
CJ 102 Introduction to Criminal Justice
MATH 225 Calculus I⁴

Fifth Semester (Fall)

BIOL 310 Cell Biology
BIOL 320 Instrumental Analysis
BIOL 325 Biochemistry
CJ 201 Criminology
PHYS 200 General Physics I

Seventh Semester (Fall)

Arts and Humanities Elective¹
BIOL/PSYC 225 Forensic Psychology
BIOL 445 Biology Seminar and Research
CJ 302 Criminal Evidence and Court
Procedures
COOP Cooperative Education Experience
Free Elective
MATH 314 Statistics and Research

Fourth Semester (Spring)

Arts and Humanities Elective¹
BIOL 106 Anatomy and Physiology II
BIOL 130 Introduction to Forensic
Science
BIOL 211 Microbiology
MATH 230 Calculus II⁴

Sixth Semester (Spring)

BIOL 214 Introductory Ecology
ENVT 215 Environmental Ethics
MATH 205 Statistics
Natural Science Elective³
PSYC 101 General Psychology

Eighth Semester (Spring)

Arts and Humanities Elective
200 level¹
BIOL 450 Biology Capstone Project
CJ 305 Criminal Investigation
Free Elective
Free Elective
Natural Science Elective³

Business: Individually Designed Bachelor of Science

Curriculum Coordinator: Janet DeAndrea, Professor

The business curriculum is intended to provide the core skills and common body of professional knowledge needed for success in business or other organizations. It results in a broad and general education that is often preferred for top managers. In addition, this curriculum is an ideal choice for the small business owner or future entrepreneur. The required courses also are the standard foundation for graduate study in business.

General education, however, is made even more advantageous when coupled with in-depth mastery of a technical specialty. This curriculum is designed to encompass the completion of an 18-credit area of study of the student's choice. Students work closely with a designated faculty mentor to select from an extended menu of elective courses. This regular and structured mentor relationship and the required approval of student choices are a distinct feature of this curriculum.

Non-business students may minor in business. (Please see page 208.) Because all organizations must run as a business to be successful in today's economic environment, many students may find a business minor helpful in their careers.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 82)

Core Courses:

Business (BUSN) 330 - Business Ethics
Communications (COMM) 107 - Speech Communication
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Information Technology (IT) 105 - PC Office Applications⁶
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) - Basic Algebra or higher-level MATH course
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Arts and Humanities Elective¹
Arts and Humanities Elective (200-level)²
Economics (ECON) 201 - Principles of Economics I
Economics (ECON) 202 - Principles of Economics II
Mathematics (MATH) 205 - Statistics
Science Elective - Laboratory Course²

Curriculum Courses:

At least 36 of the 124 credits for the bachelor's degree must be in 300- and/or 400-level courses.

Accounting (ACCT) 103 - Managerial Accounting³
Accounting (ACCT) 108 - Financial Accounting
Business (BUSN) 101 - Introduction to Business

or Hospitality (HOSP) 103 - Introduction to Hospitality Management
or Sport and Recreation Management (SRM) 101 - Introduction to Sport and Recreation Management

Business (BUSN) 102 - Introduction to Human Resource Management

Business (BUSN) 107 - Mentoring I⁴

Business (BUSN) 201 - Principles of Management

Business (BUSN) 207 - Mentoring II⁴

Business (BUSN) 250 - Bridge Experience in Business⁴

Business (BUSN) 307 - Mentoring III

Business (BUSN) 423 - Internship Experience⁵

Business (BUSN) 450 - Business Policy Capstone

Communications (COMM) 212 - Written Communication

Information Technology (IT) 200 - Intermediate PC Office Applications

Minor/Concentration Course⁷

Minor/Concentration Course⁷

Minor/Concentration Course⁷

Minor/Concentration Course⁷

Minor/Concentration Course⁷

Minor/Concentration Course

Psychology (PSYC) 101 - General Psychology

Curricular Electives

At least 27 additional credits (not taken as curriculum courses as listed above) must be taken from the following courses, or others with mentor approval. Students are responsible for meeting any prerequisites.

Accounting (ACCT) 203 - Federal Taxes I

Accounting (ACCT) 204 - Federal Taxes II

Accounting (ACCT) 205 - Cost Accounting

Accounting (ACCT) 209 - Individual and Business Taxes

Accounting (ACCT) 305 - Advanced Cost Accounting

Business (BUSN) 202 - Marketing

Business (BUSN) 215 - Advertising

Business (BUSN) 216 - Retail Management

Business (BUSN) 220 - Sales

Business (BUSN) 230 - Employment Law

Business (BUSN) 302 - Personal Finance

Business (BUSN) 306 - Financial Management

Business (BUSN) 315 - Workplace Environments

Business (BUSN/CJ) 333 - Business/Civil Law

Business (BUSN) 340 - Investments

Business (BUSN) 400 - Organizational Analysis and Change

Business (BUSN) 401 - Organizational Behavior

Business (BUSN) 402 - Supervision and Leadership

Business (BUSN) 406 - Advanced Financial Management

Communications (COMM) 328 - Small Group Communication

Economics (ECON) 345 - Money and Banking

English (ENGL) 335 - Technical Writing

Human Resource Management (HRM) 310 - Human Resource Information Systems

Human Resource Management (HRM) 315 - Health, Safety, and Security
 Human Resource Management (HRM) 320 - Selection and Placement
 Human Resource Management (HRM) 325 - Compensation and Benefits
 Human Resource Management (HRM) 335 - Labor Relations
 Human Resource Management (HRM) 340 - Human Resource Planning
 Human Resource Management (HRM) 345 - Training and Development
 Information Technology (IT) 300 - Advanced PC Office Applications
 Information Technology (IT) 315 - Web for Business and Management
 Mathematics (MATH) 113 - Pre-Calculus
 Mathematics (MATH) 314 - Statistics and Research

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least the 124 credits for graduation.

Recommended Sequence of Courses:

First Semester (Fall)

ACCT 103 Managerial Accounting³
 BUSN 101 Introduction to Business
 or HOSP 103 Introduction to Hospitality
 Management
 or SRM 101 Introduction to Sport and
 Recreation Management
 ENGL 101 College Writing I
 IDS 101 The First-Year Seminar
 MATH Basic Algebra or higher-level MATH course
 PHED 105 Wellness and Fitness

Third Semester (Fall)

Arts and Humanities Elective¹
 BUSN 102 Introduction to Human
 Resource Management
 BUSN 207 Mentoring II⁴
 COMM 212 Written Communication
 ECON 201 Principles of Economics I
 Science Elective - Laboratory Course²

Fifth Semester (Fall)

BUSN 307 Mentoring III
 BUSN 330 Business Ethics⁷
 Minor/Concentration Course⁷
 PSYC 101 General Psychology
 Curricular Elective

Second Semester (Spring)

ACCT 108 Financial Accounting³
 BUSN 107 Mentoring I⁴
 BUSN 201 Principles of Management
 COMM 107 Speech Communication
 ENGL 102 College Writing II⁶
 IT 105 PC Office Applications⁶

Fourth Semester (Spring)

Arts and Humanities Elective²
 (200-level or higher)
 BUSN 250 Bridge Experience in
 Business⁴
 ECON 202 Principles of Economics II
 IT 200 Intermediate PC Office
 Applications
 MATH 205 Statistics

Sixth Semester (Spring)

BUSN 423 Internship Experience⁵
 Curricular Elective⁷
 Minor/Concentration Course⁷
 Minor/Concentration Course⁷
 Minor/Concentration Course⁷

Seventh Semester (Fall)

Curricular Elective

Curricular Elective

Curricular Elective

Curricular Elective

Minor/Concentration Course⁷**Eighth Semester (Spring)**

Business (BUSN) 450 Business Policy

Capstone

Curricular Elective

Curricular Elective

Curricular Elective

Minor/Concentration Course⁷**Footnotes:**¹COMM 104 is suggested.²Please refer to page 91 for a list of courses fulfilling the distribution requirements.³ACCT 105, 106, and 107 will be counted if previously completed with a grade of “C” or above.⁴Waived for free elective(s) if associate degree is held.⁵Internship experiences range from one to six credits and must meet with the approval of your mentor. Students must ensure 124 credits for graduation.⁶CIS 106 will substitute for returning students.⁷Courses approved by mentor(s) for chosen minor or concentration.

The mentor assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Communication Arts and Humanities Professional Studies Bachelor of Arts

Curriculum Coordinator: Dawn Middleton-Paradise, Instructor

This Bachelor of Arts degree program provides students with the skills of traditional English or humanities majors, combined with the theoretical context for understanding the process of communication.

Students pursuing the Bachelor of Arts in Professional Studies: Communication Arts and Humanities degree may choose one of two specializations. These specializations are Writing/Journalism and Corporate/Administrative Communication. Additional areas of specialization with emphases in Graphic Design, Photography, and Photo/Graphics are currently under development. Each specialization consists of 18 hours of coursework chosen from an approved list of courses. Students will work closely with advisers to make appropriate course selections.

Because it is intended as a completion degree, the Bachelor of Arts in Professional Studies: Communication Arts and Humanities is highly individualized, with students working closely with advisers to select courses that will be of most benefit to them in their jobs, their lives, and/or in their advanced studies. This individualization can help students who wish to design their own curriculum within an overall communications and/or humanities context, with guidance from the student's academic adviser and/or curriculum coordinator.

Students who qualify may complete up to a nine-credit hour internship in their junior or senior year. Please see the Course Description section in this catalog for more information about this internship.

Students who have earned an associate degree and are seeking admission to the bachelor's degree program must have successfully completed COMM 104, COMM 105, and COMM 207. An interview between the student and the curriculum coordinator must also be completed before acceptance into the four-year program.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 80)

Core Courses:

Communications (COMM) 107 - Speech Communication

Communications (COMM) 310 - Communication Ethics

or Business (BUSN) 330 - Business Ethics

Computer Information Systems (CIS) 106 - Introduction to Software Applications

English (ENGL) 101 - College Writing I

English (ENGL) 102 - College Writing II

Interdisciplinary Studies (IDS) 101 - The First-Year Seminar

Mathematics (MATH) - Basic Algebra or a higher-level MATH course

Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Arts and Humanities Elective (200-level)³
Communications (COMM) 104 - Interpersonal Communication
Communications (COMM) 105 - Mass Communication⁵
English Elective - Literature (200-level)⁵
English Elective - Literature (200-level)⁵
Social and Behavioral Science Elective³
Social and Behavioral Science Elective³
Social and Behavioral Science Elective (200-level)³
Math/Science Elective³
Math/Science Elective (200-level)³
Science Elective - Laboratory Course³

Curricular Requirements:

Communications (COMM) 207 - Professional Speech
Communications (COMM) 301 - Communication Theory
Communications Elective - 400 Level
Communications (COMM) 450A - Capstone Seminar I
Communications (COMM) 450B - Capstone Seminar II
Cooperative Education (COOP) 295, 296, or 297
Literature Elective - 300- or 400-Level
Literature Elective - 300- or 400-Level
Writing Elective - 300-Level

Curricular Electives:

At least 12 additional credits chosen from the following courses. One course must be designated Service Learning and one must be a Diversity Awareness course. See page 91 for a list of courses fulfilling these requirements. Students are responsible for meeting any prerequisites.

ART 309	Graphic Design II
ART 321	Intermediate Photography
ART 409	Advanced Graphic Design
ART 421	Advanced Photography
BUSN 315	Workplace Environments
BUSN 330	Business Ethics
CJ 302	Criminal Evidence and Court Procedures
CJ 333	Business/Civil Law
COMM 225	Television Production
COMM 310	Communication Ethics
COMM 315	Special Topics in Communication
COMM 328	Small Group Communication
COMM 395/495	Independent Study ⁴
COMM 410	Critical Issues in Communication
COMM 423	Communication Internship (Senior year option)
COMM 428	Gender and Communication
ENGL 305	Broadcast Writing
ENGL 315	Special Topics in Creative Writing
ENGL 328	Children's Literature

ENGL 330	Great Themes in Literature
ENGL 335	Technical Writing
FILM 350	Special Topics in Film
HRM 335	Labor Relations
HRM 345	Training and Development
HRM 400	Organizational Analysis and Change
POSC 301	Constitutional/Criminal Law
POSC 302	Civil Rights in America
PSYC 401	Organizational Behavior
PSYC 402	Supervision and Leadership
SOCI 301	Sociology of Diversity
SOCI 340	Cultural Geography
SOCI 350	Social Deviance

Free Electives

Students will be responsible for taking sufficient free electives to attain a minimum of 120 credits to earn the bachelor's degree. Students who have taken courses required for this bachelor's degree within their associate degree will need to take sufficient free electives to achieve the required 120 credits, which must include 36 credits in 300-400 level courses.

Recommended Sequence of Courses:

First Semester (Fall)

COMM 104 Interpersonal Communication
 ENGL 101 College Writing I
 IDS 101 The First-Year Seminar
 MATH - Basic Algebra or higher-level MATH course
 PHED 105 Wellness and Fitness
 Social & Behavioral Sciences Elective²

Second Semester (Spring)

COMM 105 Mass Communication
 COMM 107 Speech Communication
 ENGL 102 College Writing II
 Social and Behavioral Sciences Elective²
 Science Elective - Laboratory Course²

Summer: Cooperative Education

Third Semester (Fall)

CIS 106 Introduction to Software Applications
 Curricular Elective¹
 Curricular Elective¹
 ENGL 200-level Literature Elective⁵
 Math/Science Elective²
 Social and Behavioral Science Elective²
 or Curricular Elective

Fourth Semester (Spring)

COMM 207 Professional Speech
 Curricular Elective¹
 ENGL 200-level Literature Elective⁵
 Free Elective
 Social and Behavioral Science Elective²
 or Curricular Elective¹

Fifth Semester (Fall)

Arts and Humanities Elective (200-level)²
 COMM 301 Communication Theory
 Curricular Elective (300- or 400-level)
 Literature Elective (300- or 400-level)
 Social and Behavioral Science Elective (200-level)²

Sixth Semester (Spring)

COMM 310 Communication Ethics
 or BUSN 330 Business Ethics
 Curricular Elective (300- or 400-level)¹
 Literature Elective (300- or 400-level)
 Math/Science Elective (200-level)²
 Writing Elective (300- or 400-level)

Seventh Semester (Fall)

COMM 450A Capstone Seminar I
 Curricular Elective (300- or 400-level)¹
 Curricular Elective (300- or 400-level)¹
 Free Elective
 Free Elective

Eighth Semester (Spring)

COMM 450B Capstone Seminar II
 Communications Elective (400-level)
 Curricular Elective (300- or 400-level)¹
 Free Elective
 Free Elective

Writing/Journalism Specialization

This specialization is designed for those students who are interested in obtaining positions as reporters, copy editors or copy writers, or internal publications writers and/or editors.

Students will choose three of the following 200-level courses:

ENGL 209 - Introduction to Journalism
 ENGL 210 - Feature Writing
 ENGL 211 - Creative Writing
 COMM 212 - Written Communication

Students will take the following 300-level courses:

ENGL 305 - Broadcast Writing
 ENGL 315 - Special Topics in Creative Writing
 ENGL 335 - Technical Writing

Corporate/Administrative Communication Specialization

This specialization is designed for students who seek employment in fields of sales/marketing or corporate or nonprofit management and administration.

Students will choose three of the following 200-level courses. At least one course must be a Communication or English course.

BUSN 201 - Principles of Management
 BUSN 202 - Marketing
 BUSN 215 - Advertising
 BUSN 220 - Sales
 COMM 212 - Written Communication
 ENGL 209 - Introduction to Journalism
 ENGL 210 - Feature Writing
 PSYC 207 - Social Psychology

Students will choose three of the following 300-level courses. At least one course must be a Communications or English course.

BUSN 315 - Workplace Environments
 COMM 328 - Small Group Communication
 CJ 333 - Business and Civil Law
 ENGL 335 - Technical Writing
 HRM 345 - Training and Development

(continued)

PSYC 401 - Organizational Behavior
PSYC 402 - Supervision and Leadership

Footnotes:

¹See curricular electives as listed on page 107 - 108.

²Please refer to page 91 for a list of courses fulfilling the distribution requirements.

³See page 267 of this catalog for a description of Independent Study courses.

⁴Students must complete 3 credits of COOP.

⁵To be chosen from: ENGL 201, 202, 203, 204, 220, 221, or 222.

Criminal Justice Administration Bachelor of Science

Curriculum Coordinator: Stacey Wyland, Assistant Professor

The criminal justice administration curriculum provides students with an understanding of the analysis of problems, procedures, organization, and functions of the criminal justice system. Students will understand how ethical and moral issues within the criminal justice system affect decisions, policy, and personal relationships. The curriculum will provide a thorough understanding of how criminal justice agencies are organized and managed. Students will also have the opportunity to acquire career-based skills through a field experience by working in a criminal justice agency. This program also prepares students for graduate and/or professional studies.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 82)

Core Courses

Communication (COMM) 107 - Speech Communication
Computer Information Systems (CIS) 106 - Introduction to Software Applications
Criminal Justice (CJ) 330 - Professional Ethics
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) - Basic Algebra or higher-level MATH course
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses

Arts and Humanities Elective¹
Arts and Humanities Elective (200-level)⁸
Mathematics (MATH) 205 - Statistics
Mathematics (MATH) 314 - Statistics and Research
Mathematics Elective²
Psychology (PSYC) 101 - General Psychology
Psychology (PSYC) 202 - Adolescence and Adulthood
Science Elective - Laboratory Course⁴

Curriculum Courses

Criminal Justice (CJ) 102 - Introduction to Criminal Justice
Criminal Justice (CJ) 110 - Introduction to Policing
Criminal Justice (CJ) 115 - Survey of Corrections
Criminal Justice (CJ) 201 - Criminology
Criminal Justice (CJ) 205 - Criminal Justice and Public Policy
Criminal Justice (CJ) 210 - Juvenile Delinquency

Criminal Justice (CJ) 223P - Field Experience Preparation³
 Criminal Justice (CJ) 223 - Field Experience I³
 Criminal Justice (CJ) 423 - Field Experience II³
 Criminal Justice (CJ) 450 - Senior Seminar⁶
 Curricular Elective⁶
 Curricular Elective⁶
 Curricular Elective⁶
 Curricular Elective⁶
 Minor Elective⁵
 Minor Elective⁵
 Minor Elective⁵
 Minor Elective⁵
 Minor Elective⁵
 Minor Elective⁵
 Political Science (POSC) 201 - State and Local Government
 Psychology (PSYC) 211 - Quantitative Methods for the Social and Behavioral Sciences
 Psychology (PSYC) 401 - Organizational Behavior
 Psychology (PSYC) 402 - Supervision and Leadership
 Sociology (SOC) 101 - Introduction to Sociology
 Sociology (SOC) 301 - Sociology of Diversity

Free Elective Courses:

Sufficient free electives must be taken to ensure that the student has at least 120 credits for graduation.

Statistics/Research Methods:

Criminal Justice Administration majors are also required to take three courses in research methods and statistics. These courses are offered in sequence third year and fourth year and should be taken in sequence. The courses are MATH 114, PSYC 211, and MATH 314.

Recommended Sequence of Courses:

First Semester (Fall)

CJ 102 Introduction to Criminal Justice
 ENGL 101 College Writing I
 IDS 101 The First-Year Seminar
 MATH - Basic Algebra or higher-level MATH course
 PSYC 101 General Psychology
 SOCI 101 Introduction to Sociology

Second Semester (Spring)

CIS 106 Introduction to Software Applications
 CJ 110 Introduction to Policing
 CJ 115 Survey of Corrections
 ENGL 102 College Writing II
 Science Elective - Laboratory Course⁴

Third Semester (Fall)

Arts & Humanities Elective¹
 CJ 201 Criminology
 CJ 223P Field Experience Preparation³
 Mathematics Elective²
 POSC 201 State and Local Government
 PHED 105 Wellness and Fitness
 PSYC 202 Adolescence and Adulthood

Fourth Semester (Spring)

Arts & Humanities Elective¹
 COMM 107 Speech Communication
 CJ 205 Criminal Justice and Public Policy
 CJ 210 Juvenile Delinquency
 CJ 223 Field Experience I³
 Minor Elective⁵

Fifth Semester (Fall)

CJ 330 Professional Ethics
 Curricular Elective⁶
 MATH 205 Statistics
 Minor Elective⁵
 SOCI 301 Sociology of Diversity

Sixth Semester (Spring)

Curricular Elective⁶
 Free Elective⁷
 Minor Elective⁵
 Minor Elective⁵
 PSYC 211 Quantitative Methods for
 the Social and Behavioral Sciences

Seventh Semester (Fall)

Curricular Elective⁶
 MATH 314 Statistics and Research
 Minor Elective⁵
 Minor Elective⁵
 PSYC 401 Organizational Behavior

Eighth Semester (Spring)

CJ 423 Field Experience II³
 CJ 450 Senior Seminar
 Curricular Elective⁶
 PSYC 402 Supervision and Leadership

Footnotes:

¹Recommended: COMM 104, HIST 110, or SPAN 101.

²Recommended: MATH 102 College Algebra or MATH 111 College Math.

³Students must attend field experience preparation workshop (CJ 223P) and earn 3 credits of field experience during their fourth semester (CJ 223) and during their eighth semester (CJ 423).

⁴See page 91 for a list of courses fulfilling this requirement.

⁵Students must take courses (18 credits) in a respective minor area. Six credits must be at 300-400 level. Students electing to minor in PSYC must take 9 PSYC credits not required by the curriculum.

⁶Students must select courses from 300-400 level CJ or selective SOCI courses. The courses cannot be used as part of the minor in a student's respective area.

⁷Recommended: SOCI 204 or 205.

⁸Must be Writing Intensive.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Early Childhood Education Bachelor of Science

Curriculum Coordinator: Lansdale Shaffmaster, Ph.D., Professor

The Division of Social and Behavioral Sciences offers a bachelor of science degree in early childhood education which prepares students to work with young children (newborn-eight years) in a variety of settings including schools, day care centers, Head Start programs, nursery schools, homes, hospitals, social service agencies, and early intervention programs for children with special needs. Graduates of the bachelor of science program are prepared to teach in the public schools. Field experiences are integrated into education coursework and are arranged by the Field Coordinator for education. Current criminal history and child abuse clearances are required prior to engaging in fieldwork. Students are responsible for obtaining clearances on an annual basis, and copies must be on file in the education office. Students meeting all graduation requirements receive a Bachelor of Science in Early Childhood Education.

Education students are required to participate in one project in each of the fall and spring semesters of both their junior and senior years. They must also attend education seminars and education information sessions each semester.

Education students are required to pay a semester fee of \$65 for curriculum lab and clearance form/certification fees. Weekender students are required to pay a \$20 trimester curriculum lab fee.

While college catalogs are recognized as a contractual arrangement, they are subject to changes in state and federal regulations.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 82)

Core Courses:

Communications (COMM) 107 - Speech Communication
Computer Information Systems (CIS) 106 - Introduction to Software Applications
Education (EDUC) 402 - Professional Practices: Ethics for Educators
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) 102 - College Algebra or higher-level MATH course
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Art (ART) 305 - Experiencing the Arts
History (HIST) 109 - United States History I
 or History (HIST) 110 - United States History II
English (ENGL) 201 - American Literature I
 or English (ENGL) 202 - American Literature II
English (ENGL) 328 - Children's Literature
Mathematics (MATH) 111 - College Math
Biology (BIOL) 101 - Newsworthy Topics in Biology
 or Biology (BIOL) 110 - Newsworthy Topics in Biology

Physical Science (PHSC) 109 - Energy and the Environment
 or Physical Science (PHSC) 110 - Global Change - Introduction to Earth Systems
 Psychology (PSYC) 101 - General Psychology
 Psychology (PSYC) 201 - Child Psychology
 Psychology (PSYC) 210 - Exceptional Children
 Science Elective (200-level or higher)²

Curriculum Courses:

Early Childhood Education (ECE) 101 - Introduction to Early Childhood Education
 Early Childhood Education (ECE) 102 - Guiding Play and Learning
 Early Childhood Education (ECE) 301 - Curriculum and Program Planning: 0-3
 Early Childhood Education (ECE) 302 - Curriculum and Program Planning: 3-8
 Early Childhood Education (ECE) 320 - Early Intervention
 Education (EDUC) 201 - Foundations of Education
 Education (EDUC) 211 - Educational Psychology
 Education (EDUC) 216 - Child, Family, and Community
 Education (EDUC) 302 - Elementary Curriculum
 Education (EDUC) 303 - Elementary Curriculum and Methods: Mathematics
 Education (EDUC) 306 - Using Computers to Support Classroom Learning
 Education (EDUC) 310 - Family Health and Safety
 Education (EDUC) 315 - Developmental Assessment
 Education (EDUC) 330 - Language Arts and Literacy I
 Education (EDUC) 331 - Language Arts and Literacy II
 Education (EDUC) 420 - Teaching in the Early Years
 Education (EDUC) 421 - Teaching in the Elementary School/Primary Grades
 Education (EDUC) 423E - Student Teaching in the Early Years
 Education (EDUC) 423T - Student Teaching at the Primary Level
 Education (EDUC) 450 - Seminar: Contemporary Research, Issues, and Ethics in Education
 Education Elective¹
 Sociology (SOC) 101 - Introduction to Sociology
 Sociology (SOC) 205 - The Family
 Sociology (SOC) 301 - Sociology of Diversity
 Sociology (SOC) 340 - Cultural Geography

Recommended Sequence of Courses:

First Semester (Fall)

ECE 101 Introduction to Early Childhood Education
 ENGL 101 College Writing I
 IDS 101 The First-Year Seminar
 MATH 102 College Algebra
 PSYC 101 General Psychology
 SOCI 101 Introduction to Sociology

Second Semester (Spring)

BIOL 101 Newsworthy Topics
 or BIOL 110 Newsworthy Topics
 ECE 102 Guiding Play and Learning
 ENGL 102 College Writing II
 HIST 109 United States History I
 or HIST 110 United States History II
 PHED 105 Wellness and Fitness
 PSYC 201 Child Psychology

Third Semester (Fall)

CIS 106 Introduction to Software Applications
 COMM 107 Speech Communication
 ECE 301 Curriculum and Program Planning: 0-3
 EDUC 316 Child, Family, and Community
 MATH 111 College Mathematics
 SOCI 205 The Family
*EDUC 302A Students must take the state required
 PRAXIS I: Academic Skills Assessments. (This is
 not a course.)*

Fifth Semester (Fall)

ART 305 Experiencing the Arts
 EDUC 302 Elementary Curriculum
 EDUC 310 Family Health and Safety
 ENGL 328 Children's Literature
 Science Elective (200 level)²
 SOCI 301 Sociology of Diversity

Seventh Semester (Fall)

EDUC 331 Language Arts and Literacy II
 EDUC 303 Elementary Curriculum and Methods:
 Math
 EDUC 420 Teaching in the Early Years
 EDUC 423E Student Teaching at the Preschool Level

Fourth Semester (Spring)

ECE 302 Curriculum & Program
 Planning (Ages 3-8)
 EDUC 201 Foundations of Education
 EDUC 211 Educational Psychology
 ENGL 201 American Literature I
 or ENGL 202 American Literature II
 PHSC 109 Energy and the Environment
 or PHSC 110 Global Change
 PSYC 210 Exceptional Children
*Students must apply for formal admission to
 the baccalaureate program (portfolio review).*

Sixth Semester (Spring)

ECE 320 Early Intervention
 EDUC 306 Using Computers to
 Support Classroom Learning
 EDUC 315 Developmental Assessment
 EDUC 330 Language Arts and Literacy I
 Education Elective¹
 SOCI 340 Cultural Geography
*EDUC 449 Students must take the state
 required PRAXIS II: Subject Assessments.
 (This is not a course.)*

Eighth Semester (Spring)

EDUC 402 Professional Practices:
 Ethics for Educators
 EDUC 421 Teaching in the Elementary
 School - Primary Grades
 EDUC 423T Student Teaching at the
 Primary Level
 EDUC 450 Seminar: Contemporary
 Research, Issues, and Ethics
 in Education

Footnotes:

¹Education Electives (Education electives must TOTAL 3 credits):

- ECE 235 - Special Studies in Early Childhood Education: Emergent Literacy - 3 credits
- ECE 250 - Early Childhood Education Seminar - 3 credits
- EDUC 304 - Elementary Curriculum and Methods: Citizenship and Social Sciences - 2 credits
- EDUC 305 - Elementary Curriculum and Methods: Science - 2 credits
- EDUC 411 - Creating Educational Materials - 1 credit
- EDUC 440 - Electronic Media for Teachers - 3 credits

²200-level science is currently under development.

Field Experiences are integrated into coursework in each semester for the Bachelor of Science in Early Childhood Education. They are generally scheduled Monday through Friday, 8 a.m. to 5 p.m. during typical working hours.

Declaration of early childhood education as a major does not ensure admission to the education program.

Students must obtain a 3.00 GPA in the most recent 48 credits, take and pass the Praxis I Academic Skills Assessments (Pre-Professional Skills Tests in Reading, Writing, and Mathematics), and complete an interview with the coordinator of the early childhood education program or designated faculty member to discuss formal admission procedures.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

The early childhood education curriculum requires a 3.00 GPA each semester. Students who do not meet this requirement will be placed on probation and given one semester to regain a 3.00 GPA in order to continue in the program. If the 3.00 GPA is not regained, the student may be eligible to continue at Keystone College in another major.

Sufficient free electives must be taken to ensure 135 credits required for graduation.

Elementary Education Bachelor of Science

Curriculum Coordinator: Frances Langan, Ed.D., Professor

The Division of Social and Behavioral Sciences offers a Bachelor of Science in Elementary Education which prepares students to work with children kindergarten through sixth grade. Field experiences are integrated into coursework in each semester. Current criminal history and child abuse clearances are required prior to engaging in fieldwork. Students are responsible for obtaining clearances on an annual basis. Copies must be on file in the education office. Graduates of this program are prepared to teach in public and private schools.

Education students are required to participate in one project in the fall semester and one in the spring semester of both their junior and senior years. They must also attend education seminars and education information sessions each semester.

Education students are required to pay a semester fee of \$65 for curriculum lab fees. Weekender students are required to pay a \$20 trimester curriculum lab fee.

While college catalogs are recognized as a contractual arrangement, they are subject to changes in state and federal regulations.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 82)

Core Courses:

Computer Information Systems (CIS) 106 - Introduction to Software Applications

Communication (COMM) 107 - Speech Communication

Education (EDUC) 402 - Professional Practices: Ethics for Educators

English (ENGL) 101 - College Writing I

English (ENGL) 102 - College Writing II

Interdisciplinary Studies (IDS) 101 - The First-Year Seminar

Mathematics (MATH) 102 - College Algebra or a higher-level MATH course

Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Art (ART) 305 - Experiencing the Arts

Biology (BIOL) 101 - Newsworthy Topics in Biology

or Biology (BIOL) 110 - Newsworthy Topics in Biology

English (ENGL) 201 - American Literature I

or English (ENGL) 202 - American Literature II

English (ENGL) 328 - Children's Literature

History (HIST) 109 - United States History I

or History (HIST) 110 - United States History II

Mathematics (MATH) 111 - College Math

Physical Science (PHSC) 109 - Energy and the Environment

or Physical Science (PHSC) 110 - Global Change - Introduction to Earth Systems

Psychology (PSYC) 101 - General Psychology

Psychology (PSYC) 201 - Child Psychology

Psychology (PSYC) 210 - Exceptional Children

Science Elective (200 level)³

Curriculum Courses:

Concentration Elective¹

Concentration Elective¹

Concentration Elective¹

Education (EDUC) 201 - Foundations of Education

Education (EDUC) 211 - Educational Psychology

Education (EDUC) 216 - Child, Family, and Community

Education (EDUC) 302 - Elementary Curriculum

Education (EDUC) 303 - Elementary Curriculum and Methods: Mathematics

Education (EDUC) 304 - Elementary Curriculum and Methods: Citizenship and Social Studies

Education (EDUC) 305 - Elementary Curriculum and Methods: Science

Education (EDUC) 306 - Using Computers to Support Classroom Learning

Education (EDUC) 310 - Family Health and Safety

Education (EDUC) 315 - Developmental Assessment

Education (EDUC) 320 - Teaching Children with Diverse Needs in the Elementary Classroom

Education (EDUC) 330 - Language Arts & Literacy I

Education (EDUC) 331 - Language Arts & Literacy II

Education (EDUC) 421 - Teaching in the Elementary School /Primary Grades

Education (EDUC) 422 - Teaching in the Elementary School/Intermediate

Education (EDUC) 423I - Student Teaching at the Intermediate Level

Education (EDUC) 423T - Student Teaching at the Primary Level

Education (EDUC) 450 - Seminar: Contemporary Research, Issues, and Ethics in Education

Education Elective²

Sociology (SOC) 101 - Introduction to Sociology

Sociology (SOC) 205 - The Family

Sociology (SOC) 301 - Sociology of Diversity

Sociology (SOC) 340 - Cultural Geography

Recommended Sequence of Courses:

First Semester (Fall)

CIS 106 Introduction to Software Applications

ENGL 101 College Writing I

IDS 101 The First-Year Seminar

MATH 102 College Algebra

PSYC 101 General Psychology

SOCI 101 Introduction to Sociology

Second Semester (Spring)

BIOL 101 Newsworthy Topics

or BIOL 110 Newsworthy Topics

COMM 107 Speech Communication

ENGL 102 College Writing II

HIST 109 United States History I

or HIST 110 United States History II

PHED 105 Wellness and Fitness

PSYC 201 Child Psychology

Third Semester (Fall)

EDUC 201 Foundations of Education
 EDUC 216 Child, Family, and Community
 ENGL 201 American Literature I
 or ENGL 202 American Literature II
 MATH 111 College Math
 PSYC 210 Exceptional Children
 SOCI 205 Sociology of the Family
*EDUC 302A Students must take the state
 required PRAXIS I: Academic Skills Assessments.
 (This is not a course.)*

Fifth Semester (Fall)

ART 305 Experiencing the Arts
 Concentration Elective¹
 EDUC 306 Using Computers to Support
 Classroom Learning
 EDUC 310 Family Health and Safety
 Science Elective (200 level)³
 SOCI 301 Sociology of Diversity

Seventh Semester (Fall)

EDUC 331 Language Arts and Literacy II
 EDUC 421 Teaching in the Elementary School -
 Primary Grades
 EDUC 423T Student Teaching at the Primary
 Level
 Education Elective²

Fourth Semester (Spring)

Concentration Elective¹
 EDUC 211 Educational Psychology
 EDUC 302 Elementary Curriculum
 ENGL 328 Children's Literature
 PHSC 109 Energy and the Environment
 or PHSC 110 Global Change
 SOCI 340 Cultural Geography
*Students must apply for formal admission to
 the baccalaureate program (portfolio review).*

Sixth Semester (Spring)

Concentration Elective¹
 EDUC 303 Elementary Curriculum
 and Methods: Mathematics
 EDUC 304 Elementary Curriculum
 and Methods: Citizenship
 and Social Studies
 EDUC 305 Elementary Curriculum
 and Methods: Science
 EDUC 315 Developmental Assessment
 EDUC 320 Teaching Children with
 Diverse Needs
 EDUC 330 Language Arts and Literacy I
*EDUC 449 Students must take the state
 required Praxis II: Subject Assessments.
 (This is not a course.)*

Eighth Semester (Spring)

EDUC 402 Professional Practices:
 Ethics for Educators
 EDUC 422 Teaching in the Elementary
 School/Intermediate
 EDUC 423I Student Teaching at the
 Intermediate Level
 EDUC 450 Contemporary Research, Issues,
 and Ethics in Education

Footnotes:

¹Area of Concentration Electives: Students are required to take 9 credits in one of the following disciplines, which will constitute an area of concentration: Mathematics, Science, Communications, Art, Information Technology, or Early Childhood Education. Area of concentration electives MUST be approved by the academic adviser.

²Education Electives (must total 3 credits):

ECE 201 Guiding Play and Learning - 3 credits

ECE 235 Special Studies in Early Childhood Education: Emergent Literacy - 3 credits

ECE 320 Early Intervention - 3 credits

ECE 411 Creating Educational Materials - 1 credit

³This course must be 200 level - courses currently under development.

Declaration of elementary education as a major does not ensure admission to the education program.

Students must obtain a 3.00 GPA in the most recent 48 credits, take and pass the Praxis I Academic Skills Assessments (Pre-Professional Skills Tests in Reading, Writing, and Mathematics), and complete an interview with the coordinator of the elementary education program or designated faculty member to discuss formal admission procedures.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

The elementary education curriculum requires a 3.00 GPA each semester. Students who do not meet this requirement will be placed on probation and given one semester to regain a 3.00 GPA in order to continue in the program. If the 3.00 GPA is not regained, the student may be eligible to continue at Keystone College in another major.

Sufficient free electives must be taken to ensure 135 credits required for graduation.

Environmental Resource Management Professional Studies Bachelor of Science

Curriculum Coordinator: Robert Cook, Ph.D., Assistant Professor

The environmental resource management curriculum is designed to develop knowledgeable and effective leaders for local, regional, and national environmental activities. Academic training coupled with realistic environmental experiences results in students who are exposed to economic, cultural, and political realities shaping environmental actions. Our on-campus Willary Water Resource Center, a required case study field trip, and a capstone course (Watershed Management-Tunkhannock Creek Watershed) are special features of our program. An emphasis is on preparing scientists who can ensure that environmental actions are based on good science.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 82)

Core Courses:

Communications (COMM) 107 - Speech Communication
Computer Information Systems (CIS) 106 - Introduction to Software Applications
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Environmental Science (ENVT) 215 - Environmental Ethics
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) - Basic Algebra or a higher-level MATH¹ course
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

History (HIST) 109 - United States History I
or History (HIST) 110 - United States History II
Arts & Humanities Elective (200 level)⁶
Political Science (POSC) 101 - American National Government
or Political Science (POSC) 201 - State & Local Government
Economics (ECON) 201 - Principles of Economics I
or Economics (ECON) 202 - Principles of Economics II
Biology (BIOL) 113 - General Biology I
Biology (BIOL) 114 - General Biology II
Chemistry (CHEM) 215 - Environmental Chemistry
Mathematics (MATH) 205 - Statistics

Curriculum Courses:

Biology (BIOL) 108/109 - Field Biology⁷
Biology (BIOL) 214 - Introduction to Ecology
Biology (BIOL) 328 - Limnology
Chemistry (CHEM) 105 - General Chemistry I
Chemistry (CHEM) 106 - General Chemistry II

Communications (COMM) 104 - Interpersonal Communications
 Communications (COMM) 207 - Professional Speech
 Curricular Elective⁵
 Curricular Elective⁵
 Curricular Lab Elective⁴
 English (ENGL) 335 - Technical Writing
 Environmental Science (ENVT) 210 - GIS and GPS
 Environmental Science (ENVT) 225 - Environmental Policy and Management
 Environmental Science (ENVT) 305 - Soils Science
 Environmental Science (ENVT) 328 - Hydrology
 Environmental Science (ENVT) 423P - Internship Preparation²
 Environmental Science (ENVT) 423 - Internship (240 hours)³
 Environmental Science (ENVT) 440 - Case Study Field Trip
 Environmental Science (ENVT) 445 - Watershed Resource Management/Tunkhannock Creek
 Case Study
 Mathematics (MATH) 113 - Pre-Calculus¹
 or Mathematics (MATH) 225 - Techniques of Calculus I¹
 Physical Science (PHSC) 110 - Global Change
 Physical Science (PHSC) 201 - Physical Geology

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 128 credits for graduation.

Recommended Sequence of Courses

First Semester (Fall)

BIOL 108/109 Field Biology⁷
 BIOL 113 General Biology I
 ENGL 101 College Writing I
 IDS 101 The First-Year Seminar
 PHSC 110 Global Change

Second Semester (Spring)

BIOL 108/109 Field Biology⁷
 BIOL 114 General Biology II
 CIS 106 Introduction Software
 Applications
 ENGL 102 College Writing II
 HIST 109 United States History I
 or HIST 110 United States History II
 MATH 113 Pre-Calculus
 or MATH 225 Calculus I¹

Third Semester (Fall)

BIOL 108/109 Field Biology⁷
 BIOL 214 Introduction to Ecology
 CHEM 105 General Chemistry I
 ECON 201 or 202 Economics I or II
 PHED 105 Wellness & Fitness

Fourth Semester (Spring)

CHEM 106 General Chemistry II
 COMM 107 Speech Communication
 MATH 205 Statistics
 PHSC 201 Physical Geology

Fifth Semester (Fall)

BIOL 328 Limnology
 CHEM 215 Environmental Chemistry
 ENVT 305 Soil Science
 POSC 101 American National Government
 or POSC 201 State & Local Government

Sixth Semester (Spring)

ENGL 335 Technical Writing
 ENVT 210 GIS/GPS
 ENVT 225 Environmental Policy and
 Management
 ENVT 328 Hydrology
 ENVT 423P Internship Preparation²
 ENVT 440 Case Study Field Trip

Summer between junior and senior years: ENVT 423 - 240 hour internship.³ (6 credits)

Seventh Semester (Fall)

Arts & Humanities Elective (200 level)⁶
 BIOL 108/109 Field Biology⁷
 Curricular Elective⁵
 Curricular Lab Elective⁴
 ENVT 215 Environmental Ethics

Eighth Semester (Spring)

COMM 104 Interpersonal Communications
 COMM 207 Professional Speech
 Curricular Elective⁵
 ENVT 445 Watershed Resources
 Management & Case Study
 Free Elective

Footnotes:

¹ Students who do not have a sufficient math background will need to take MATH 101 and MATH 102 prior to MATH 113. These students may require an extra semester or summer session to complete this degree. Students are strongly encouraged to take MATH 225.

² Students must take ENVT 423P - Internship Preparation during their sixth semester.

³ Students must complete ENVT 423, a 240-hour, 6-credit internship, usually in the summer between the junior and senior years.

⁴ Curricular Lab Elective to be selected from: Aquatic Entomology, Wetland and Riparian Ecology (BIOL 315), Wastewater & Drinking Water, Dendrology, Ichthyology, or Physics I (PHYS 200). These courses are listed in order of preference. They are offered on a rotating basis and may not be available every year.

⁵ Curricular Elective to be selected from: Environmental Planning, Environmental Law (ENVT 325), Calculus I (MATH 225), Statistics and Research (MATH 314). These courses are offered on a rotating basis and may not be available every year.

⁶ ENGL 330 - Great Themes in Literature is recommended.

⁷ Students must complete a minimum of 4 credits of Field Biology.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Business Administration: Human Resource Management Bachelor of Science

Curriculum Coordinator: Karen Yarrish, Ph.D., SPHR, Associate Professor

The human resource function has become vital to the success of organizations because of the rapidly changing work environment. International competition, changing technology, and increased government regulations contribute to the need for competent human resource professionals. Human resource professionals work as strategic partners with management in order to manage change and help the organization succeed.

The strong education and practical experience students will receive in the business administration: human resource management major at Keystone College will prepare them for the exciting challenges that they will face as human resource professionals. The human resource functions of recruiting and selecting employees, coordinating benefit packages, designing compensation systems, complying with government regulations, and dealing with employee and labor issues will all be covered in the courses in this major.

Students who achieve senior status in the human resource management (HRM) major are responsible for a rising senior fee of \$500 which assists in providing: senior seminar with five certified professionals in the field; internships; one-year membership in SHRM, the HRM professionals' organization; capstone celebration and award ceremony; and preparation for the Professional in Human Resource Management certificate examination. (Keystone College's HRM graduates have a pass rate on the examination that is higher than the national average.)

Non-human resource management majors may minor in HRM. Please see page 208. Any student who will someday have supervisory responsibilities may find a HRM minor useful as all supervisors deal with HRM issues.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 82)

Core Courses:

Business (BUSN) 330 - Business Ethics
Communications (COMM) 107 - Speech Communication
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Information Technology (IT) 105 - PC Office Applications
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) - Basic Algebra or higher-level MATH course
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Arts and Humanities Elective (200 level)¹
Business (BUSN) 401 - Organizational Behavior
Business (BUSN) 402 - Supervision and Leadership
Communications (COMM) 104 - Interpersonal Communication
Psychology (PSYC) 101 - General Psychology
Social and Behavioral Science Elective (200 level)¹
Mathematics (MATH) 205 - Statistics Science Elective - Laboratory Course¹

Curriculum Courses:

Accounting (ACCT) 103 - Managerial Accounting
 Accounting (ACCT) 110 - Survey of Accounting
 Business (BUSN) 101 - Introduction to Business
 Business (BUSN) 201 - Principles of Management
 Business (BUSN) 250 - Bridge Experience in Business
 Business (BUSN) 302 - Personal Finance
 or Business (BUSN) 306 Financial Management
 Communications (COMM) 212 - Written Communication
 Curricular Elective³
 Curricular Elective³
 Human Resource Management (HRM) 102 - Introduction to Human Resource Management
 Human Resource Management (HRM) 230 - Employment Law
 Human Resource Management (HRM) 315 - Health, Safety, and Security
 Human Resource Management (HRM) 320 - Selection and Placement
 Human Resource Management (HRM) 325 - Compensation and Benefits
 Human Resource Management (HRM) 335 - Labor Relations
 Human Resource Management (HRM) 340 - Human Resource Planning
 Human Resource Management (HRM) 345 - Training and Development
 Human Resource Management (HRM) 400 - Organizational Development
 Human Resource Management (HRM) 423 - Internship²
 Human Resource Management (HRM) 423P - Internship Preparation²
 Human Resource Management (HRM) 445 - Current Topics in Human Resources
 Human Resource Management (HRM) 450 - Senior Seminar
 Information Technology (IT) 200 - Intermediate Office Applications

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 122 credits for graduation.

Recommended Sequence of Courses:**First Semester (Fall)**

BUSN 101 Introduction to Business
 COMM 104 Interpersonal Communication
 ENGL 101 College Writing I
 IDS 101 The First-Year Seminar
 MATH Basic Algebra or higher-level MATH
 PHED 105 Wellness and Fitness

Third Semester (Fall)

ACCT 110 Survey of Accounting
 BUSN 201 Principles of Management
 COMM 107 Speech Communication
 Science Elective - Laboratory Course¹
 Social and Behavioral Science Elective (200 level)¹

Second Semester (Spring)

ENGL 102 College Writing II
 HRM 102 Introduction to Human
 Resource Management
 IT 105 PC Office Applications
 MATH 205 Statistics
 PSYC 101 General Psychology

Fourth Semester (Spring)

ACCT 103 Managerial Accounting
 Arts & Humanities Elective (200 level)¹
 BUSN 250 Bridge Experience in
 Business
 COMM 212 Written Communication
 HRM 230 Employment Law

Fifth Semester (Fall)

Curricular Elective³

HRM 315 Health, Safety, and Security

HRM 320 Selection and Placement

HRM 325 Compensation and Benefits

IT 200 Intermediate Office Applications

Sixth Semester (Spring)

BUSN 302 Personal Finance

or BUSN 306 Financial Management

BUSN 330 Business Ethics

HRM 335 Labor Relations

HRM 340 Human Resource Planning

HRM 345 Training and Development

HRM 423P Internship Preparation²

Seventh Semester (Fall)

BUSN 401 Organizational Behavior

Free Elective

HRM 400 Organizational Development

HRM 423 Internship³

HRM 445 Current Topics in Human Resources

Eighth Semester (Spring)

BUSN 402 Supervision and Leadership

Curricular Elective³

Free Elective

Free Elective

HRM 450 Senior Seminar

Footnotes:

¹Please refer to page 91 for a list of courses fulfilling the distribution requirements.

²Students attend internship preparation during their sixth semester and usually take 6 credits of internship during their seventh semester. (Students must either take a minimum 3 credits of internship or, with the approval of the adviser, BUSN 315.)

³To be chosen from the accounting, computer science, business courses, or a course approved by the academic adviser.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Information Technology Professional Studies Bachelor of Science

Curriculum Coordinator: Jeff Reim, Instructor

The information technology (IT) program is specifically designed for individuals interested in professional careers in the IT field. The flexibility of the IT program at Keystone College provides students the opportunity to specialize in either network engineer or business information systems. While both programs provide students with solid fundamental principles of IT, the network engineer specialization is designed to prepare students for successful completion of the Microsoft® Certified Systems Engineer (MCSE) exams and careers as network engineers. The business information systems specialization is designed to prepare students for careers in a wide variety of IT professions as solution developers, database administrators, IT managers, system analysts, webmasters, and a host of other professions.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 82)

Core Courses:

Business (BUSN) 330 - Business Ethics
Communications (COMM) 107 - Speech Communication
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Information Technology (IT) 105 - PC Office Applications
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) - Basic Algebra or higher-level MATH course
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Arts & Humanities Elective¹
Arts & Humanities Elective (200 level)¹
Distribution Elective¹
Social & Behavioral Sciences Elective¹
Social & Behavioral Sciences Elective (200 level)¹
Mathematics (MATH) 102 - College Algebra
Mathematics (MATH) 205 - Statistics
Science Elective - Laboratory Course¹

Curriculum Courses:

Accounting (ACCT) 103 - Managerial Accounting
Accounting (ACCT) 110 - Survey of Accounting
Business (BUSN) 201 - Principles of Management
Communications (COMM) 212 - Written Communication
Computer Information Systems (CIS) 110 - Introduction to Visual Programming
Computer Information Systems (CIS) 200 - Introduction to Structural Programming
Computer Information Systems (CIS) 210 - Programming for Business

Computer Information Systems (CIS) 250 - Advanced Programming for Business
Computer Information Systems (CIS) 305 - Java Programming
Information Technology (IT) 115 - Web Management and Design
Information Technology (IT) 200 - Intermediate PC Office Applications
Information Technology (IT) 205 - Database Management Systems
Information Technology (IT) 215 - Operating Systems and Networks
Information Technology (IT) 220 - Troubleshooting Microcomputer Systems
Information Technology (IT) 310 - Electronic Commerce

Concentration Courses - Network Engineer Specialization:

Information Technology (IT) 400 - MCSE - Network Essentials
Information Technology (IT) 401 - MCSE - Installing, Configuring and Administering
Microsoft® Windows® 2000 Professional
Information Technology (IT) 402 - MCSE - Installing, Configuring and Administering
Microsoft® Windows® 2000 Server
Information Technology (IT) 403 - MCSE - Implementing and Administering a Microsoft®
Windows® 2000 Network Infrastructure
Information Technology (IT) 404 - MCSE - Implementing and Administering a Microsoft®
Windows® 2000 Directory Services
Information Technology (IT) 405 - MCSE - Designing a Microsoft® Windows® 2000 Directory
Services Infrastructure
Information Technology (IT) 406 - MCSE - Designing Security for a Microsoft® Windows®
2000 Network
Information Technology (IT) 407 - MCSE - Designing a Windows® Migration Strategy
Information Technology (IT) 420 - System Analysis and Design
Information Technology (IT) 450 - Current Topics in Information Technology

Concentration Courses - Business Information Systems Specialization:

Accounting (ACCT) 301 - Accounting Information Systems
Business (BUSN) 306 - Financial Management
Free Elective (300 level or higher)
Free Elective (300 level or higher)
Free Elective (300 level or higher)
Information Technology (IT) 420 - System Analysis and Design
Information Technology (IT) 425 - Database Applications for Business
Information Technology (IT) 430 - Business Information Systems
Information Technology (IT) 450 - Current Topics in Information Technology

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 122 credits for graduation.

Recommended Sequence of Courses:**First Semester (Fall)**

CIS 110 Introduction to Visual Programming
ENGL 101 College Writing I
IDS 101 The First-Year Seminar
IT 105 PC Office Applications
MATH Basic Algebra or higher-level MATH
PHED 105 Wellness and Fitness

Third Semester (Fall)

Arts & Humanities Elective¹
COMM 107 Speech Communication
Free Elective (MCSE)
IT 205 Database Management Systems
IT 220 Troubleshooting Microcomputer Systems
Social & Behavioral Sciences Elective¹ (BIS)

Fifth Semester (Fall)

BUSN 201 Principles of Management
BUSN 330 Business Ethics (MCSE)
CIS 210 Programming for Business
COMM 212 Written Communication
IT 310 Electronic Commerce
Social & Behavioral Sciences Elective¹ (BIS)
(200 level)

Network Engineer Specialization**Seventh Semester (Fall)**

IT 400 MCSE - Network Essentials
IT 401 MCSE Installing, Configuring and Administering Microsoft® Windows® 2000 Professional
IT 402 MCSE Installing, Configuring and Administering Microsoft® Windows® 2000 Server
IT 403 MCSE Implementing and Administering Microsoft® Windows® 2000 Network Infrastructure
IT 420 System Analysis and Design

Eighth Semester (Spring)

IT 404 MCSE Implementing and Administering a Microsoft® Windows® 2000 Directory Services
IT 405 MCSE Designing a Microsoft® Windows® 2000 Directory Services Infrastructure
IT 406 MCSE Designing Security for a Microsoft® Windows® 2000 Network
IT 407 MCSE Designing a Windows® Migration Strategy
IT 450 Current Topics in Information Technology

Second Semester (Spring)

ACCT 110 Survey of Accounting
ENGL 102 College Writing II
IT 115 Web Management and Design
IT 200 Intermediate PC Office Applications
MATH 102 College Algebra

Fourth Semester (Spring)

CIS 200 Introduction to Structured Programming (BIS)
Distribution Elective (MCSE)
Free Elective (BIS)
IT 215 Operating Systems and Networks
MATH 205 Statistics
Science Elective - Laboratory Course¹
Social & Behavioral Sciences Elective¹ (MCSE)

Sixth Semester (Spring)

ACCT 103 Managerial Accounting
Arts & Humanities Elective (200 level)¹
CIS 250 Advanced Programming for Business
CIS 305 Java Programming
Distribution Elective (BIS)
Social & Behavioral Sciences Elective¹ (200 level) (MCSE)

OR Business Information Systems Specialization

Seventh Semester (Fall)

ACCT 301 Accounting Information Systems

BUSN 330 Business Ethics

Free Elective (300 level)

IT 420 System Analysis and Design

IT 425 Advanced Database Applications for Business

Eighth Semester (Spring)

BUSN 306 Financial Management

Free Elective (300 level)

Free Elective (300 level)

IT 430 Business Information

Systems

IT 450 Current Topics in Information

Technology

Footnotes:

¹Please refer to page 91 for a list of courses fulfilling the distribution requirements.

²Sufficient free electives must be taken to ensure the student has at least 122 credits for graduation.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Sport and Recreation Management Professional Studies Bachelor of Science

Curriculum Coordinator: Terry Wise, Assistant Professor

This four-year sport and recreation management curriculum has a strong business base and prepares students for career opportunities in athletics, recreation programs, sports journalism and promotions, resort recreation, commercial fitness, or for a business of their own. Students meeting the requirements of the curriculum will receive a Bachelor of Science degree in Professional Studies: Sport and Recreation Management.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 82)

Core Courses:

Business (BUSN) 330 - Business Ethics
Communications (COMM) 107 - Speech Communication
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Information Technology (IT) 105 - PC Office Applications
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) - Basic Algebra or higher-level MATH course
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Arts and Humanities Elective (200-level or higher)¹
Business (BUSN) 401 - Organizational Behavior
Business (BUSN) 402 - Supervision and Leadership
Communications (COMM) 104 - Interpersonal Communication
or Communications (COMM) 105 - Mass Communication
Sociology (SOC) 101 - Introduction to Sociology
Sociology (SOC) 206 - Sociology of Sport
Math/Science Elective (200-level or higher)¹
Science Elective - Laboratory Course¹

Curriculum Courses:

Accounting (ACCT) 110 - Survey of Accounting
Business (BUSN) 201 - Principles of Management
Business (BUSN) 230 - Employment Law
Communications (COMM) 212 - Written Communication
Curricular Elective²
Curricular Elective (200-level or higher)²
Curricular Elective (300-level or higher)²
Economics (ECON) 201 - Principles of Economics I
Human Resource Management (HRM) 320 - Selection and Placement
Information Technology (IT) 200 - Intermediate PC Office Applications
Information Technology (IT) 315 - Web for Business and Management

Physical Education (PHED) 112 - Standard First Aid & Personal Safety
 Psychology (PSYC) 101 - General Psychology
 Sport Recreation Management (SRM) 101 - Introduction to Sports & Recreation Management
 Sport Recreation Management (SRM) 201 - Program Development and Planning
 Sport Recreation Management (SRM) 202 - Facilities Management
 Sport Recreation Management (SRM) 250 - Bridge Experience in Sport and Recreation Management
 Sport Recreation Management (SRM) 303 - Legal Issues in Sport
 Sport Recreation Management (SRM) 305 - Sport Promotion and Marketing
 Sport Recreation Management (SRM) 423P - Field Experience Preparation
 Sport Recreation Management (SRM) 423 - SRM Internship (minimum 400 hours)
 Sport Recreation Management (SRM) 450 - Senior Seminar

Track Selection (students must choose one of the three 9-credit tracks listed below):

Track A - Educational Administration

EDUC 201 Foundations of Education
 SRM 307 Principles of Coaching
 SRM 401 Governance of Sports and Athletics

Track B - Sport Tourism and Event Management

HOSP 224 Meeting and Convention Management
 SRM 311 Economics of Sport Tourism
 SRM 403 Resort Recreation

Track C - Leisure and Commercial Recreation Management

SRM 313 Facilitation of Leadership Activities
 SRM 315 Commercial Recreation
 SRM 405 Organizational Aspects of Community Recreation

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 122 credits for graduation.

Recommended Sequence of Courses:

First Semester (Fall)

COMM 107 Speech Communication
 ENGL 101 College Writing I
 IDS 101 The First-Year Seminar
 MATH Basic Algebra or higher-level MATH
 PHED 105 Wellness and Fitness
 SRM 101 Introduction to Sport and Recreation Management

Second Semester (Spring)

ENGL 102 College Writing II
 IT 105 PC Office Applications
 PHED 112 Standard First Aid and Personal Safety
 Science Elective – Laboratory Course¹
 SOCI 101 Introduction to Sociology
 SRM 201 Program Development and Planning

Third Semester (Fall)

ACCT 110 Survey of Accounting
 BUSN 201 Principles of Management
 COMM 104 Interpersonal Communication
 or COMM 105 Mass Communication
 IT 200 Intermediate PC Office Applications
 SRM 202 Facilities Management

Fifth Semester (Fall)

BUSN 401 Organizational Behavior
 COMM 212 Written Communication
 ECON 201 Principles of Economics I
 SRM 303 Legal Issues in Sport
 SRM 305 Sport Promotion & Marketing

Seventh Semester (Fall)

Curricular Elective (200 level)²
 Curricular Elective (300 level)²
 HRM 320 Selection and Placement
 Track Course
 Track Course

Footnotes:

¹Please refer to page 91 for a list of courses fulfilling the distribution requirements.

²Chosen from: ART 209, BUSN 102, BUSN 202, BUSN 215, BUSN 220, COMM 212, any 300- or 400- level COMM course except COMM 495, CO-OP (maximum 3 credits), any 300- or 400- level HRM course with permission of instructor, ENGL 209, HOSP 103, HOSP 224, HOSP 228, PSYC 101 or a course approved by the academic adviser.

Students may minor in another subject area by concentrating their 12 credits of curricular electives plus 6 additional credits (total 18) in the same discipline (i.e. communications, hospitality, criminal justice).

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Fourth Semester (Spring)

Arts and Humanities Elective (200 level)¹
 Math/Science Elective (200 level)¹
 PSYC 101 General Psychology
 SOCI 206 Sociology of Sport
 SRM 250 Bridge Experience in Sport
 and Recreation Management

Sixth Semester (Spring)

BUSN 230 Employment Law
 BUSN 330 Business Ethics
 BUSN 402 Supervision and Leadership
 IT 315 Web for Business and
 Management
 SRM 423P Internship Preparation
 Track Course

Eighth Semester (Spring)

SRM 423 Senior Internship
 SRM 450 Senior Seminar

Teaching - Art Education Bachelor of Science

Curriculum Coordinator: David Porter, Assistant Professor

The Bachelor of Science in Teaching degree with a concentration in Art Education prepares students to qualify for Pennsylvania Teaching Certification for kindergarten through twelfth grade. Graduates of this program are prepared to teach art in public and private schools or continue their studies in a graduate program.

Applicants must present a portfolio, be interviewed by a member of the Keystone College Division of Fine Arts, and have a high school art teacher's recommendation.

Art Education students are required to join one professional art educational organization along with attending one state conference or seminar.

While college catalogs are recognized as a contractual arrangement, they are subject to changes in state and federal regulations.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 82)

Core Courses:

Art (ART) 114 - Electronic Media in the Arts
or Computer Information Systems (CIS) 106 - Introduction to Software Applications
or Information Technology (IT) 105 - PC Office Applications
Art (ART) 433 - Professional Practices (Exhibit/Employment/Ethics)
Communications (COMM) 107 - Speech Communication
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) 102 - College Algebra
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Biology (BIOL) 101 - Newsworthy Topics in Biology
English (ENGL) 201 - American Literature I
or English (ENGL) 202 - American Literature II
History (HIST) 109 - United States History I
or History (HIST) 110 - United States History II
Mathematics (MATH) 111 - College Mathematics, or higher-level MATH course
Physical Science (PHSC) 109 - Energy and the Environment
or Physical Science (PHSC) 110 - Global Change: Introduction to Earth Systems
Psychology (PSYC) 101 - General Psychology
Psychology (PSYC) 201 - Child Psychology
Psychology (PSYC) 202 - Adolescence and Adulthood
Science Elective (200 level)³

Curriculum Courses:

Art (ART) 101 - Art History Survey I
Art (ART) 102 - Art History Survey II
Art (ART) 103 - Color Theory
Art (ART) 105 - Drawing and Composition I
Art (ART) 107 - Figure Drawing I
Art (ART) 109 - Two-Dimensional Design
Art (ART) 110 - Three Dimensional Design
Art (ART) 205 - Drawing and Composition II
Art (ART) 215 - Fundamentals of Ceramics
Art (ART) 225 - Fundamentals of Sculpture
Art (ART) 301 - Modern and Post-Modern Art
Art (ART) 313 - Art Education Media and Methods
Fundamental Art Studio¹
Intermediate Art Studio²
Advanced Art Studio² /Senior Seminar
Education (EDUC) 201 - Foundations of Education
Education (EDUC) 211 - Educational Psychology
Education (EDUC) 306 - Using Computers to Support Classroom Learning
or Education (EDUC) 440 - Electronic Media for Teachers
Education (EDUC) 320 - Teaching Children with Diverse Needs
Education (EDUC) 423I - Student Teaching at the Intermediate Level
Education (EDUC) 423S - Student Teaching at the Secondary Level
Education (EDUC) 433 - Secondary Methods
Education (EDUC) 450 - Seminar: Contemporary Issues, Research, and Ethics
Sociology (SOCl) 301 - Sociology of Diversity

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 132 credits for graduation.

Recommended Sequence of Courses**First Semester (Fall)**

ART 103 Color Theory
ART 105 Drawing and Composition I
ART 109 Two-Dimensional Design
ENGL 101 College Writing I
IDS 101 The First-Year Seminar
PSYC 101 General Psychology

Second Semester (Spring)

ART 107 Figure Drawing I
ART 110 Three-Dimensional Design
ART 114 Electronic Media in the Arts
or CIS 106 Introduction to Software
Applications
or IT 105 PC Office Applications
ENGL 102 College Writing II
PSYC 201 Child Psychology
MATH 102 College Algebra

Third Semester (Fall)

ART 101 Art History Survey I
 ART 205 Drawing and Composition II
 ART 225 Fundamentals of Sculpture
 COMM 107 Speech Communication
 EDUC 201 Foundations of Education
 MATH 111 College Mathematics
 or higher-level MATH course
*EDUC 302A Students must take the state
 required PRAXIS I: Academic Skills
 Assessments. (This is not a course.)*

Fifth Semester (Fall)

ART 301 Modern and Post-Modern Art
 ART 313 Art Education Media and Methods
 EDUC 320 Teaching Children with Diverse Needs
 ENGL 201 American Literature I
 or ENGL 202 American Literature II¹
 Fundamental Art Studio

Seventh Semester (Fall)

EDUC 423I Student Teaching at the Intermediate
 Level
 EDUC 423S Student Teaching at the Secondary
 Level

Fourth Semester (Spring)

ART 102 Art History Survey II
 ART 215 Fundamentals of Ceramics
 BIOL 101 Newsworthy Topics in
 Biology
 EDUC 211 Educational Psychology
 PHED 105 Wellness and Fitness
 PSYC 202 Adolescence and Adulthood

Sixth Semester (Spring)

EDUC 306 Using Computers to Support
 Classroom Learning
 or EDUC 440 Electronic Media for
 Teachers
 EDUC 433 Secondary Methods
 HIST 109 United States History I
 or HIST 110 United States History II²
 Intermediate Art Studio²
 PHSC 109 Energy and the Environment
 or PHSC 110 Global Change
 SOCI 301 Sociology of Diversity
*EDUC 449 Students must take the state
 required PRAXIS II: Subject Assessments.
 (This is not a course.)*

Eighth Semester (Spring)

Advanced Art Studio/Senior Seminar²
 ART 433 Professional Practices
 (Exhibit/Employment/Ethics)
 EDUC 450 Seminar: Contemporary
 Issues, Research, and Ethics
 Science Elective (200 level)³

Footnotes:

¹To be chosen from: ART 209, ART 210, ART 215, ART 221, ART 225, ART 228, or ART 231.

²Intermediate and advanced art studio courses are determined by selection of fundamental art studio. Course selection must be approved by Keystone College Division of Fine Arts academic adviser.

³This course must be a 200 level and is currently under development.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Formal Admission to the Teaching Program

Application to Keystone College with the intent to major in the Bachelor of Science in Teaching: Art Education (K-12) does not ensure admission into the program. Keystone College's program strictly adheres to the Pennsylvania Department of Education's requirements for admission.

Students will be reviewed after completing 36 credit hours and advised as to the viability of enrolling in the curriculum. Students must have attained a 3.00 GPA after having completed 48 credit hours to be officially accepted into the program, and must have passed the Praxis I examination. The 3.00 GPA is also required in order for students to graduate from this program. Students who do not meet this requirement will be placed on probation and given one semester to regain a 3.00 GPA in order to continue in the program. If the 3.00 GPA is not regained, the student may be eligible to continue at Keystone College in another major.

Transfer students must present a portfolio for review of transfer studio credits, and be interviewed by a member of the Keystone College Division of Fine Arts and an education faculty member. Students must obtain a 3.00 GPA in the most recent 48 credits, and must have passed the Praxis I examination before formal admission to the program.

Visual Art Bachelor of Arts

Curriculum Coordinator: Clifton Prokop, Professor

The Bachelor of Arts program in Visual Art provides a broad-based educational foundation individually directed to meet the educational goals of the student. The BA program provides options for students to enter a variety of other art and art-related fields by presenting a broad range of choices of study in other academic disciplines to augment studio art studies. The program also provides a sound preparation for graduate study as a stand-alone degree, or it can be tailored with minors or combined with the BS in Teaching: Art Education, leading to teaching certification as a double major with an additional semester of study.

Students seeking admission to this program must present a portfolio, be interviewed by a member of the Keystone College Division of Fine Arts, and have a high school art teacher's recommendation. Transfer students must present a portfolio, be interviewed by a member of the Keystone College Division of Fine Arts and have obtained a 2.50 cumulative grade point average prior to formal admission to the program.

Graduation Requirements

Developmental Education (DVED) 108 – Critical and Analytical Reading, (See page 80)

Core Courses:

Art (ART) 114 – Electronic Media in the Arts
or Computer Information Systems (CIS) 106 – Introduction to Software Applications
or Information Technology (IT) 105 – Introduction to PC Office Applications
Art (ART) 433 – Professional Practices (Exhibit, Employment, and Ethics)
Communications (COMM) 107 – Speech Communication
English (ENGL) 101 – College Writing I
English (ENGL) 102 – College Writing II
Interdisciplinary Studies (IDS) 101 – The First-Year Seminar
Mathematics (MATH) Basic Algebra or higher-level MATH course
Physical Education (PHED) 105 – Wellness and Fitness

Distribution Courses:

Art (ART) 101 – Art History Survey I
Art (ART) 102 – Art History Survey II
Art (ART) 301 – Modern and Post Modern Art
Social and Behavioral Sciences Elective¹
Social and Behavioral Sciences Elective¹
Social and Behavioral Sciences Elective (200-level or higher)^{1,2}
Math/Science Elective¹
Math/Science Elective (200-level or higher)¹
Science Elective – Laboratory Course¹

Curriculum Courses:

Art (ART) 103 – Color Theory
Art (ART) 105 – Drawing and Composition I
Art (ART) 107 – Figure Drawing I
Art (ART) 109 – Two-Dimensional Design
Art (ART) 205 – Drawing and Composition II
Art (ART) 207 – Figure Drawing II
Art (ART) 225 – Fundamentals of Sculpture
Fundamental Art Studio
Fundamental Art Studio
Fundamental Art Studio
Fundamental Art Studio
Fundamental Art Studio
Fundamental Art Studio
Intermediate Art Studio
Intermediate Art Studio
Intermediate Art Studio
Advanced Studio Art Concentration/Seminar

Fundamental Art Studio to be chosen from:

Art (ART) 209 – Fundamentals of Graphic Design
Art (ART) 210 – Fundamentals of Crafts
Art (ART) 215 – Fundamentals of Ceramics
Art (ART) 221 – Fundamentals of Photography
Art (ART) 228 – Fundamentals of Painting
Art (ART) 231 – Fundamentals of Printmaking

Free Electives:

Sufficient free electives must be taken to ensure the student has at least 132 credits for graduation.

Footnotes:

¹See page 91 for a list of courses fulfilling this requirement.

²Must be a diversity awareness course. See list on page 93.

Recommended Sequence of Courses:**First Semester (Fall)**

ART 101 Art History Survey I
ART 103 Color Theory
ART 105 Drawing and Composition I
ART 109 Two-Dimensional Design
ENGL 101 College Writing I
IDS 101 The First-Year Seminar

Second Semester (Spring)

ART 102 Art History Survey II
ART 107 Figure Drawing I
ART 110 Three-Dimensional Design
ART 114 Electronic Media in the Arts
or CIS 106 Introduction to Software Applications
or IT 105 Introduction to PC Office Applications
ENGL 102 College Writing II
Studio Elective

Third Semester (Fall)

ART 205 Drawing and Composition II
ART 225 Fundamentals of Sculpture
COMM 107 Speech Communication
MATH Basic Algebra or a higher-level
MATH course
Studio Elective
Studio Elective

Fifth Semester (Fall)

ART 301 Modern and Post Modern Art
Minor or Free Elective
Social and Behavioral Sciences Elective¹
Studio Elective
Studio Elective

Seventh Semester (Fall)

Free Elective
Free Elective
Math/Science Elective (200-level or higher)¹
Minor or Free Elective
Minor or Free Elective

Fourth Semester (Spring)

ART 207 Figure Drawing II
Math/Science Elective¹
PHED 105 Wellness and Fitness
Social and Behavioral Sciences Elective¹
Studio Elective
Studio Elective

Sixth Semester (Spring)

Minor or Free Elective
Minor or Free Elective
Science Elective – Laboratory Course¹
Studio Elective
Studio Elective

Eighth Semester (Spring)

Advanced Studio Concentration/Seminar
ART 433 Professional Practices
Social and Behavioral Sciences Elective
(200-level or higher)^{1,2}
Studio Elective

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Associate Degree Programs Table of Contents

Accounting, A.A.S.	143
Allied Health - Nursing Emphasis, A.S.	145
Allied Health - Occupational Therapy Emphasis, A.S.	147
Allied Health - Physical Therapy Emphasis, A.S.	149
Allied Health - Radiological Technology/Diagnostic Imaging Emphasis, A.S.	151
Art, A.F.A.	153
Biological Science - Premedicine, Biology, Biochemistry, and Pre-Pharmacy, A.S.	155
Business Administration, A.S.	157
Communications, A.A.	159
Computer Information Systems, A.S.	162
Criminal Justice, A.S.	164
Culinary Arts, A.A.S.	166
Early Childhood Education, A.S.	169
Environmental Studies, A.A.	171
Forestry/Resource Management, A.A.	173
Hotel and Restaurant Management, A.A.S.	175
Human Resource Management, A.A.	177
Information Technology, A.A.S.	179
Landscape Architecture, A.A.	181
Liberal Studies, A.A.	183
Liberal Studies - Education, A.A.	185
Pre-Major	187
Sport and Recreation Management, A.S.	188
Wildlife Biology, A.A.	190

Accounting

Curriculum Coordinator: Patti Davis, Professor

The accounting curriculum is designed to give the students an in-depth knowledge of accounting principles and their applications in today's business environment. Specialized courses are included to provide a wider range of business knowledge. It should be noted that this is a terminal degree. However, students wishing to pursue a four-year degree in accounting may pursue Keystone College's Bachelor of Science in Accounting without loss of credits. Students meeting all graduation requirements receive an associate in applied science.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 87)

Core Courses:

Communications (COMM) 107 - Speech Communication
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Information Technology (IT) 105 - PC Office Applications
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) - Basic Algebra or a higher-level MATH course
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Arts and Humanities Elective¹
Arts and Humanities Elective (200 level)¹
Economics (ECON) 201 - Principles of Economics I
Economics (ECON) 202 - Principles of Economics II
Math (MATH) 205 - Statistics

Curriculum Courses:

Accounting (ACCT) 103 - Managerial Accounting
Accounting (ACCT) 108 - Financial Accounting
Accounting (ACCT) 201 - Intermediate Accounting I
Accounting (ACCT) 202 - Intermediate Accounting II/Bridge Experience
Accounting (ACCT) 205 - Cost Accounting
Accounting (ACCT) 209 - Individual and Business Taxes
Business (BUSN) 201 - Principles of Management
Business (BUSN) 333 - Business/Civil Law
Communications (212) - Written Communication
Information Technology (IT) 115 - Web Management and Design
Information Technology (IT) 200 - Intermediate PC Office Applications

Free Elective Courses:

Sufficient free electives must be taken to ensure that the student has at least 69 credits for graduation.

Recommended Sequence of Courses:**First Semester (Fall)**

ACCT 103 Managerial Accounting
COMM 107 Speech Communication
ENGL 101 College Writing I
IDS 101 The First Year-Seminar
MATH Basic Algebra or higher-level MATH
PHED 105 Wellness and Fitness

Second Semester (Spring)

ACCT 108 Financial Accounting
Arts and Humanities Elective¹
BUSN 201 Principles of Management
ENGL 102 College Writing II
IT 105 PC Office Applications

Third Semester (Fall)

ACCT 201 Intermediate Accounting I
ACCT 209 Individual and Business Taxes
BUSN 333 Business/Civil Law
COMM 212 Written Communication
ECON 201 Principles of Economics I
IT 200 Intermediate PC Office Applications

Fourth Semester (Spring)

ACCT 202 Intermediate Accounting II
ACCT 205 Cost Accounting
Arts and Humanities Elective (200 level)¹
ECON 202 Principles of Economics II
IT 115 Web Management and Design
MATH 205 Statistics

Students must obtain a 3.00 GPA for all Accounting courses. Students who do not attain this requirement will be unable to continue as Accounting majors. However, the students may be eligible to continue at Keystone College in other majors.

Footnotes:

¹Please refer to page 91 for a list of courses fulfilling the distribution requirements.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Allied Health - Nursing Emphasis

Curriculum Coordinator: Joseph Falcone, Ph.D., Assistant Professor

The nursing curriculum prepares students to work with physicians and other health care professionals wherever health care is provided. Keystone offers the first two years of a baccalaureate degree program. While Keystone College's curriculum is patterned closely after the programs at our two articulating schools, Thomas Jefferson University and College Misericordia, Keystone students have successfully transferred to a variety of upper-division institutions. Students may opt to apply for dual admission to Keystone College and College Misericordia (see page 16). Because of differences among programs, students should investigate the transfer requirements of the institution they wish to attend upon completion of their studies at Keystone College. Students meeting all graduation requirements receive an associate in science.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 86)

Core Courses:

Communications (COMM) 107 - Speech Communication
Computer Information Systems (CIS) 106 - Introduction to Software Applications
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) - Basic Algebra or a higher-level MATH course
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Arts & Humanities Elective¹
Arts & Humanities Elective¹
Psychology (PSYC) 101 - General Psychology
Social & Behavioral Sciences Elective⁵
Biology (BIOL) 113 - General Biology I
Mathematics (MATH) 102 - College Algebra²

Curriculum Courses:

Anthropology (ANTH) 101 - Introduction to Cultural Anthropology
Biology (BIOL) 105 - Human Anatomy and Physiology I
Biology (BIOL) 106 - Human Anatomy and Physiology II
Biology (BIOL) 211 - Microbiology
Chemistry (CHEM) 105 - General Chemistry I
Chemistry (CHEM) 110 - General Organic Chemistry
Cooperative Education (COOP)³
Curricular Elective⁴
Mathematics (MATH) 205 - Statistics
Psychology (PSYC) 200 - Developmental Psychology

Free Elective Courses:

Sufficient free electives must be taken to ensure that the student has at least 70 credits for graduation.

Recommended Sequence of Courses:**First Semester (Fall)**

BIOL 113 General Biology I
CHEM 105 General Chemistry I
ENGL 101 College Writing I
IDS 101 The First Year-Seminar
PSYC 101 General Psychology

Second Semester (Spring)

CHEM 110 General Organic Chemistry
Curricular Elective⁴
CIS 106 Introduction to Software
Applications
ENGL 102 College Writing II
MATH 102 College Algebra²
PHED 105 Wellness and Fitness

Third Semester (Fall)

Arts & Humanities Elective¹
BIOL 105 Anatomy and Physiology I
COMM 107 Speech Communication
COOP Cooperative Education³
PSYC 200 Developmental Psychology
Social and Behavioral Sciences Elective⁵

Fourth Semester (Spring)

ANTH 101 Introduction to Cultural
Anthropology
Arts & Humanities Elective¹
BIOL 106 Anatomy and Physiology II
BIOL 211 Microbiology
MATH 205 Statistics

Footnotes:

¹Please refer to page 91 for a list of courses fulfilling the distribution requirements.

²Students who do not have a sufficient math background will need to take MATH 101 prior to MATH 102. These students may require an extra semester or summer session to complete this degree.

³Students must earn a minimum of 1 credit of co-op during the summer or in their third or fourth semester.

⁴To be chosen from HOSP 109, BIOL 114 or 107. College Misericordia requires HOSP 109. Thomas Jefferson University requires BIOL 114.

⁵Student should check with articulating institution as to required courses.

Note: Students who successfully complete this curriculum with a 2.50 GPA can formally matriculate at College Misericordia in four semesters. They will earn an additional 66 credits at College Misericordia. For further information on academic advising, students should contact College Misericordia.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Allied Health - Occupational Therapy Emphasis

Curriculum Coordinator: Joseph Falcone, Ph.D., Assistant Professor

The occupational therapy curriculum prepares students to use goal-directed activities to promote functional performance in individuals affected by physical injury, birth defects, aging, or emotional or developmental problems. It is a baccalaureate degree 2+2 program with the first two years of science and liberal arts preparation taken at Keystone College. For qualified students, the last two years may be taken at Thomas Jefferson University or the transfer institution of their choice. Students meeting all graduation requirements receive an associate in science.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 86)

Core Courses:

Communications (COMM) 107 - Speech Communication

Computer Information Systems (CIS) 106 - Introduction to Software Applications

English (ENGL) 101 - College Writing I

English (ENGL) 102 - College Writing II

Interdisciplinary Studies (IDS) 101 - The First-Year Seminar

Mathematics (MATH) - Basic Algebra or a higher-level MATH course

Physical Education (PHED) 105 - Wellness and Fitness

Distribution Course:

Arts & Humanities Elective¹

Arts & Humanities Elective¹

Psychology (PSYC) 101 - General Psychology

Sociology (SOCL) 101 - Introduction to Sociology

Biology (BIOL) 113 - General Biology I

Biology (BIOL) 114 - General Biology II

Curriculum Courses:

Anthropology (ANTH) 101 - Introduction to Cultural Anthropology

Biology (BIOL) 105 - Human Anatomy and Physiology I

Biology (BIOL) 106 - Human Anatomy and Physiology II

Cooperative Education (COOP)²

Mathematics (MATH) 102 - College Algebra³

Mathematics (MATH) 205 - Statistics

Psychology (PSYC) 200 - Developmental Psychology

Psychology (PSYC) 214 - Psychopathology

or Psychology (PSYC) 215 - Psychology of Disability

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 70 credits for graduation.

Recommended Sequence of Courses:

First Semester (Fall)

BIOL 113 General Biology I
ENGL 101 College Writing I
IDS 101 The First-Year Seminar
PHED 105 Wellness and Fitness
PSYC 101 General Psychology

Third Semester (Fall)

Arts & Humanities Elective¹
BIOL 105 Anatomy and Physiology I
COMM 107 Speech Communication
COOP Cooperative Education²
PSYC 200 Developmental Psychology
SOC 101 Introduction to Sociology

Second Semester (Spring)

BIOL 114 General Biology II
CIS 106 Intro. to Software Applications
ENGL 102 College Writing II
Free Elective
MATH 102 College Algebra

Fourth Semester (Spring)

Arts and Humanities Elective¹
ANTH 101 Introduction to Cultural
Anthropology
BIOL 106 Anatomy and Physiology II
Free Elective
MATH 205 Statistics
PSYC 214 Psychopathology
or PSYC 215 Psychology of Disability

Footnotes:

¹To be chosen from Philosophy 101, 102, English 201, 202, 203, or 204.

²Students must earn a minimum of 1 credit of co-op during the summer or in their third or fourth semester.

³Students who do not have a sufficient math background will need to take MATH 101 prior to MATH 102. These students may require an extra semester or summer session to complete this degree.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Allied Health - Physical Therapy Emphasis

Curriculum Coordinator: Joseph Falcone, Ph.D., Assistant Professor

The pre-physical therapy curriculum prepares students to enter a master's degree 2 + 3 program with the first two years of science and liberal arts preparation taken at Keystone College and the last three years of preparation taken at Thomas Jefferson University. Although this curriculum is designed to transfer to Thomas Jefferson University, admission to Keystone College in the pre-physical therapy curriculum does not guarantee acceptance into Thomas Jefferson University. Students completing this curriculum at Keystone College have also been accepted into physical therapy baccalaureate and master's programs at other institutions. Students meeting all graduation requirements receive an associate in science.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 86)

Core Courses:

Communications (COMM) 107 - Speech Communication
Computer Information Systems (CIS) 106 - Introduction to Software Applications
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Interdisciplinary Studies (IDS) 101 - The First Year Seminar
Mathematics (MATH) - Basic Algebra or higher-level MATH course³
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Arts & Humanities Elective¹
Arts & Humanities Elective¹
Psychology (PSYC) 101 - General Psychology
Psychology (PSYC) 200 - Developmental Psychology
Chemistry (CHEM) 105 - General Chemistry I
Chemistry (CHEM) 106 - General Chemistry II

Curriculum Courses:

Biology (BIOL) 105 - Human Anatomy and Physiology I
Biology (BIOL) 106 - Human Anatomy and Physiology II
Biology (BIOL) 113 - General Biology I
Biology (BIOL) 114 - General Biology II
Cooperative Education (COOP)²
Mathematics (MATH) 102 - College Algebra³
Mathematics (MATH) 113 - Pre-Calculus
Mathematics (MATH) 205 - Statistics
Physics (PHYS) 200 - General Physics I
Physics (PHYS) 205 - General Physics II

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 71 credits for graduation.

Recommended Sequence of Courses:**First Semester (Fall)**

BIOL 113 General Biology I
CHEM 105 General Chemistry I
ENGL 101 College Writing I
IDS 101 The First-Year Seminar
MATH 102 College Algebra³
PHED 105 Wellness and Fitness

Third Semester (Fall)

Arts and Humanities Elective¹
BIOL 105 Anatomy and Physiology I
COMM 107 Speech Communication
COOP Cooperative Education²
PHYS 200 General Physics I
PSYC 101 General Psychology

Second Semester (Spring)

BIOL 114 General Biology II
CHEM 106 General Chemistry II
CIS 106 Introduction to Software
Applications
ENGL 102 College Writing II
MATH 113 Pre-Calculus

Fourth Semester (Spring)

Arts and Humanities Elective¹
BIOL 106 Anatomy and Physiology II
MATH 205 Statistics
PHYS 205 General Physics II
PSYC 200 Developmental Psychology

Footnotes

¹To be chosen from Philosophy 101, 102, English 201, 202, 203 or 204.

²Students must complete a minimum of 1 credit of co-op during the summer or in their third or fourth semester.

³Students who do not have a sufficient math background will need to take MATH 101 prior to MATH 102. These students may require an extra semester or summer session to complete this degree.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Allied Health - Radiological Technology/ Diagnostic Imaging Emphasis

Curriculum Coordinator: Joseph Falcone, Ph.D., Assistant Professor

The pre-radiological technology/diagnostic imaging curriculum prepares students to become technical specialists in the field of modern radiography. It is a baccalaureate degree 2 + 2 program with the first two years of science and liberal arts preparation taken at Keystone College. For qualified students, the last two years may be taken at Keystone's articulating schools, Thomas Jefferson University and College Misericordia, or the transfer institution of their choice. Students may also apply for dual admission to both Keystone College and College Misericordia (see page 16). Students meeting all graduation requirements receive an associate in science.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 86)

Core Courses:

Communications (COMM) 107 - Speech Communication
Computer Information Systems (CIS) 106 - Introduction to Software Applications
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) - Basic Algebra or a higher-level MATH course¹
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Arts & Humanities Elective²
Arts & Humanities Elective²
Psychology (PSYC) 101 - General Psychology
Social & Behavioral Sciences Elective³
Biology (BIOL) 105 - Human Anatomy and Physiology I
Biology (BIOL) 106 - Human Anatomy and Physiology II

Curriculum Courses:

Biology (BIOL) 113 - General Biology I
Biology (BIOL) 115 - Medical Terminology
Cooperative Education (COOP)⁴
Curricular Elective⁷
Mathematics (MATH) 102 - College Algebra^{1,5}
Mathematics (MATH) 113 - Pre-Calculus⁵
Mathematics (MATH) 205 - Statistics
Physics (PHYS) 200 - General Physics I
Physics (PHYS) 205 - General Physics II

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 67 credits for graduation.

Recommended Sequence of Courses:**First Semester (Fall)**

BIOL 113 General Biology I
BIOL 115 Medical Terminology
ENGL 101 College Writing I
IDS 101 The First-Year Seminar
MATH 102 College Algebra¹
PSYC 101 General Psychology

Third Semester (Fall)

Arts & Humanities Elective²
BIOL 105 Anatomy and Physiology I
COMM 107 Speech Communication
COOP Cooperative Education⁴
Free Elective⁶
PHYS 200 General Physics I
Social & Behavioral Sciences Elective³

Second Semester (Spring)

CIS 106 Introduction to Software
Applications
Curricular Elective⁷
ENGL 102 College Writing II
MATH 113 Pre-Calculus⁵
PHED 105 Wellness and Fitness

Fourth Semester (Spring)

Arts & Humanities Elective²
BIOL 106 Anatomy and Physiology II
Free Elective⁶
MATH 205 Statistics
PHYS 205 General Physics II

Footnotes:

¹Students are expected to successfully test out of MATH 101 in order to take MATH 102 in their first semester. Students who do not do so will require an extra semester or summer session to complete this degree.

²To be chosen from PHIL 101, 102, ENGL 201, 202, 203, or 204, HIST 101 or 102. College Misericordia requires HIST 101 and 102. Thomas Jefferson requires one literature course.

³Please refer to page 91 for a list of courses fulfilling the distribution requirements.

⁴Students must complete a minimum of 1 credit of co-op during the summer or in their third or fourth semester.

⁵Students starting their math courses with Pre-Calculus (MATH 113) must take sufficient free electives to ensure that they will have 67 credits for graduation.

⁶College Misericordia requires students to take ART 101.

⁷College Misericordia requires POSC 101; Thomas Jefferson University requires BIOL 114. Students should check with articulating institution for required courses.

Note: Students who successfully complete this curriculum with a 2.00 GPA can formally matriculate at College Misericordia in five semesters and two 7-week internships. The final semester may be part-time. Students will earn an additional 68 credits at College Misericordia. For further information on academic advising, students should contact College Misericordia.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Art

Curriculum Coordinator: Clifton Prokop, Professor

The curriculum in art is a complete, two-year foundation program which prepares students for transfer into colleges, art schools, and universities offering career programs in a wide spectrum of visual art fields. These include architecture, photography, art education, art therapy, painting, sculpture, printmaking, crafts, fashion, fabric, industrial, toy, and graphic design. As an individualized diagnostic program, the curriculum can effectively help students decide where their futures in art lie and provide guidance in choosing an appropriate transfer institution. Applicants must present a portfolio, be interviewed by a member of the Keystone College Division of Fine Arts, and have a high school art teacher's recommendation. Most courses listed (note the prerequisites) are open to all students at Keystone. Students meeting all graduation requirements receive an associate in fine arts.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 89)

Core Courses:

Art (ART) 114 - Electronic Media in the Arts
Communications (COMM) 107 - Speech Communication
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) - Basic Algebra or a higher-level MATH course
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

ART 101 - Art History Survey I
ART 102 - Art History Survey II
Social & Behavioral Sciences Elective ¹
Math/Science Elective ^{1,3}

Curriculum Courses:

ART 103 - Color Theory
ART 105 - Drawing and Composition I
ART 107 - Figure Drawing
ART 109 - Two-Dimensional Design
ART 110 - Three-Dimensional Design
ART 113 - Portfolio Preparation
ART 205 - Drawing and Composition II
ART 207 - Figure Drawing II
ART 225 - Fundamentals of Sculpture
Curricular Elective - Art Studio Course
Curricular Elective - Art Studio Course
Curricular Elective - Art Studio Course
Curricular Elective - Art Studio Course
Curricular Elective - Art Studio Course

Studio Courses May Be Selected From the Following:

ART 209 - Fundamentals of Graphic Design
ART 210 - Fundamentals of Crafts
ART 215 - Fundamentals of Ceramics
ART 221 - Fundamentals of Photography
ART 223 - Field Study in Art History
ART 228 - Fundamentals of Painting
ART 231 - Fundamentals Printmaking
ART 309 - Graphic Design II
ART 315 - Ceramics II
ART 321 - Photography II
ART 325 - Sculpture II

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 71.5 credits for graduation.

Recommended Sequence of Courses:**First Semester (Fall)**

ART 101 Art History Survey I
ART 103 Color Theory
ART 105 Drawing and Composition I
ART 109 Two-Dimensional Design
ENGL 101 College Writing I
IDS 101 The First Year Seminar

Third Semester (Fall)

ART 113 Portfolio Preparation
ART 205 Drawing and Composition II
ART 225 Fundamentals of Sculpture
Art Studio Elective
Art Studio Elective
COMM 107 Speech Communication
MATH - Basic Algebra or higher-level MATH

Second Semester (Spring)

ART 102 Art History Survey II
ART 107 Figure Drawing
ART 110 Three-Dimensional Design
ART 114 Electronic Media in the Arts
Art Studio Elective
ENGL 102 College Writing II

Fourth Semester (Spring)

ART 207 Figure Drawing II
Art Studio Elective
Art Studio Elective
Math/Science Elective^{1,3}
Social & Behavioral Sciences Elective ¹
PHED 105 Wellness and Fitness

Footnotes:

¹Please refer to page 91 for a list of courses fulfilling the distribution requirements.

²BIOL 101 or BIOL 102 (Newsworthy Topics in Biology I or Human Health Issues) is recommended for students interested in a baccalaureate degree from Keystone College.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Biological Science - Premedicine, Biology, Biochemistry, and Pre-Pharmacy

Curriculum Coordinator: Joseph Falcone, Ph.D., Assistant Professor

The biological science curriculum is a pre-professional program designed to meet the initial educational needs of students who will go on to careers in dentistry, medicine, pharmacy, and veterinary medicine, as well as science-related fields such as optometry and mortuary science. Students pursuing this curriculum may continue study in botany, ecology, zoology, pre-medicine, and other related fields. The curriculum also meets the needs of students planning to teach biology. Students meeting all graduation requirements receive an associate in science.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 86)

Core Courses:

Communications (COMM) 107 - Speech Communication
Computer Information Systems (CIS) 106 - Introduction to Software Applications
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) - Basic Algebra or a higher-level MATH course
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Arts & Humanities Elective¹
Arts & Humanities Elective¹
Social & Behavioral Sciences Elective¹
Social & Behavioral Sciences Elective¹
Biology (BIOL) 113 - General Biology I
Biology (BIOL) 114 - General Biology II

Curriculum Courses:

Biology (BIOL) 211 - Microbiology
Biology (BIOL) 214 - Introductory Ecology
Chemistry (CHEM) 105 - General Chemistry I
Chemistry (CHEM) 106 - General Chemistry II
Curricular Elective²
Curricular Elective²
Physics (PHYS) 200 - General Physics I
Physics (PHYS) 205 - General Physics II

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 71 credits for graduation.

Recommended Sequence of Courses

First Semester (Fall)

BIOL 113 General Biology I
CHEM 105 General Chemistry I
ENGL 101 College Writing I
IDS 101 The First-Year Seminar
MATH 101 Basic Algebra or higher-level MATH course
PHED 105 Wellness and Fitness

Second Semester (Spring)

BIOL 114 General Biology II
CHEM 106 General Chemistry II
COMM 107 Speech Communication
Curricular Elective²
ENGL 102 College Writing II

Third Semester (Fall)

Arts & Humanities Elective¹
BIOL 214 Introductory Ecology
CIS 106 Introduction to Software Applications
PHYS 200 General Physics I
Social and Behavioral Sciences Elective¹

Fourth Semester (Spring)

Arts and Humanities Elective¹
BIOL 211 Microbiology
Curricular Elective²
PHYS 205 General Physics II
Social and Behavioral Sciences Elective¹

Footnotes:

¹Please refer to page 91 for a list of courses fulfilling the distribution requirements.

²To be chosen from: MATH 113, 205, 225, 230.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Business Administration

Curriculum Coordinator: Janet DeAndrea, Professor

In today's economic environment, every organization has to run as a successful business – whether the organization is a manufacturer, non-profit organization, sports team, retail store, or a college campus. Recognizing the wide range of career opportunities open to students, the business curriculum at Keystone College offers students many choices and great flexibility. Business Administration provides the foundation needed by students who intend to eventually earn a BS and MBA degrees. Also, it is an ideal choice for students who intend to be entrepreneurs or begin careers after associate degree graduation. Students meeting all graduation requirements receive an associate in science.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 86)

Core Courses:

Communications (COMM) 107 - Speech Communication
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Information Technology (IT) 105 - PC Office Applications
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) - Basic Algebra or higher-level MATH course
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Arts and Humanities Elective¹
Arts and Humanities Elective¹
Economics (ECON) 201 - Principles of Economics I
Economics (ECON) 202 - Principles of Economics II
Mathematics (MATH) 205 - Statistics
Science Elective - Laboratory Course¹

Curriculum Courses:

Accounting (ACCT) 108 - Financial Accounting
Business (BUSN) 101 - Introduction to Business
Business (BUSN) 201 - Principles of Management
Business (BUSN) 250 - Bridge Experience in Business
Communications (COMM) 212 - Written Communication
Curricular Elective²
Curricular Elective²
Curricular Elective²

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 63 credits required for graduation.

Recommended Sequence of Courses:

First Semester (Fall)

BUSN 101 Introduction to Business
ENGL 101 College Writing I
IDS 101 The First-Year Seminar
MATH Basic Algebra or higher-level MATH
PHED 105 Wellness and Fitness

Second Semester (Spring)

ACCT 108 Financial Accounting
BUSN 201 Principles of Management
COMM 107 Speech Communication
ENGL 102 College Writing II
IT 105 PC Office Applications
MATH 205 Statistics

Third Semester (Fall)

Arts & Humanities Elective¹
COMM 212 Written Communication
Curricular Elective²
ECON 201 Principles of Economics I
Science Elective - Laboratory Course¹

Fourth Semester (Spring)

Arts and Humanities Elective¹
BUSN 250 Bridge Experience in
Business
Curricular Elective²
Curricular Elective²
ECON 202 Principles of Economics II

Footnotes:

¹Please refer to page 91 for a list of courses fulfilling the distribution requirements.

²To be chosen from the following disciplines: ACCT, BUSN, COOP, HRM, IT, MATH, PSYC, SRM, or HOSP 103, or any course approved by the adviser.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

*Students are expected to have a real-world experience during the associate degree program. COOP fulfills this requirement. Other real-world experiences may be used to fulfill this requirement with the approval of the adviser.

Communications

Curriculum Coordinator: Jane Honchell, Associate Professor

The communications curriculum is designed to provide students with a foundation that will prepare them to continue baccalaureate studies in Keystone College's Professional Studies: Communication Arts and Humanities. The communications curriculum also is an appropriate choice for students who wish to transfer to colleges and universities offering baccalaureate programs in corporate communications, English, journalism, creative writing, television and/or radio broadcasting, and theatre.

The goals of the communications program are to prepare students for a variety of careers in the communications field within the context of a liberal arts tradition; develop students' interpersonal, oral, and written communication skills; help students explore career options through cooperative education experiences; and challenge students to think critically and creatively.

Students selecting this curriculum will work closely with faculty advisers to develop course plans designed to meet the requirements of their specific area of interest and to assess their aptitude and progress. All communications majors are required to attend a co-op preparation seminar during the second semester of the first year, and to complete a minimum of three credits of cooperative education. In addition, toward the end of the sophomore year, all students in this major must present a portfolio of their best work to a faculty panel for evaluation. Students meeting all graduation requirements receive an associate in arts degree.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 84)

Core Courses:

Communications (COMM) 107 - Speech Communication
Computer Information Systems (CIS) 106 - Introduction to Software Applications
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) - Basic Algebra or a higher-level MATH course
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Communications (COMM) 104 - Interpersonal Communication
Communications (COMM) 105 - Mass Communication
English 200-level Literature Elective³
English 200-level Literature Elective³
Social and Behavioral Sciences Elective¹
Social and Behavioral Sciences Elective¹
Math/Science Elective¹
Science Elective - Laboratory Course¹

Curricular Requirements:

Communications (COMM) 207 - Professional Speech

Communications (COMM) 223P - Co-op/Portfolio Preparation²

Cooperative Education (COOP)²

Curricular Electives:

Students must select six of the following courses (a minimum of 18 credits), at least three of which are at the 200 level or higher and one of which must be an arts and humanities or social and behavioral science elective. Students are responsible for meeting any prerequisite requirements for course selections below.

Anthropology (ANTH) 101 - Introduction to Cultural Anthropology

Art (ART) 109 - Two-Dimensional Design

Art (ART) 114 - Electronic Media in the Arts (suggested for ART emphasis)

Art (ART) 209 - Fundamentals of Graphic Design

Art (ART) 221 - Fundamentals of Photography

Business (BUSN) 201 - Principles of Management

Business (BUSN) 202 - Marketing

Business (BUSN) 215 - Advertising

Communications (COMM) 212 - Written Communication

Communications (COMM) 225 - Television Production

English (ENGL) 201 - American Literature I

English (ENGL) 202 - American Literature II

English (ENGL) 203 - Western World Literature I

English (ENGL) 204 - Western World Literature II

English (ENGL) 209 - Introduction to Journalism

English (ENGL) 210 - Feature Writing

English (ENGL) 211 - Creative Writing

English (ENGL) 220 - Introduction to Poetry

English (ENGL) 221 - Introduction to the Novel

English (ENGL) 222 - Introduction to Dramatic Literature

Film (FILM) 110 - Introduction to Cinema

Information Technology (IT) 115 - Web Management and Design

Music (MUSC) 101 - Introduction to Music

Philosophy (PHIL) 101 - Introduction to Philosophy I

Philosophy (PHIL) 102 - Introduction to Philosophy II

Political Science (POSC) 207 - International Relations

Psychology (PSYC) 207 - Social Psychology

Spanish (SPAN) 101 - Elementary Spanish I

Spanish (SPAN) 102 - Elementary Spanish II

Theatre (THEA) 104 - Introduction to Theatre

Theatre (THEA) 105 - Acting I: The Basics of Performance

Theatre (THEA) 204 - Survey of Technical Theatre

Theatre (THEA) 205 - Acting II: Techniques and Styles

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 68 credits for graduation.

Recommended Sequence of Courses:**First Semester (Fall)**

COMM 104 Interpersonal Communication
Curricular Elective
or Social and Behavioral Sciences Elective¹
ENGL 101 College Writing I
IDS 101 The First-Year Seminar
MATH Basic Algebra or higher-level MATH

Second Semester (Spring)

COMM 105 Mass Communication
COMM 107 Speech Communication
COMM 223P Co-op Preparation²
Curricular Elective
or Social and Behavioral Sciences Elective¹
ENGL 102 College Writing II
PHED 105 Wellness and Fitness
Science Elective - Laboratory Course¹

Summer:

Cooperative Education²

Third Semester (Fall)

CIS 106 Introduction to Software Applications
Curricular Elective
Curricular Elective
ENGL 200-level Literature Elective³
Math/Science Elective¹
Social and Behavioral Sciences Elective¹
or Curricular Elective

Fourth Semester (Spring)

COMM 207 Professional Speech
Curricular Elective
Curricular Elective
Free Elective
Social and Behavioral Sciences Elective¹
or Curricular Elective
ENGL 200-level Literature Elective³

Footnotes:

¹Please refer to = for a list of courses fulfilling the distribution requirements.

²Students must attend co-op preparation workshop (COMM 223P) during the second semester and must earn a minimum of three credits of co-op during the summer or in their third or fourth semester.

³To be chosen from ENGL 201, 202, 203, 204, 220, 221, or 222.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Computer Information Systems

Curriculum Coordinator: Jeff Reim, Instructor

There are many varied career opportunities open to students in the information technology field. Keystone College offers options for either an associate degree or one-year certificate in each of two different areas: Computer Information Systems or Information Technology. Students completing their associate degree may enter the workforce or continue at Keystone and earn a Bachelor of Science in Professional Studies: Information Technology with a specialization in Network Engineering or Business Information Systems (page 128). Students meeting all graduation requirements receive an associate in science.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 86)

Core Courses:

Communications (COMM) 107 - Speech Communication
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Information Technology (IT) 105 - PC Office Applications
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) - Basic Algebra or a higher-level MATH course
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Arts & Humanities Elective¹
Arts & Humanities Elective¹
Social & Behavioral Sciences Elective¹
Social & Behavioral Sciences Elective¹
Mathematics (MATH) 205 - Statistics
Science Elective - Laboratory Course¹

Curriculum Courses:

Accounting (ACCT) 110 - Survey of Accounting
Computer Information Systems (CIS) 110 - Introduction to Visual Programming
Computer Information Systems (CIS) 200 - Introduction to Structured Programming
Computer Information Systems (CIS) 210 - Programming for Business
Computer Information Systems (CIS) 250 - Advanced Programming for Business
Information Technology (IT) 115 - Web Management and Design
Information Technology (IT) 200 - Intermediate PC Office Applications
Mathematics (MATH) 102 - College Algebra

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 66 credits for graduation.

Recommended Sequence of Courses:**First Semester (Fall)**

CIS 110 Introduction to Visual Programming
ENGL 101 College Writing I
IDS 101 The First-Year Seminar
IT 105 PC Office Applications
MATH Basic Algebra or higher-level MATH
PHED 105 Wellness and Fitness

Third Semester (Fall)

Arts and Humanities Elective¹
CIS 210 Programming for Business
COMM 107 Speech Communication
Free Elective
Science Elective - Laboratory Course¹
Social and Behavioral Sciences Elective¹

Second Semester (Spring)

ACCT 110 Survey of Accounting
ENGL 102 College Writing II
IT 115 Web Management and Design
IT 200 Intermediate PC Office
Applications
MATH 102 College Algebra

Fourth Semester (Spring)

Arts and Humanities Elective¹
CIS 200 Introduction to Structured
Programming
CIS 250 Advanced Programming for
Business
MATH 205 Statistics
Social and Behavioral Sciences Elective¹

Footnotes:

¹Please refer to page 91 for a list of courses fulfilling the distribution requirements.

Criminal Justice

Curriculum Coordinator: Stacey Wyland, Assistant Professor

The criminal justice curriculum, which is designed for transfer into a baccalaureate degree program, will provide students with a solid foundation in criminal justice and the liberal arts. Students successfully completing this degree may continue at Keystone College and earn a Bachelor of Science in Criminal Justice Administration. Students meeting all graduation requirements receive an associate in science degree.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 86)

Core Courses:

Communication (COMM) 107 - Speech Communication
Computer Information Systems (CIS) 106 - Introduction to Software Applications
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Interdisciplinary Studies (IDS) 101 - The First Year Seminar
Mathematics (MATH) - Basic Algebra or higher-level MATH course
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Arts and Humanities Elective¹
Arts and Humanities Elective¹
Psychology (PSYC) 101 - General Psychology
Psychology (PSYC) 202 - Adolescence and Adulthood
Mathematics Elective²
Science Elective - Laboratory Course⁴

Curriculum Courses:

Criminal Justice (CJ) 102 - Introduction to Criminal Justice
Criminal Justice (CJ) 110 - Introduction to Policing
Criminal Justice (CJ) 115 - Survey of Corrections
Criminal Justice (CJ) 201 - Criminology
Criminal Justice (CJ) 205 - Criminal Justice and Public Policy
Criminal Justice (CJ) 210 - Juvenile Delinquency
Criminal Justice (CJ) 223P - Field Experience Preparation³
Criminal Justice (CJ) 223 - Field Experience I³
Political Science (POSC) 201 - State and Local Government
Sociology (SOCL) 101 - Introduction to Sociology

Free Elective Courses:

Sufficient free electives must be taken to ensure that the student has at least 66 credits for graduation.

Recommended Sequence of Courses:

First Semester (Fall)

CJ 102 Introduction to Criminal Justice
ENGL 101 College Writing I
IDS 101 The First-Year Seminar
MATH Basic Algebra or higher-level MATH
PSYC 101 General Psychology
SOC 101 Introduction to Sociology

Second Semester (Spring)

Arts & Humanities Elective¹
CIS 106 Introduction to Software
Applications
CJ 110 Introduction to Policing
CJ 115 Survey of Corrections
ENGL 102 College Writing II
Science Elective - Laboratory Course⁴

Third Semester (Fall)

Arts & Humanities Elective¹
CJ 201 Criminology
CJ 223P Field Experience Preparation³
Mathematics Elective²
PHED 105 Wellness and Fitness
POSC 201 State and Local Government
PSYC 202 Adolescence and Adulthood

Fourth Semester (Spring)

CJ 205 Criminal Justice & Public Policy
CJ 210 Juvenile Delinquency
CJ 223 Field Experience I³
COMM 107 Speech Communication
Free Elective⁵
Free Elective⁵

Footnotes:

¹Recommended: COMM 104, HIST 110, or a 200-level Literature course.

²Recommended: MATH 102 or 111.

³Students must attend Field Experience preparation workshop (CJ 223P) during the third semester and earn 3 credits of Field Experience during their fourth semester.

⁴Please refer to page 91 for a list of courses fulfilling the distribution requirements.

⁵Students considering Criminal Justice Administration are strongly encouraged to select courses in a respective minor area or a 300-400 CJ.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Culinary Arts

(under development)

Curriculum Coordinator: Chef Melodie Jordan, Assistant Professor

The culinary arts major is based on the functions and skills employed in the food service industry. Designed to be a basic building block for any career goal related to foods, students will be exposed to classical French and American techniques. Students will follow a block scheduling format to further enhance their education and provide additional hands on experience. Upon completion of this program, the student is required to take and pass the NOCTI examination designated for their curriculum. Students are required to participate in all culinary arts and hotel/restaurant management functions. Students meeting all graduation requirements receive an associate in applied science.

Upon enrolling in CULN 101A, students will be charged for a professional knife kit (\$130) and uniform package (\$220). In the student's third semester and upon enrolling in CULN 230, students will be charged for a server and kitchen uniform package (\$300). Enrollees are also required to purchase non-skid black leather lace-up shoes. The costs of these items are in addition to other required fees.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 87)

Core Courses:

Communications (COMM) 107 - Speech Communication

English (ENGL) 101 - College Writing I

English (ENGL) 102 - College Writing II

Information Technology (IT) 105 - PC Office Applications

Interdisciplinary Studies (IDS) 101 - The First Year Seminar

Mathematics (MATH) - Basic Algebra or a higher-level MATH course

Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Distribution Elective⁴

Curriculum Courses:

Communications (COMM) 212 - Written Communication

Culinary Arts (CULN) 100 - Culinary Math

Culinary Arts (CULN) 101 A* - Stocks, Sauces, and Skills

Culinary Arts (CULN) 101 B* - Meat and Fish Fabrication

Culinary Arts (CULN) 101 C* - American Cuisine

Culinary Arts (CULN) 101 D* - Cuisines of the World

Culinary Arts (CULN) 101 E* - Introduction to Baking

Culinary Arts (CULN) 101 F* - French Cookery

Culinary Arts (CULN) 101 G* - Service Techniques and Skills

Culinary Arts (CULN) 101 H* - Breakfast Cookery Seminar

Culinary Arts (CULN) 103 - Introduction to Culinary Management

Culinary Arts (CULN) 107 - Garde Manger

Culinary Arts (CULN) 202 - Bar and Beverage Management

Culinary Arts (CULN) 203 - Cakes, Tortes, and Desserts²
 Culinary Arts (CULN) 210 - Catering²
 Culinary Arts (CULN) 230 - Restaurant Operations
 Culinary Arts (CULN) 236 - Advanced Restaurant Operations
 Culinary Arts (CULN) 290 - NOCTI Food Production and Service Examination³
 Hospitality (HOSP) 104 - Food and Labor Cost Control
 Hospitality (HOSP) 108 - Applied Food Service Sanitation
 Hospitality (HOSP) 109 - Foods and Nutrition
 Hospitality (HOSP) 150 - Field Experience Preparation¹
 Hospitality (HOSP) 223 - Field Experience¹
 Hospitality (HOSP) 225 - Menu Planning and Purchasing

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 70 credits for graduation.

Recommended Sequence of Courses:

First Semester (Fall)

CULN 101A* Stocks, Sauces, and Skills
 CULN 101B* Meat and Fish Fabrication
 CULN 101C* American Cuisine
 CULN 101D* Cuisines of the World
 CULN 101E* Introduction to Baking
 CULN 101F* French Cookery
 CULN 101G* Service Techniques and Skills
 CULN 101H* Breakfast Cookery Seminar
 IDS 101 The First-Year Seminar

Second Semester (Spring)

CULN 100 Culinary Math
 CULN 103 Introduction to Culinary
 Management
 ENGL 101 College Writing I
 HOSP 104 Food and Labor Cost Controls
 HOSP 108 Applied Food Service
 Sanitation
 HOSP 109 Foods and Nutrition
 HOSP 150 Field Experience and
 Preparation¹
 MATH Basic Algebra or higher-level MATH
 course

Summer After Freshman Year

HOSP 223 Field Experience (400 hours Internship)¹

Third Semester (Fall)

COMM 107 Speech Communication
 CULN 230 Restaurant Operations
 ENGL 102 College Writing II
 HOSP 225 Menu Planning and Purchasing
 IT 105 PC Office Applications
 PHED 105 Wellness and Fitness

Fourth Semester (Spring)

COMM 212 Written Communication
 CULN 107 Garde Manger
 CULN 202 Bar and Beverage Management
 CULN 203 Cakes, Tortes, and Desserts²
 CULN 210 Catering²
 CULN 236 Advanced Restaurant Operations
 CULN 290 NOCTI Food Production
 and Service Examination³
 Distribution Elective⁴

*Students enrolled in these courses must be available to participate in events when not in class.

Footnotes:

¹Students must attend Field Experience Preparation in their second semester and must participate in 400 hours of approved field experience during the summer between their two years.

²Students enrolled in CULN 201 may have to be available for some weekends to organize, serve, and cook for functions.

³In order for students to graduate this curriculum, they must enroll in and pass the NOCTI examination (only offered in the spring semesters). Students must have completed 3 semesters in culinary arts at Keystone College before enrolling.

⁴Please refer to page 91 for a list of courses fulfilling the distribution requirements.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Early Childhood Education

Curriculum Coordinator: Carol Fontana, Assistant Professor

The Division of Social and Behavioral Sciences offers an Associate in Science in Early Childhood Education which prepares students to work with young children (newborn-eight years) in a variety of settings including schools, day care centers, Head Start, nursery schools, homes, hospitals, social service agencies, and early intervention programs for children with special needs. Graduates of the associate in science program are prepared for entry-level positions or to continue in Keystone College's baccalaureate degree program in early childhood or elementary education. Field experiences are required each semester and are arranged by the Field Coordinator for Education. Current criminal history and child abuse clearances are required prior to engaging in fieldwork. Students are responsible for obtaining clearances on an annual basis, and copies must be on file in the education office. Students meeting all graduation requirements receive an Associate in Science in Early Childhood Education.

Education students are required to pay a semester fee of \$65 for curriculum lab fees. Weekender students are required to pay a \$20 curriculum lab fee each trimester.

While college catalogs are recognized as a contractual arrangement, they are subject to changes in state and federal regulations.

Graduation Requirements:

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 86)

Core Courses:

Communications (COMM) 107 - Speech Communication
Computer Information Systems (CIS) 106 - Introduction to Software Applications
English (ENGL) 101 -College Writing I
English (ENGL) 102 - College Writing II
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) 102 - College Algebra or higher-level MATH course
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Arts and Humanities Elective¹
Arts and Humanities Elective¹
Biology (BIOL) 101 - Newsworthy Topics in Biology
or Biology (BIOL) 110 - Newsworthy Topics in Biology
Math/Science Elective⁴
Psychology (PSYC) 101 - General Psychology
Psychology (PSYC) 201- Child Psychology

Curriculum Courses:

Early Childhood Education (ECE) 101 - Introduction to Early Childhood Education
Early Childhood Education (ECE) 102 - Guiding Play and Learning
Early Childhood Education (ECE) 223 - Community Based Early Childhood Field Experiences³

Early Childhood Education (ECE) 250 - Seminar in Early Childhood Education²
 Early Childhood Education (ECE) 301 - Curriculum and Program Planning (birth to 3 years)
 Early Childhood Education (ECE) 302 - Curriculum and Program Planning (3 to 8 years)
 Early Childhood Education Elective⁵
 Early Childhood Education Elective⁵
 Education (EDUC) 216 - Child, Family, and Community
 Sociology (SOCI) 205 - Sociology of the Family

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 68 credits for graduation.

Recommended Sequence of Courses:

First Semester (Fall)

CIS 106 Introduction to Software Applications
 ECE 101 Introduction to Early Childhood Education
 ENGL 101 College Writing I
 IDS 101 The First-Year Seminar
 MATH 102 College Algebra
 PSYC 101 General Psychology

Second Semester (Spring)

BIOL 101 Newsworthy Topics in Biology
 or BIOL 110 Newsworthy Topics in Biology
 COMM 107 Speech Communication
 ECE 102 Guiding Play and Learning
 ENGL 102 College Writing II
 PHED 105 Wellness and Fitness
 PSYC 201 Child Psychology

Third Semester (Fall)

Arts and Humanities Elective¹
 ECE 301 Curriculum and Program Planning (Ages 0-3)
 EDUC 216 Child, Family, and Community
 Math/Science Elective⁴
 SOCI 205 Sociology of the Family
 ECE Elective⁵

Fourth Semester (Spring)

Arts and Humanities Elective¹
 ECE 223 Community Based Early Childhood Field Experiences³
 ECE 250 Seminar in Early Childhood Education²
 ECE 302 Curriculum & Program Planning (Ages 3-8)
 ECE Elective⁵

Footnotes:

¹Please see page 91 for a list of courses fulfilling this requirement.

²ECE 250 Seminar for associate degree candidates. Includes screening for admission to bachelor of science program.

³Field and Lab Experiences are required each of the four semesters and are generally scheduled Monday through Friday 8 a.m. to 5 p.m. during typical working hours.

⁴MATH 111 is recommended for students considering transferring into the baccalaureate degree program.

⁵To be chosen from: ECE 235, ECE 320, EDUC 201, EDUC 211, PSYC 210, or SOCI 101.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Environmental Studies

Curriculum Coordinator: Howard Jennings, Professor

The environmental studies curriculum is primarily concerned with the relationships of people and their societal institutions with the natural world. Students successfully completing this curriculum are guaranteed acceptance at State University of New York - Syracuse. The environmental studies curriculum also transfers to a variety of other institutions. Students meeting all graduation requirements receive an associate in arts.

Bachelor's degrees lead to the following emphases: land use planning, biological science application, information and technology, policy and management, and environmental communications.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 84)

Core Courses:

Communications (COMM) 107 - Speech Communication
Computer Information Systems (CIS) 106 - Introduction to Software Applications
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) - Basic Algebra or a higher-level MATH course⁴
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Arts & Humanities Elective¹
Biology (BIOL) 113 - General Biology I
Biology (BIOL) 114 - General Biology II
Economics (ECON) 201 - Principles of Economics I
or Economics (ECON) 202 - Principles of Economics II
History (HIST) 102 - Western Civilization
History (HIST) 109 - United States History I
or History (HIST) 110 - United States History II
Mathematics (MATH) 225 - Calculus I
Social & Behavioral Sciences Elective²

Curriculum Courses:

Biology (BIOL) 108/109 - Field Biology⁵
Biology (BIOL) 109C - Horticulture
Biology (BIOL) 214 - General Ecology
Chemistry (CHEM) 105 - General Chemistry I
Chemistry (CHEM) 106 - General Chemistry II
or Physics (PHYS) 200 - General Physics I
Cooperative Education (COOP)³
Environmental Science (ENVT) 225 - Environmental Policy and Management

Physical Science (PHSC) 108 - Geology
 or Physical Science (PHSC) 201 - Physical Geology
 Political Science (POSC) 101 - American National Government
 or Political Science (POSC) 201 - State and Local Government

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 72 credits for graduation.

Recommended Sequence of Courses:

First Semester (Fall)

BIOL 113 General Biology I
 ENGL 101 College Writing I
 IDS 101 The First-Year Seminar
 HIST 109 United States History I
 or HIST 110 United States History II
 PHED 105 Wellness and Fitness
 POSC 101 American National Government
 or POSC 201 State and Local Government

Second Semester (Spring)

BIOL 108/109 Field Biology⁵
 BIOL 114 General Biology II
 CIS 106 Introduction to Software
 Applications
 ENGL 102 College Writing II
 HIST 102 Western Civilization
 PHSC 108 Geology
 or PHSC 201 Physical Geology

Third Semester (Fall)

BIOL 109C Horticulture⁵
 BIOL 214 Introductory Ecology
 CHEM 105 General Chemistry I
 ECON 201 Principles of Economics I
 or ECON 202 Principles of Economics II
 Social and Behavioral Sciences Elective²

Fourth Semester (Spring)

Arts & Humanities Elective¹
 BIOL 108/109 Field Biology⁵
 CHEM 106 General Chemistry II
 or PHYS 200 General Physics I
 COMM 107 Speech Communication
 Cooperative Education³
 ENVT 225 Environmental Policy and
 Management
 MATH 225 Calculus I⁴

Footnotes:

¹Any Art course or MUSC 101.

²To be chosen from ANTH 101, ANTH 212, or RELG 206.

³Students must earn a minimum of 1 credit of co-op.

⁴Students who do not have a sufficient math background must take MATH 113 prior to MATH 225 and may require an additional semester or summer session.

⁵Five credits of Field Biology (BIOL 108/109) are required.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Forestry/Resource Management

Curriculum Coordinator: Howard Jennings, Professor

The forestry/resource management curriculum prepares students for the management of forest-related resources and their environments for human benefit. Students successfully completing this curriculum at Keystone College are guaranteed acceptance at State University of New York - Syracuse. The forestry/resource management curriculum also transfers to a variety of other institutions. Students meeting all graduation requirements receive an associate in arts. Bachelor's degrees lead to the following emphases: forestry, water resource management, wood products, and recreation management.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 84)

Core Courses:

Communications (COMM) 107 - Speech Communication
Computer Information Systems (CIS) 106 - Introduction to Software Applications
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) - Basic Algebra or a higher-level MATH course³
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Arts and Humanities Elective⁴
Arts and Humanities Elective⁴
Biology (BIOL) 113 - General Biology I
Biology (BIOL) 114 - General Biology II
Economics (ECON) 201 - Principles of Economics I
or Economics (ECON) 202 - Principles of Economics II
History (HIST) 102 - Western Civilization
History (HIST) 109 - United States History I
or History (HIST) 110 - United States History II
Social and Behavioral Sciences Elective⁵

Curriculum Courses:

Biology (BIOL) 214 - Introductory Ecology
Chemistry (CHEM) 105 - General Chemistry I
Chemistry (CHEM) 106 - General Chemistry II
Cooperative Education (COOP)²
Curricular Elective¹
Curricular Elective¹
Mathematics (MATH) 205 - Statistics
Mathematics (MATH) 225 - Techniques of Calculus I³
Physics (PHYS) 200 - General Physics I
Physics (PHYS) 205 - General Physics II

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 71 credits for graduation.

Recommended Sequence of Courses:**First Semester (Fall)**

BIOL 113 General Biology I
CHEM 105 Introductory Chemistry I
Curricular Elective
ENGL 101 College Writing I
HIST 109 United States History I
or HIST 110 United States History II
IDS 101 The First-Year Seminar

Second Semester (Spring)

Arts and Humanities Elective⁴
BIOL 114 General Biology II
CHEM 106 General Chemistry II
CIS 106 Introduction to Software
Applications
ENGL 102 College Writing II
PHED 105 Wellness and Fitness

Third Semester (Fall)

BIOL 214 Introductory Ecology
Cooperative Education²
HIST 102 Western Civilization
MATH 205 Statistics
PHYS 200 General Physics I
Social and Behavioral Sciences Elective⁵

Fourth Semester (Spring)

Arts and Humanities Elective⁴
COMM 107 Speech Communication
Curricular Elective¹
ECON 201 Principles of Economics I
or ECON 202 Principles of Economics II
MATH 225 Techniques of Calculus I³
PHYS 205 General Physics II

Footnotes:

¹Two courses to be chosen from the math or physical science disciplines or BUSN 201. Three credits of Field Biology (BIOL 108/109) are recommended. Please refer to page 91 for a list of courses fulfilling the distribution requirements.

²Students must earn a minimum of 1 credit of co-op.

³Students are expected to begin with MATH 225 - Calculus I. Students with insufficient math background may have to take MATH 113 prior to MATH 225, which may require an extra semester or summer session to complete this degree.

⁴To be chosen from: any Art course, ENGL 220, or MUSC 101.

⁵To be chosen from: ANTH 101, ANTH 212, or RELG 206.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Hotel and Restaurant Management

Curriculum Coordinator: Brenda Lidy, CHE, Assistant Professor

The hotel and restaurant management curriculum prepares students to enter a global industry that requires effective leadership in lodging, restaurants, food distribution, clubs and resorts, conference and convention centers, and tourism. This curriculum educates students to actively involve themselves in the learning process through case studies, workplace simulation, and management training in restaurants, bar/taverns, lodging, visitor's bureaus, nightclubs, food distribution, and catering facilities. Students meeting all graduation requirements receive an associate in applied science.

Upon enrolling in HOSP 101, students will be charged for a professional knife kit (\$130.00) and uniform package (\$90.00). In the student's second year and upon enrolling in HOSP 110, students will be charged for a dining room uniform package (\$155.00). Enrollees are also required to purchase non-skid black leather lace-up shoes (average cost \$20.00).

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 87)

Core Courses:

Communications (COMM) 107 - Speech Communication
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Information Technology (IT) 105 - PC Office Applications
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) - Basic Algebra or higher-level MATH course
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Economics (ECON) 201 - Principles of Economics

Curriculum Courses:

Accounting (ACCT) 110 - Survey of Accounting or higher-level ACCT course
Business (BUSN) 102 - Introduction to Human Resource Management
Business (BUSN) 220 - Sales
Culinary Arts (CULN) 202 - Bar and Beverage Management
Hospitality (HOSP) 101 - Basic Food Production
Hospitality (HOSP) 103 - Introduction to Hotel and Restaurant Management
Hospitality (HOSP) 104 - Food and Labor Cost Control
Hospitality (HOSP) 108 - Food Service Sanitation
Hospitality (HOSP) 109 - Nutrition
Hospitality (HOSP) 110 - Service Management
Hospitality (HOSP) 150 - Hospitality Seminar²
Hospitality (HOSP) 223 - Field Experience¹
Hospitality (HOSP) 224 - Meeting and Convention Planning
Hospitality (HOSP) 225 - Purchasing for the Hospitality Industry
Hospitality (HOSP) 227 - Hospitality Law

Hospitality (HOSP) 228 - Hotel/Lodging Operations Management
 Hospitality (HOSP) 229 - Executive Housekeeping and Maintenance
 Hospitality (HOSP) 240 - Hospitality Operations I
 Hospitality (HOSP) 245 - Hospitality Operations II
 Hospitality (HOSP) 250 - Hospitality Leadership

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 72 credits for graduation.

Recommended Sequence of Courses:

First Semester (Fall)

ECON 201 Principles of Economics I
 ENGL 101 College Writing I
 HOSP 103 Introduction to Hospitality Management
 HOSP 108 Food Service Sanitation
 HOSP 110 Service Management
 IDS 101 The First-Year Seminar
 PHED 105 Wellness and Fitness

Second Semester (Spring)

ACCT 110 Survey of Accounting
 ENGL 102 College Writing II
 HOSP 101 Basic Food Production
 HOSP 150 Hospitality Seminar²
 HOSP 109 Nutrition
 IT 105 PC Office Applications
 MATH Basic Algebra or higher-level
 MATH course

Summer After Freshman Year

HOSP 223 Field Experience¹

Third Semester (Fall)

COMM 107 Speech Communication
 BUSN 102 Introduction to Human Resource
 Management
 HOSP 104 Food and Labor Cost Control
 HOSP 224 Meeting and Convention Planning
 HOSP 225 Purchasing for the Hospitality
 Industry
 HOSP 240 Hospitality Operations I

Fourth Semester (Spring)

BUSN 220 Sales
 CULN 202 Bar and Beverage Management
 HOSP 227 Hospitality Law
 HOSP 228 Hotel/Lodging Operations
 HOSP 229 Executive Housekeeping
 HOSP 245 Hospitality Operations II
 HOSP 250 Hospitality Leadership

¹Students are expected to gain professional experience within an approved hotel, restaurant, or hospitality related cluster. A minimum of 400 documented hours is required. Final approval of the location rests with the student's academic adviser and internship supervisor.

²Students must attend a Field Experience Preparation Workshop (HOSP 150) during the second semester, before registering for HOSP 223. Students are responsible for completing the 400-hour internship at the approved site; failure to complete the internship will result in an "F" and postponement in the graduation process.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Human Resource Management

Curriculum Coordinator: Karen Yarrish, Ph.D., SPHR, Associate Professor

The human resource management program will introduce the human resource functions as well as assist in the development of verbal and written communication skills. Students meeting all graduation requirements will receive an associate in science.

The field of human resources is predicted to grow 32 percent by 2005, faster than the average for all jobs through that period. Students successfully completing their associate in arts will also have completed the first two years of Keystone College's Bachelor of Science in Business Administration: Human Resource Management.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 86)

Core Courses:

Communications (COMM) 107 - Speech Communication
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Information Technology (IT) 105 - PC Office Applications
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) - Basic Algebra or a higher-level MATH course
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Arts & Humanities Elective¹
Communications (COMM) 104 - Interpersonal Communication
Mathematics (MATH) 205 - Statistics
Psychology (PSYC) 101 - General Psychology
Social & Behavioral Sciences Elective¹
Science Elective - Laboratory Course¹

Curriculum Electives:

Accounting (ACCT) 103 - Managerial Accounting
Accounting (ACCT) 110 - Survey of Accounting
Business (BUSN) 101 - Introduction to Business
Business (BUSN) 201 - Principles of Management
Business (BUSN) 250 - Bridge Experience in Business
Communications (COMM) 212 - Written Communication
Human Resource Management (HRM) 102 - Introduction to Human Resource Management
Human Resource Management (HRM) 230 - Employment Law

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 62 credits for graduation.

Recommended Sequence of Courses:

First Semester (Fall)

BUSN 101 Introduction to Business
COMM 104 Interpersonal Communication
ENGL 101 College Writing I
IDS 101 The First-Year Seminar
MATH Basic Algebra or higher-level MATH course
PHED 105 Wellness and Fitness

Third Semester (Fall)

ACCT 110 Survey of Accounting
BUSN 201 Principles of Management
COMM 107 Speech Communication
Science Elective - Laboratory Course¹
Social & Behavioral Sciences Elective¹

Second Semester (Spring)

ENGL 102 College Writing II
HRM 102 Introduction to Human
Resource Management
IT 105 PC Office Applications
MATH 205 Statistics
PSYC 101 General Psychology

Fourth Semester (Spring)

ACCT 103 Managerial Accounting
Arts & Humanities Elective¹
BUSN 250 Bridge Experience in
Business
COMM 212 Written Communication
HRM 230 Employment Law

Footnotes:

¹Please refer to page 91 for a list of courses fulfilling the distribution requirements.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Information Technology

Curriculum Coordinator: Jeff Reim, Instructor

There are many varied career opportunities open to students in the information technology field. Keystone College offers options for either an associate degree or one-year certificate in each of two different areas: Computer Information Systems or Information Technology. Students completing their associate degree may enter the workforce or continue at Keystone College and earn a Bachelor of Science in Professional Studies: Information Technology with a specialization in network engineering or business information systems (page 128). Students meeting all graduation requirements receive an associate in applied science.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 87)

Core Courses:

Communications (COMM) 107 - Speech Communication
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Information Technology (IT) 105 - PC Office Applications
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) - Basic Algebra or a higher-level MATH course
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Arts & Humanities Elective¹
Social & Behavioral Sciences Elective¹
Mathematics (MATH) 102 - College Algebra
Science Elective - Laboratory Course¹

Curriculum Courses:

Accounting (ACCT) 110 - Survey of Accounting
Computer Information Systems (CIS) 110 - Introduction to Visual Programming
Information Technology (IT) 115 - Web Management and Design
Information Technology (IT) 200 - Intermediate PC Office Applications
Information Technology (IT) 205 - Database Management Systems
Information Technology (IT) 215 - Operating Systems and Networks
Information Technology (IT) 220 - Troubleshooting Microcomputer Systems
Mathematics (MATH) 205 - Statistics

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 62 credits for graduation.

Recommended Sequence of Courses:**First Semester (Fall)**

CIS 110 Introduction to Visual Programming
ENGL 101 College Writing I
IDS 101 The First-Year Seminar
IT 105 PC Office Applications
MATH Basic Algebra or higher-level MATH course
PHED 105 Wellness and Fitness

Second Semester (Spring)

ACCT 110 Survey of Accounting
ENGL 102 College Writing II
IT 115 Web Management and Design
IT 200 Intermediate PC Office Applications
MATH 102 College Algebra

Third Semester (Fall)

Arts & Humanities Elective¹
COMM 107 Speech Communication
Free Elective
IT 205 Database Management Systems
IT 220 Troubleshooting Microcomputer Systems

Fourth Semester (Spring)

Free Elective
IT 215 Operating Systems and Networks
MATH 205 Statistics
Science Elective - Laboratory Course¹
Social & Behavioral Sciences Elective¹

Footnote:

¹Please refer to page 91 for a list of courses fulfilling the distribution requirements.

Landscape Architecture

Curriculum Coordinator: Howard Jennings, Professor

The landscape architecture curriculum prepares students for transfer to a four-year institution where they will acquire the skills and knowledge necessary for landscape architecture. Students successfully completing the landscape architecture curriculum are guaranteed acceptance at State University of New York - Syracuse. This curriculum also transfers to a variety of other institutions. Students meeting all graduation requirements receive an associate in arts. Bachelor's degrees lead to the following emphases: design, planning, and design history and theory.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 84)

Core Courses:

Communications (COMM) 107 - Speech Communication
Computer Information Systems (CIS) 106 - Introduction to Software Applications
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) - Basic Algebra or a higher-level MATH course¹
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Art (ART) 105 - Drawing and Composition I
or Art (ART) 107 - Figure Drawing I
Art (ART) 109 - Two-Dimensional Design
or Art (ART) 110 - Three-Dimensional Design and Materials
Social & Behavioral Sciences Elective²
Psychology (PSYC) 101 - General Psychology
or Sociology (SOCI) 101 - Introduction to Sociology
Biology (BIOL) 113 - General Biology I
Biology (BIOL) 114 - General Biology II
Biology (BIOL) 109C - Horticulture
Physical Science (PHSC) 108 - Geology

Curriculum Courses:

Art (ART) 101 - Art History Survey I
or Art (ART) 102 - Art History Survey II⁵
Biology (BIOL) 108/109 - Field Biology⁵
Biology (BIOL) 214 - Introductory Ecology
Cooperative Education (COOP)³
Curricular Elective - Science⁴
Engineering (ENGR) 103 - Graphics/CAD
History (HIST) 109 - United States History I
or History (HIST) 110 - United States History II

Mathematics (MATH) 113 - Pre-Calculus²
or Mathematics (MATH) 205 - Statistics

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 69 credits for graduation.

Recommended Sequence of Courses:

First Semester (Fall)

BIOL 108/109 Field Biology⁵
BIOL 113 General Biology I
ENGL 101 College Writing I
HIST 109 United States History I
or HIST 110 United States History II
IDS 101 The First-Year Seminar
PHED 105 Wellness and Fitness

Second Semester (Spring)

ART 101 Art History Survey I
or ART 102 Art History Survey II
BIOL 109C Horticulture
BIOL 114 General Biology II
COMM 107 Speech Communication
ENGL 102 College Writing II
MATH 113 Pre-Calculus¹
or MATH 205 Statistics¹

Third Semester (Fall)

ART 105 Drawing and Composition I
or ART 107 Figure Drawing I
CIS 106 Introduction to Software Applications
BIOL 108/109 Field Biology⁵
BIOL 214 General Ecology
Free Elective
PHSC 108 Geology

Fourth Semester (Spring)

ART 109 Two-Dimensional Design
or ART 110 Three-Dimensional
Design and Materials
Co-op Education³
Curricular Elective - Science⁴
ENGR 103 Graphics/CAD
PSYC 101 General Psychology
or SOCI 101 Introduction to Sociology
Social & Behavioral Sciences Elective²

Footnotes:

¹Students are expected to begin with MATH 113 or 205. Students with insufficient math background may have to take MATH 102 prior to MATH 113 or 205, which may require an extra semester or summer session to complete this degree.

²To be chosen from ANTH 101, ANTH 212, or RELG 206.

³Students must earn a minimum of 1 credit of co-op.

⁴To be chosen from the science discipline. See page 91 for a list of courses fulfilling the science requirements.

⁵Must total at least 2 credits.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Liberal Studies

Curriculum Coordinator: Sara White, Instructor

The liberal studies curriculum at Keystone College is designed to parallel the first two years of a baccalaureate program. While this program emphasizes flexibility, it also allows students the opportunity to choose an area of concentration in English, history, political science, or sociology. Students meeting all graduation requirements receive an associate in arts degree.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 84)

Core Courses:

Communications (COMM) 107 - Speech Communication
Computer Information Systems (CIS) 106 - Introduction to Software Applications
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) - Basic Algebra or a higher-level MATH course
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Arts & Humanities Elective¹
Arts & Humanities Elective¹
Arts & Humanities Elective¹
Social & Behavioral Sciences Elective¹
Social & Behavioral Sciences Elective¹
Social & Behavioral Sciences Elective¹
Math/Science Elective¹
Math/Science Elective¹
Science Elective - Laboratory Course¹

Arts & Humanities, Social & Behavioral Sciences, and Math/Science distribution courses must be chosen from two different disciplines.

Curriculum Courses:

Curricular Elective - 200 Level or higher Literature Course²
Curricular Elective - 200 Level or higher³
Curricular Elective - 200 Level or higher³
Curricular Elective - 200 Level or higher³

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 68 credits for graduation.

Recommended Sequence of Courses

First Semester (Fall)

ENGL 101 College Writing I
IDS 101 The First-Year Seminar
MATH Basic Algebra or higher-level MATH course
PHED 105 Wellness and Fitness
Social and Behavioral Sciences Elective¹

Second Semester (Spring)

Arts and Humanities Elective¹
CIS 106 Introduction to Software
Applications
ENGL 102 College Writing II
Math/Science Elective¹
Science Elective - Laboratory Course¹
Social and Behavioral Sciences Elective¹

Third Semester (Fall)

Arts and Humanities Elective¹
COMM 107 Speech Communication
Curricular Elective - 200 Level Literature or higher²
Curricular Elective - 200 Level or higher³
Free Elective
Math/Science Elective¹

Fourth Semester (Spring)

Arts & Humanities Elective¹
Curricular Elective - 200 Level or higher³
Curricular Elective - 200 Level or higher³
Free Elective
Free Elective
Social and Behavioral Sciences Elective¹

Footnotes:

¹Please refer to page 91 for a list of courses fulfilling the distribution requirements. Arts and humanities, social and behavioral sciences, and math/science distribution courses must be chosen from TWO different disciplines.

²Note: ENGL 209, 210, and 211 DO NOT fulfill the literature curricular elective requirement.

³Cooperative education experiences DO NOT satisfy this requirement.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Liberal Studies - Education

Curriculum Coordinator: Frances Langan, Ed.D., Professor

The liberal studies - education curriculum at Keystone College provides students with an opportunity to explore the teaching profession and content areas such as social studies, English, or the physical sciences during the first two years of college. Coursework will provide the foundation for students to continue in Keystone College's baccalaureate degree program in early childhood education or elementary education or for transfer to a baccalaureate degree program in secondary education. Students meeting all graduation requirements receive an associate in arts degree.

Education students are required to pay a semester fee of \$65 for curriculum lab fees.

While college catalogs are recognized as a contractual arrangement, they are subject to changes in state and federal regulations.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 84)

Core Courses:

Communications (COMM) 107 - Speech Communication
Computer Information Systems (CIS) 106 - Introduction to Software Applications
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Interdisciplinary Studies (IDS) 101 - The-First Year Seminar
Mathematics (MATH) 102 - College Algebra or a higher-level MATH course
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Biology (BIOL) 101 - Newsworthy Topics in Biology
English (ENGL) 201 - American Literature I
or English (ENGL) 202 - American Literature II
or English (ENGL) 328 - Children's Literature
History (HIST) 109 - United States History I
or History (HIST) 110 - United States History II
Mathematics (MATH) 111 - College Mathematics
Physical Science (PHSC) 109 - Energy and the Environment
or Physical Science (PHSC) 110 - Global Change - Introduction to Earth Systems
Psychology (PSYC) 101 - General Psychology
Psychology (PSYC) 201 - Child Psychology
Psychology (PSYC) 210 - Exceptional Children

Curriculum Courses:

Concentration Elective¹
Concentration Elective¹
Concentration Elective¹
Education (EDUC) 201 - Foundations of Education

Education (EDUC) 211 - Educational Psychology
Sociology (SOCl) 101 - Introduction to Sociology
Sociology (SOCl) 205 - The Family

Recommended Sequence of Courses:

First Semester (Fall)

ENGL 101 College Writing I
HIST 109 United States History I
or HIST 110 United States History II
IDS 101 The First-Year Seminar
MATH 102 College Algebra
PHED 105 Wellness and Fitness
PSYC 101 General Psychology

Second Semester (Spring)

BIOL 101 Newsworthy Topics in Biology
CIS 106 Introduction to Software Applications
COMM 107 Speech Communication
ENGL 102 College Writing II
PSYC 201 Child Psychology
SOCl 101 Introduction to Sociology

Third Semester (Fall)

Concentration Elective¹
EDUC 201 Foundations of Education
MATH 111 College Mathematics
PHSC 109 Energy and the Environment
or PHSC 110 Global Change - Introduction to
Earth Systems
PSYC 210 Exceptional Children

Fourth Semester (Spring)

Concentration Elective¹
Concentration Elective¹
EDUC 211 Educational Psychology
ENGL 201 American Literature
or ENGL 202 American Literature II
or ENGL 328 Children's Literature
SOCl 205 The Family

Footnote:

¹Concentration Electives: Concentration electives for students who are interested in pursuing a baccalaureate degree in secondary education at another institution should be in a curricular area in which the student desires to teach: history, math or science. Electives should concentrate on that curricular area. Students are required to take 9 credits in one of the following disciplines, which will constitute an area of concentration: mathematics, science, communications, art, history, English, or information technology. Concentration electives must be taken to ensure the student has at least 68 credits for graduation.

Students interested in remaining at Keystone and pursuing a baccalaureate degree in elementary education can take concentration electives or can choose the following education courses in the third and fourth semesters: EDUC 216, EDUC 302, EDUC 306, and EDUC 310.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Pre-Major

Curriculum Coordinator: Patricia Jennings, Assistant Professor

The pre-major curriculum is designed to meet the needs of two types of students, those who wish to earn a college degree but who have not yet chosen a specific major, and those who need additional academic preparation before declaring the major of their choice.

The pre-major program offers students the opportunity to explore various careers and majors, to enroll in a variety of transferable college courses, and to complete foundation courses required for the various majors available at Keystone College. Once a student has earned 30 credits, the student must declare a major. The degree earned is based on the major selected.

It is strongly recommended that students in the pre-major program enroll in DVED 131 - Career and Life Planning. This is a one-credit, half-semester course designed to assist students in choosing a major course of study aligned with their interests and skills.

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 80)

Core Courses:

Communications (COMM) 107 - Speech Communication

Computer Information Systems (CIS) 106 - Introduction to Software Applications

English (ENGL) 101 - College Writing I

English (ENGL) 102 - College Writing II

Interdisciplinary Studies (IDS) 101 - The First-Year Seminar

Mathematics (MATH) - Basic Algebra or a higher level MATH course¹

Physical Education (PHED) 105 - Wellness and Fitness

Recommended Sequence of Courses:

First Semester (Fall)

DVED 131 Career & Life Planning

ENGL 101 College Writing I

Free Elective³

IDS 101 The First-Year Seminar

PHED 105 Wellness and Fitness

Second Semester (Spring)

CIS 106 Introduction to Software Applications

COMM 107 - Speech Communication

Distribution Elective²

ENGL 102 College Writing II

Free Elective³

MATH Basic Algebra or higher-level MATH course¹

Footnotes:

¹Students may choose to register for MATH 101 or a higher-level math course in their first or second semester. This decision should be made based on the needs of the student.

²Students should choose an arts and humanities, social and behavioral sciences, or math/science elective which allows academic exploration of future goals. See page 91 for a list of courses fulfilling the distribution requirements.

³Discuss these choices with your academic adviser.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Sport and Recreation Management

Curriculum Coordinator: Terry Wise, Assistant Professor

The sport and recreation management curriculum is designed for students who would like to pursue a management position in the recreation or sports industries. As the curriculum has a strong business/management base, it will prepare students for positions in the sports industry or for a business of their own. Students meeting all graduation requirements receive an associate in science.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 86)

Core Courses:

Communications (COMM) 107 - Speech Communication
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Information Technology (IT) 105 - PC Office Applications
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar
Mathematics (MATH) - Basic Algebra or a higher-level MATH course
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Arts and Humanities Elective (200-level or higher)¹
Communications (COMM) 104 - Interpersonal Communication
or Communications (COMM) 105 - Mass Communication
Sociology (SOC) 101 - Introduction to Sociology
Sociology (SOC) 206 - Sociology of Sport
Math/Science Elective (200 level)¹
Science Elective - Laboratory Course¹

Curriculum Courses:

Accounting (ACCT) 110 - Survey of Accounting
Business (BUSN) 201 - Principles of Management
Curricular Elective²
Curricular Elective²
Curricular Elective²
Curricular Elective²
Physical Education (PHED) 112 - Standard First Aid & Personal Safety
Sport Recreation Management (SRM) 101 - Introduction to Sport and Recreation Management
Sport Recreation Management (SRM) 201 - Program Development and Planning
Sport Recreation Management (SRM) 202 - Facilities Management
Sport Recreation Management (SRM) 223 - Field Experience³
Sport Recreation Management (SRM) 223P - Field Experience Preparation Workshop³
Sport Recreation Management (SRM) 250 - Bridge Experience in Sport and Recreation Management

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 70 credits for graduation.

Recommended Sequence of Courses:**First Semester (Fall)**

COMM 107 Speech Communication
ENGL 101 College Writing I
IDS 101 The First-Year Seminar
MATH Basic Algebra or higher-level MATH
PHED 105 Wellness and Fitness
SRM 101 Introduction to Sport and Recreation
Management

Second Semester (Spring)

ENGL 102 College Writing II
IT 105 PC Office Applications
PHED 112 Standard First Aid and Safety
Science Elective - Laboratory Course¹
SOCI 101 Introduction to Sociology
SRM 223P Field Experience Preparation³
SRM 201 Program Development and
Planning

Summer After Freshman Year

SRM 223 Field Experience² - 320 hours

Third Semester (Fall)

ACCT 110 Survey of Accounting
COMM 104 Interpersonal Communication
or COMM 105 Mass Communication
Curricular Elective²
Curricular Elective²
SOCI 206 Sociology of Sport
SRM 202 Facilities Management

Fourth Semester (Spring)

Arts and Humanities Elective¹
BUSN 201 Principles of Management
Curricular Elective²
Curricular Elective²
Math/Science Elective¹
SRM 250 Bridge Experience in Sport and
Recreation Management

Footnotes:

¹Please refer to page 91 for a list of courses fulfilling the distribution requirements.

²To be chosen from: ART 209, BUSN 102, BUSN 202, BUSN 215, BUSN 220, COMM 212, ENGL 209, HOSP 224, HOSP 228, HRM 102, HRM 230, PSYC 101 or a course approved by the academic adviser.

³Students must attend Field Experience Preparation (SRM 223P) in the second semester and have 320 hours of approved field placement in the summer between their two years. (Field Experience 0-6 credits)

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Wildlife Biology

Curriculum Coordinator: Howard Jennings, Professor

The wildlife biology curriculum is a pre-professional program designed to meet the initial educational needs of students who will continue study in ecology, zoology, and other related fields. Career opportunities for wildlife biologists are predominantly with state and federal agencies or consulting firms. Most jobs require the application of biological concepts to the management of the wildlife resource for the public good. Students meeting all graduation requirements receive an associate in arts.

Bachelor's degrees lead to the following emphases: aquarist, aquatic biologist, fisheries biologist, wildlife conservation specialist, wildlife biologist, wildlife researcher, wildlife manager, biology teacher, environmental education specialist, and zoo curator.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 84)

Core Courses:

Communications (COMM) 107 - Speech Communication
Computer Information Systems (CIS) 106 - Introduction to Software Applications
English (ENGL) 101 - College Writing I
English (ENGL) 102 - College Writing II
Interdisciplinary Studies (IDS) 101 - The First Year Seminar
Mathematics (MATH) - Basic Algebra or a higher-level MATH course⁴
Physical Education (PHED) 105 - Wellness and Fitness

Distribution Courses:

Biology (BIOL) 113 - General Biology I
Biology (BIOL) 114 - General Biology II
Chemistry (CHEM) 203 - Organic Chemistry I
History (HIST) 102 - Western Civilization
History (HIST) 109 - United States History I
or History (HIST) 110 - United States History II
Math (MATH) 225 - Calculus I
Psychology (PSYC) 101 - General Psychology
or Sociology (SOCL) 101 - Introduction to Sociology
Social and Behavioral Sciences Elective⁴

Curriculum Courses:

Biology (BIOL) 108/109 - Field Biology⁵
Biology (BIOL) 211 - Microbiology
Biology (BIOL) 214 - Introductory Ecology
Chemistry (CHEM) 105 - General Chemistry I
Chemistry (CHEM) 106 - General Chemistry II
Cooperative Education²
Curricular Elective - Science³
Physics (PHYS) 200 - General Physics I

Physics (PHYS) 205 - General Physics II
or Chemistry (CHEM) 204 - Organic Chemistry II
or Math (MATH) 230 - Techniques of Calculus II

Free Elective Courses:

Sufficient free electives must be taken to ensure that the student has at least 73 credits for graduation.

Recommended Sequence of Courses:

First Semester (Fall)

BIOL 113 General Biology I
CHEM 105 General Chemistry I
CIS 106 Introduction to Software Applications
COMM 107 Speech Communication
ENGL 101 College Writing I
IDS 101 The First-Year Seminar

Third Semester (Fall)

BIOL 108/109 Field Biology⁵
BIOL 214 Introductory Ecology
CHEM 203 Organic Chemistry I
HIST 102 Western Civilization
PHYS 200 General Physics I
Social and Behavioral Sciences Elective⁴

Second Semester (Spring)

BIOL 108/109 Field Biology⁵
BIOL 114 General Biology II
CHEM 106 General Chemistry II
ENGL 102 College Writing II
HIST 109 United States History I
or HIST 110 United States History II
MATH 225 Techniques of Calculus I³

Fourth Semester (Spring)

BIOL 108/109 Field Biology⁵
BIOL 211 Microbiology
Co-op Education¹
Curricular Elective - Science²
PHED 105 Wellness and Fitness
PHYS 205 General Physics II
or CHEM 204 Organic Chemistry I
or MATH 230 Techniques of
Calculus II
PSYC 101 General Psychology
or SOCI 101 Introduction to Sociology

Footnotes:

¹Students must earn at least 1 credit of co-op.

²Please refer to page 91 for a list of courses fulfilling the distribution requirements.

³Students who do not have a sufficient math background will need to take MATH 113 prior to MATH 225 and, if necessary MATH 102 or 111 prior to MATH 113. These students may require an extra semester, or summer session, to complete this degree.

⁴To be chosen from ANTH 101, ANTH 212, or RELG 206.

⁵Must total at least 4 credits.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Post-Baccalaureate, Certificate, and Transfer Programs

Table of Contents

Computer Information Systems Certificate Program	193
Culinary Arts Certificate Program	194
Forestry Technology Transfer Program	196
Human Resource Management Certificate Program	197
Information Technology Certificate Program	198
Microsoft® Certified Systems Administrator Certificate Program	199
Microsoft® Certified Systems Engineer Certificate Program	200
Paralegal Certificate Program	201
Art Education Certification Program: Post-Baccalaureate Teacher Certification	202
Early Childhood Education Certification Program: Post-Baccalaureate Teacher Certification	203
Elementary Education Certification Program: Post-Baccalaureate Teacher Certification	204

Computer Information Systems Certificate Program

Curriculum Coordinator: Jeff Reim, Instructor

Graduation Requirements for Certificate Program

Curriculum Courses:

Accounting (ACCT) 110 - Survey of Accounting
Communications (COMM) 107 - Speech Communication
Computer Information Systems (CIS) 110 - Introduction to Visual Programming
Computer Information Systems (CIS) 210 - Programming for Business
Computer Information Systems (CIS) 250 - Advanced Programming for Business
English (ENGL) 101 - College Writing I
Information Technology (IT) 105 - PC Office Applications
Information Technology (IT) 115 - Web Management and Design
Information Technology (IT) 200 - Intermediate PC Office Applications
Information Technology (IT) 215 - Operating Systems and Networks
Mathematics (MATH) - Basic Algebra or higher-level MATH course

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 33 credits for graduation.

Recommended Sequence of Courses:

First Semester (Fall)

CIS 110 Introduction to Visual Programming
CIS 210 Programming for Business
ENGL 101 College Writing I
MATH Basic Algebra or higher-level MATH course
IT 105 PC Office Applications

Second Semester (Spring)

ACCT 110 Survey of Accounting
CIS 250 Advanced Programming for
Business
COMM 107 Speech Communication
IT 115 Web Management and Design
IT 200 Intermediate PC Office Applications
IT 215 Operating Systems and Networks

Culinary Arts Certificate Program

(under development)

Curriculum Coordinator: Chef Melodie Jordan, Assistant Professor

The culinary arts certificate is designed to provide students with a basic introduction to the industry and focuses on the skills needed to quickly begin a career. Students will follow a block scheduling format to further enhance their education and provide additional hands on experience. Upon completion of this program, the student is required to take and pass the NOCTI examination designated for their curriculum. Students are required to participate in all culinary arts and hotel/restaurant management functions. Students enrolled in these courses must be available to participate in fall events even when not in class.

Upon enrolling in CULN 101A, students will be charged for a professional knife kit (\$130) and uniform package (\$220). In the student's second semester and upon enrolling in CULN 236, students will be charged for a server and kitchen uniform package (\$200). Enrollees are also required to purchase non-skid black leather lace-up shoes. The costs of these items are in addition to other required fees.

Students completing all graduation requirements will receive a certificate. Students wishing to pursue an Associate in Applied Science in Culinary Arts may continue at Keystone College without loss of credits.

Curriculum Courses:

Communications (COMM) 212 - Written Communication
Culinary Arts (CULN) 100 - Culinary Math
Culinary Arts (CULN) 101 A* - Stocks, Sauces, and Skills
Culinary Arts (CULN) 101 B* - Meat and Fish Fabrication
Culinary Arts (CULN) 101 C* - American Cuisine
Culinary Arts (CULN) 101 D* - Cuisines of the World
Culinary Arts (CULN) 101 E* - Introduction to Baking
Culinary Arts (CULN) 101 F* - French Cookery
Culinary Arts (CULN) 101 G* - Service Techniques and Skills
Culinary Arts (CULN) 101 H* - Breakfast Cookery Seminar
Culinary Arts (CULN) 103 - Introduction to Culinary Management
Culinary Arts (CULN) 107 - Garde Manger
Culinary Arts (CULN) 201 - Catering¹
Culinary Arts (CULN) 202 - Bar and Beverage Management
Culinary Arts (CULN) 203 - Cakes, Tortes, and Desserts
Culinary Arts (CULN) 236 - Advanced Restaurant Operations
Culinary Arts (CULN) 290 - NOCTI Food Production and Service Examination²
Hospitality (HOSP) 108 - Applied Food Service Sanitation

*Students enrolled in these courses must be available to participate in events when not in class.

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 34.5 credits for graduation.

First Semester (Fall)

CULN 101A* Stocks, Sauces, and Skills
CULN 101B* Meat and Fish Fabrication
CULN 101C* American Cuisine
CULN 101D* Cuisines of the World
CULN 101E* Introduction to Baking
CULN 101F* French Cookery
CULN 101G* Service Techniques and Skills
CULN 101H* Breakfast Cookery Seminar
COMM 212 Written Communication

Second Semester (Spring)

CULN 100 Culinary Math
CULN 103 Introduction to Culinary
Management
CULN 107 Garde Manger
CULN 201 Catering¹
CULN 202 Bar and Beverage Management
CULN 203 Cakes, Tortes, and Desserts
CULN 236 Advanced Restaurant Operations
CULN 290 NOCTI Food Production and
Service Examination²
HOSP 108 Applied Food Service Sanitation

Sufficient free electives must be taken to ensure the student has at least 34.5 credits for graduation.

*Students enrolled in these courses must be available to participate in events when not in class.

Footnotes:

¹Students enrolled in CULN 201 may have to be available for some weekends to organize, serve, and cook for functions.

²In order for students to graduate this curriculum, they must enroll in and pass the NOCTI examination (only offered in the spring semesters). Students must have completed 1 semester in Culinary Arts at Keystone College before enrolling.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Forestry Technology Transfer Program

Curriculum Coordinator: Howard Jennings, Professor

The forestry technology curriculum is the first year of a two-year transfer program which trains students as forest technicians. It prepares students for transfer to the Wanakena Campus of the State University of New York - Syracuse College of Environmental Science and Forestry. Forest technicians develop a knowledge of the field practice of forestry, communications, and an understanding of the science and practices of forestry.

Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 84)

Core Courses:

English (ENGL 101) - College Writing I
English (ENGL 102) - College Writing II
Physical Education (PHED) 105 - Wellness and Fitness

Curriculum Courses:

Biology (BIOL) 113 - General Biology I
Biology (BIOL) 114 - General Biology II
Economics (ECON) 201 - Principles of Economics I
Economics (ECON) 202 - Principles of Economics II
Mathematics (MATH) 113 - Pre-Calculus¹
or Mathematics (MATH) 225 - Techniques of Calculus I

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 34 credits for graduation. BIOL 108/109 - Field Biology is strongly recommended.

Recommended Sequence of Courses:

Students seeking a certificate work with their advisers to determine the best sequence of courses to meet their needs. Depending on the previous experience, education, and training of students and course scheduling, students may be able to complete the certificate program in one year.

Footnotes:

¹Students who do not have a sufficient math background will need to take MATH 102 prior to MATH 113.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Human Resource Managment Certificate Program

Curriculum Coordinator: Karen Yarrish, Ph.D., SPHR, Associate Professor

Curriculum Courses:

Business (BUSN) 330 - Business Ethics

Human Resource Management (HRM) 102 - Introduction to Human Resource Management

Human Resource Management (HRM) 230 - Employment Law

Human Resource Management (HRM) 320 - Selection and Placement

Curricular Electives:

Any other two Human Resource Management (HRM) courses (6 credits).

Information Technology Certificate Program

Curriculum Coordinator: Jeff Reim, Instructor

Graduation Requirements

Curriculum Courses:

Accounting (ACCT) 110 - Survey of Accounting
Computer Information Systems (CIS) 110 - Introduction to Visual Programming
Communications (COMM) 107 - Speech Communication
Curricular Elective¹
Curricular Elective¹
Curricular Elective¹
Curricular Elective¹
English (ENGL) 101 - College Writing I
Information Technology (IT) 105 - PC Office Applications
Information Technology (IT) 220 - Troubleshooting Microcomputer Systems
Mathematics (MATH) 101 - Basic Algebra
Mathematics (MATH) 102 - College Algebra

Free Elective Courses:

Sufficient free electives must be taken to ensure the student has at least 36 credits for graduation.

Recommended Sequence of Courses:

First Semester (Fall)

ACCT 110 Survey of Accounting
CIS 110 Introduction to Visual Programming
ENGL 101 College Writing I
IT 105 PC Office Applications
IT 220 Troubleshooting Microcomputer Systems
MATH 101 Basic Algebra

Second Semester (Spring)

COMM 107 Speech Communication
Curricular Elective¹
Curricular Elective¹
Curricular Elective¹
Curricular Elective¹
MATH 102 College Algebra

Footnote:

¹Must be chosen from IT 115, 200, 205, 215, or 300.

Microsoft® Certified Systems Administrator Certificate Program

Curriculum Coordinator: Jeff Reim, Instructor

As a Microsoft® Authorized Academic Training Provider (AATP), Keystone College can offer students the preparation to receive certification as Microsoft® Certified Systems Administrators (MCSA).

The Microsoft® AATP is a technology-training program that helps students gain valuable computer skills and Microsoft® certification. Students will learn to develop, support, and integrate computer systems with businesses focused on Microsoft® products.

Upon completion of either program and passing of the Microsoft® administered tests, the student will earn designation as a Microsoft® Certified Systems Administrator (MCSA).

The MCSA is currently a 15-credit, one-semester stand-alone program leading to Microsoft® Certified Systems Administrator certification.

Students interested in this certification should contact the Office of Admissions for an application. The director of the program will review each application before formal acceptance is granted.

Microsoft® Certified Systems Administrator Required Courses

Information Technology (IT) 400 - MCSE Microsoft® Windows® 2000: Network Essentials

Information Technology (IT) 401 - Installing, Configuring, and Administering Microsoft® Windows® 2000 Professional

Information Technology (IT) 402 - Installing, Configuring, and Administering Microsoft® Windows® 2000 Server

Information Technology (IT) 403 - Implementing and Administering a Microsoft® Windows® 2000 Network Infrastructure

Information Technology (IT) 411 - Managing a Microsoft® Windows® 2000 Network Environment

15 credits required for graduation.

Microsoft® Certified Systems Engineer Certificate Program

Curriculum Coordinator: Jeff Reim, Instructor

As a Microsoft® Authorized Academic Training Provider (AATP), Keystone College can offer students the preparation to receive certification as Microsoft® Certified Systems Engineers (MCSE).

The Microsoft® AATP is a technology-training program that helps students gain valuable computer skills and Microsoft® certification. Students will learn to develop, support, and integrate computer systems with businesses focused on Microsoft® products.

Upon completion of either program and passing of the Microsoft® administered tests, the student will earn designation as a Microsoft® Certified Systems Engineer (MCSE).

The MCSE is a 24-credit, two-semester program that can stand alone, or be combined with a four-year Information Technology bachelor's degree.

Students interested in this certification should contact the Office of Admissions for an application. The director of the program will review each application before formal acceptance is granted.

Microsoft® Certified Systems Engineer Required Courses

Information Technology (IT) 400 - MCSE Microsoft® Windows® 2000: Network Essentials

Information Technology (IT) 401 - Installing, Configuring, and Administering Windows® 2000 Professional

Information Technology (IT) 402 - Installing, Configuring, and Administering Windows® 2000 Server

Information Technology (IT) 403 - Implementing and Administering a Microsoft® Windows® 2000 Network Infrastructure

Information Technology (IT) 404 - Directory Services Infrastructure

Information Technology (IT) 405 - Designing Directory Services

Information Technology (IT) 406 - Designing Security

Information Technology (IT) 407 - Migrating to Microsoft® Windows® 2000

Recommended Sequence of Courses

First Semester

IT 400 Network Essentials

IT 401 Installing, Configuring, and
Administering Microsoft®
Windows® 2000 Professional

IT 402 Installing, Configuring, and
Administering Windows®
2000 Server

IT 403 Implementing and Administering
a Microsoft® Windows® 2000
Network Infrastructure

Second Semester

IT 404 Implementing and Administering a
Microsoft® Windows® 2000
Directory Services Infrastructure

IT 405 Designing a Microsoft® Windows® 2000
Directory Services Infrastructure

IT 406 Designing Security for a Microsoft®
Windows® 2000 Network

IT 407 - Designing a Microsoft® Windows®
2000 Migration Strategy

Paralegal Certificate Program

Curriculum Coordinator: Deborah Belknap, Ph.D., J.D., Instructor

As the intricacies of the law continue to become more diverse, a growing demand exists for professionals trained in the paralegal profession.

The National Federation of Paralegal Associations defines a paralegal as a person qualified through education, training, or work experience to perform substantive legal work that requires knowledge of legal concepts and is customarily, but not exclusively, performed by a lawyer.

Keystone College's Paralegal Certificate Program provides a solid foundation in the legal field offering in-depth course work in the areas of legal research and writing, civil litigation, torts, and business law. This Weekender program has been specifically designed with the working professional in mind, allowing students to continue their current career while pursuing a Paralegal Certificate.

The Paralegal Certificate Program is the ideal path for personal growth and professional reward for students interested in career advancements in legal environments, corporations, governmental agencies, or private law, or simply seeking to enhance their current skills.

Required Courses

Business (BUSN) 333 - Business/Civil Law

Internship or Curricular Elective¹

Paralegal (PARA) 101 - Introduction to Paralegalism/Legal Ethics

Paralegal (PARA) 102 - Legal Research and Writing I

Paralegal (PARA) 201 - Civil Litigation

Paralegal (PARA) 202 - Legal Research and Writing II

Paralegal (PARA) 204 - Interviewing/Interpersonal Relationships

Paralegal (PARA) 303 - Torts (under development)

Paralegal (PARA) 304 - Domestic Relations Law (under development)

Paralegal (PARA) 305 - Real Estate Law (under development)

Footnote:

¹To be chosen from BUSN 101, CIS 106, HRM/BUSN 230, PARA 304, PARA 305, or a course approved by the academic adviser.

**Art Education
Certification Program
Post-Baccalaureate Teacher Certification**
Curriculum Coordinator: David Porter, Assistant Professor

Required Courses*

Art (ART) 313 - Art Media and Methods
Art (ART) 433 - Professional Practices (Exhibit, Employment, and Ethics)
Education (EDUC) 201 - Foundations of Education
Education (EDUC) 211 - Educational Psychology
Education (EDUC) 306 - Using Computers to Support Classroom Learning
or Education (EDUC) 440 - Electronic Media for Teachers
Education (EDUC) 320 - Teaching Children with Diverse Needs
Education (EDUC) 423T - Student Teaching at the Primary Level
Education (EDUC) 423S - Student Teaching at the Secondary Level
Education (EDUC) 433 - Secondary Methods
Education (EDUC) 450 - Seminar: Contemporary Issues, Research, and Ethics in Education

*Any student interested in obtaining post-baccalaureate certification in art education at Keystone College must meet entry requirements for education, and have an interview with education and art faculty prior to beginning coursework. Students must also present a portfolio. A minimum of 30 education credits at the College must be completed in order to be recommended to the Pennsylvania Department of Education for certification. If any of the required courses have been accepted by Keystone College as transfer credits, a list of acceptable alternative courses will be provided to the student in order to ensure completion of the 30-credit minimum.

**Early Childhood Education
Certification Program
Post-Baccalaureate Teacher Certification**
Curriculum Coordinator: Lansdale Shaffmaster, Ph.D., Professor

Required Courses*

Early Childhood Education (ECE) 302 - Curriculum and Program Planning (Ages 3-8 years)
Early Childhood Education (ECE) 320 - Early Intervention
Education (EDUC) 201 - Foundations of Education
Education (EDUC) 211 - Educational Psychology
Education (EDUC) 306 - Using Computers to Support Classroom Learning
or Education (EDUC) 440 - Electronic Media for Teachers
Education (EDUC) 310 - Family Health and Safety
Education (EDUC) 330 - Language Arts and Literacy I
Education (EDUC) 331 - Language Arts and Literacy II
Education (EDUC) 420 - Teaching in the Early Years
Education (EDUC) 423E - Student Teaching in the Early Years
Education (EDUC) 423T - Student Teaching at the Primary Level

*Any student interested in obtaining post-baccalaureate certification in early childhood education at Keystone College must meet entry requirements for education, and have an interview with a member of the education faculty. A minimum of 30 education credits at the College must be completed in order to be recommended to the Pennsylvania Department of Education for certification. If any of the required courses have been accepted by Keystone College as transfer credits, a list of acceptable alternative courses will be provided to the student in order to ensure completion of the 30-credit minimum.

*Certification coursework is offered in both the La Plume and Towanda Weekender programs; however, all coursework is not available in Towanda. Program offerings are enrollment dependent.

**Elementary Education
Certification Program
Post-Baccalaureate Teacher Certification**
Curriculum Coordinator: Frances Langan, Ed.D., Professor

Required Courses*

Education (EDUC) 201 - Foundations of Education
Education (EDUC) 211 - Educational Psychology
Education (EDUC) 302 - Elementary Curriculum
Education (EDUC) 303 - Elementary Curriculum and Methods: Mathematics
Education (EDUC) 304 - Elementary Curriculum and Methods: Citizenship and Social Studies
Education (EDUC) 305 - Elementary Curriculum and Methods: Science
Education (EDUC) 306 - Using Computers to Support Classroom Learning
or Education (EDUC) 440 - Electronic Media for Teachers
Education (EDUC) 320 - Teaching Children with Diverse Needs
Education (EDUC) 330 - Language Arts and Literacy I
Education (EDUC) 331 - Language Arts and Literacy II
Education (EDUC) 421 - Teaching in the Elementary School
Education (EDUC) 423I - Student Teaching at the Intermediate Level
Education (EDUC) 423T - Student Teaching at the Primary Level

*Any student interested in obtaining post-baccalaureate certification in elementary education at Keystone College must meet entry requirements for education, and have an interview with a member of the education faculty prior to beginning the coursework. A minimum of 30 education credits at the College must be completed in order to be recommended to the Pennsylvania Department of Education for certification. If any of the required courses have been accepted by Keystone College as transfer credits, a list of acceptable alternative courses will be provided to the student in order to ensure completion of the 30-credit minimum.

*Certification coursework is offered in both the La Plume and Towanda Weekender programs; however, all coursework is not available in Towanda. Program offerings are enrollment dependent.

Military Science – Air Force ROTC

Lieutenant Colonel Donna-Lynn Smith, Chairperson; Major Gregory Myers, Major David Palmer, Captain Deborah Dusek, Assistant Professors; Captain John Bartoli, Executive Officer; Staff Sergeant George Gratti and Kristin Morgan, Noncommissioned Officers in Charge of Information Management and Personnel are responsible for the ROTC program at Wilkes University.

The Air Force Reserve Office Training Corps (AFROTC) program at Keystone College permits students to earn commissions as officers in the United States Air Force while pursuing a university degree. Students may enroll in either the four-year or two-year program. All aerospace studies courses are held at Wilkes University in Wilkes-Barre, Pa.

The four-year program permits students to enter the AFROTC program in their freshman or sophomore year. (Students with three years remaining until graduation may enroll concurrently in the freshman and sophomore aerospace studies courses and can complete the four-year program in three years.) The two-year program is available for students who have at least two years remaining until graduation. Students interested in enrolling in the two-year program should contact the AFROTC department no later than the spring semester of their sophomore year. Call 1-800-WILKESU, ext. 4860 for more information.

General Military Course (Four-Year Program Only)

The first two years of the four-year program constitute the General Military Course (GMC). GMC courses are open to any student. Students enrolling in these courses do not incur any military service obligation. (Exception: Air Force scholarship recipients incur a commitment at the beginning of their sophomore year.) The GMC curriculum consists of four one-credit aerospace studies courses, plus a non-credit leadership laboratory each semester, which introduces students to U.S. Air Force history and environment, customs, courtesies, drill and ceremonies, and leadership skills.

Professional Office Course (POC) (Two- and Four-Year Programs)

The final two years of the four-year program comprise the Professional Office Course (POC). It consists of four three-credit Aerospace Studies courses, plus a non-credit leadership laboratory each semester. Cadets earn a minimum of \$250 per month tax-free subsistence allowance during the academic year and incur a military obligation. To be accepted into the POC, students must pass a physical examination and an officer qualification test, as well as meeting certain academic standards. Four-year cadets must also complete a four-week field training program, both of which are administered the summer before POC entry. In addition, all POC cadets must complete a course in mathematical reasoning prior to being commissioned. (Note: Two-year cadets must complete a five-week field training program.)

Uniforms

All uniforms, equipment, and textbooks required for AFROTC are supplied by the U.S. Air Force.

Scholarships

The U.S. Air Force also offers many two to five year, full- and partial-tuition scholarships for which qualified students may compete if they enroll in AFROTC. All scholarship awards are based on individual merit, regardless of financial need, with most scholarship recipients determined by central selection boards. Scholarship selection boards for

students already in college are held each year. Since scholarship applicants must meet certain academic, physical fitness, and medical requirements to be considered by the scholarship boards, contact the aerospace studies department early, preferably two to three months before the boards convene, to apply.

Commissioning

Students who satisfactorily complete the POC curriculum requirements are commissioned as Second Lieutenants in the U.S. Air Force, and will serve on active duty in a career specialty they have chosen, consistent with USAF needs.

For additional information, or if you have specific questions about the Air Force Reserve Training Program, contact the Aerospace Studies Department at Wilkes University at 1-800-WILKESU, ext. 4860/4861, on the World Wide Web at <http://Wilkes1.Wilkes.edu/~afrotc> or via e-mail at det752@wilkes.edu.

Curriculum Requirements:

AS 103/104/203/204 - Leadership Laboratory (Pass/Fail)
AS 303/304/403/404 - Leadership Laboratory (Pass/Fail)
AS 101 - Foundations of the Air Force I
AS 102 - Foundations of the Air Force II
AS 201 - Evolution of USAF Air and Space Power I
AS 202 - Evolution of USAF Air and Space Power II
AS 301 - Air Force Leadership Studies I
AS 302 - Air Force Leadership Studies II
AS 401 - National Security Affairs I
AS 402 - National Security Affairs II

Military Science – Army ROTC

Lieutenant Colonel Gregory Hoch is the individual responsible for the ROTC program at the University of Scranton.

The Army Reserve Officer Training Corps program at Keystone College permits students to earn commissions as officers in the United States Army while pursuing a university degree. Students may enroll in either the two- or four-year program. All military science courses are held at the University of Scranton in Scranton, Pa.

Two-Year Program

The two-year program is available to qualified full-time students (generally having a minimum of two academic years remaining to degree completion) who meet the criteria. Application for this program should be made prior to the end of the spring semester of the sophomore year for those students not previously enrolled in Military Science instruction.

Four-Year Program

The four-year program consists of attending freshman and sophomore courses; students can begin as late as the fall semester of their sophomore year if approved by the department chairman. Enrollment in the first four courses of Military Science is accomplished in the same manner as any other college course and carries no military obligation for non-scholarship students. Applications to enroll in the Advanced Military Science courses should be made while the student is enrolled in Military Science 202.

Each student is required to complete a paid, five-week Advanced Training Camp at Fort Lewis, near Seattle, Washington. Normally this is done after completing Military Science 302 in his or her junior year. Transportation, food lodging, and medical and dental care are provided in addition to base pay.

Uniforms

All uniforms, equipment, and textbooks required for Army ROTC classes will be supplied by the Military Science Department.

Scholarships

There are significant scholarship opportunities for ROTC students. Scholarships could be used to pay for tuition, books, and spending money. Freshmen and sophomores can apply for three- and two-year full scholarship in December.

For additional information, or if you have specific questions about the Army ROTC, contact the Military Science department at the University of Scranton at 1-888-SCRANTON or visit their website at www.scranton.edu.

Curriculum Requirements:

MS 101-102 – Concepts of Leadership I and II
MS 111-112 – Leadership Applications Laboratory
MS 131-132 – Advanced Leadership Applications Laboratory
MS 201-202 – Dynamics of leadership I and II
MS 301-302 – Military Leadership I and II
MS 401-402 – Advanced Military Leadership
MS 480 – Internship in Military Science: Advanced Leadership Camp
MS 481 – Internship in Military Science: Cadet Troop Leading
PHED 138 – Physical Training Fitness

Minors

A minor consists of a minimum of 18 credits in a particular discipline and requires one 100-level course and two 300- and/or 400-level courses. The remainder may be chosen from current course offerings at any level and are determined by the student and academic adviser. Students must declare their minors in the Chamberlin Center for Student Services prior to registering for GRAD 101 or GRAD 201.

The following minors are available as of this catalog printing. Consult curriculum coordinators to determine if additional minors are added throughout the 2003-2004 academic year.

Accounting

Accounting (ACCT) 103 - Managerial Accounting
Accounting (ACCT) 108 - Financial Accounting
Accounting (ACCT) 201 - Intermediate Accounting I
Accounting (ACCT) 301 - Accounting Information Systems
Accounting Electives - Two additional 300- or 400-level ACCT courses

(Students in a BMT curriculum who choose to minor within the division offerings will need at least 6 credits of additional coursework at the 200- or 300-level. These courses will be selected from the minor area.)

Art

Art (ART) 105 - Drawing and Composition I
One or more 100-level Studio courses
One or more 200-level Studio courses
Two 300- and/or 400-level Studio courses

Biology

Biology (BIOL) 113 - General Biology I
Biology (BIOL) 114 - General Biology II
Biology (BIOL) 445 - Biology Seminar and Research
Chemistry (CHEM) 105 - General Chemistry I

and:

Biology (BIOL) 211 - Microbiology
or Biology (BIOL) 213 - Heredity and Evolution
or Biology (BIOL) 214 - Introductory Ecology

and:

Biology (BIOL) 320 - Instrumental Analysis
or Biology (BIOL) 315 - Wetland and Riparian Ecology
or Biology (BIOL) 328 - Limnology

Business

Accounting (ACCT) 103 - Managerial Accounting
or Accounting (ACCT) 108 - Financial Accounting
or Accounting (ACCT) 110 - Survey of Accounting
Business (BUSN) 101 - Introduction to Business
Computer Information Systems (CIS) 106 - Introduction to Software Applications
or Information Technology (IT) 105 - PC Office Applications
200-level Elective - Choose from any BUSN, IT, HRM, SRM or COMM 212
300-level Elective - Choose any two BUSN courses

Communications

Communications (COMM) 104 - Interpersonal Communication
Communications (COMM) 105 - Mass Communication
Writing Elective - Choose one: COMM 212 - Written Communication
ENGL 335 - Technical Writing
300- or 400-level Literature course - Depending on desired work skills, students may choose from:
ENGL 328 - Children's Literature
ENGL 330 - Great Themes in Literature
300- or 400-level Communication course - Choose from:
COMM 328 - Small Group Communication
COMM 428 - Gender and Communication
Additional Elective - Any ENGL, COMM, FILM, or THEA course excluding core courses.

Criminal Justice

Criminal Justice (CJ) 102 - Introduction to Criminal Justice
Criminal Justice (CJ) 110 - Introduction to Policing
Criminal Justice (CJ) 115 - Introduction to Corrections
Criminal Justice Electives - Choose any three 300- and/or 400-level CJ courses

Forensic Biology

Biology (BIOL) 113 - General Biology I
Biology (BIOL) 130 - Introduction to Forensic Science
Biology (BIOL) 320 - Instrumental Analysis
Biology (BIOL) 445 - Biology Seminar and Research
and:
Biology (BIOL) 114 - General Biology II
or Chemistry (CHEM) 106 - General Chemistry II

Human Resource Management

Business (BUSN) 330 - Business Ethics
Human Resource Management (HRM) 102 - Introduction to Human Resource Management
Human Resource Management (HRM) 230 - Employment Law
Human Resource Management (HRM) 320 - Selection and Placement
Human Resource Management Electives - Choose any two HRM courses
(Students in a BMT curriculum who choose to minor within the division offerings will need at least 6 credits of additional coursework at the 200- or 300-level. These courses will be selected from the minor area.)

Information Technology

Information Technology (IT) 115 - Web Management and Design
Information Technology (IT) 200 - Intermediate PC Office Applications
Information Technology (IT) 205 - Database Management Systems
Information Technology (IT) 215 - Operating Systems and Networks
Information Technology (IT) 310 - Electronic Commerce
Any other IT course at the 300 level or higher, with the exception of IT 315.

Political Science

Political Science (POSC) 101 - American National Government
History (HIST) 101 - The Making of the Modern World
or History (HIST) 110 - United States History II
Four Electives - Choose from: (Two must be 300-level or higher)

POSC 201 - State and Local Government
POSC 203 - Comparative Government
POSC/CJ 205 - Criminal Justice/Public Policy
POSC 207 - International Relations
POSC/CJ 301 - Constitutional/Criminal Law
POSC/HIST 302 - Civil Rights in America
CO-OP 295/296/297 - 3 credits in the political sector

Possible substitutions for one elective: ACCT 310 - Governmental Accounting
CJ 320 - Administration of Justice
ENVT 225 - Environmental Policy and Management
SOCI 340 - Cultural Geography

Psychology

Psychology (PSYC) 101 – General Psychology
Psychology (PSYC) 401 – Organizational Behavior
Psychology (PSYC) 402 – Supervision and Leadership
Psychology (PSYC) Electives – 3 from the Psychology discipline at any level

Course Descriptions

Course Descriptions

The number of lecture, discussion, practicum, and laboratory hours listed for each course in this section of the catalog is the number scheduled each week during the fall and spring semesters. These hours are adjusted accordingly for terms of shorter length, such as summer sessions and the Weekender schedule, to ensure the amount of instruction given to students in any course remains constant regardless of the term in which it is offered. The number of credits for each course also is constant for all terms. Not every course listed in the catalog is offered every year. The terms indicated are those in which a course is usually offered. Some courses entail special services, supplies, or require updating of software for which fees are assessed. These fees vary from course to course and, where applicable, are indicated in the following course descriptions.

Accounting

ACCT 103 Managerial Accounting: Introduces accounting concepts for planning, control, motivation, internal reporting, and evaluation. Demonstrates product cost determination procedures, analysis of cost behavior, budgeting, decision-making and control.

Fall and Spring

3 hours lecture and laboratory

3 credits

ACCT 108 Financial Accounting: Introduces the basic concepts and principles of financial accounting including journal entries, financial statements preparation, notes receivable, inventory methods, depreciation methods, payroll and taxes, organization and operations of a corporation, accounting for capital stock and bonds, and financial data analysis. This course is intended for accounting and business administration majors only.

Fall and Spring

2 hours lecture and two 2-hour laboratories

4 credits

ACCT 110 Survey of Accounting: This course is designed as an overview of accounting. Students will review financial statements in the context of an overview of financial condition of business. Students will also learn how accounting impacts all facets of business. This course is not intended for accounting and business administration majors.

Fall and Spring

3 hours lecture and discussion

3 credits

ACCT 201 Intermediate Accounting I: Studies intermediate problems involving more complex business situations than those found in financial accounting. Students become familiar with principles relating to cash, receivables, inventories, detailed analysis of balance sheet and accounts, analytical processes, and miscellaneous statements. Material covered has a high expectancy of coverage on the CPA/CMA exam. Prerequisites: ACCT 103 and ACCT 108 with grades of “C” or higher.

Fall

3 hours lecture and laboratory

3 credits

ACCT 202 Intermediate Accounting II: Emphasizes problems relating to classification and valuation of tangible and intangible assets and current liabilities; accounting for investment; funds and reserves; and depreciation. Material covered has a high expectancy of coverage on the CPA/CMA exam. Prerequisite: ACCT 201 with a grade of “C” or higher.

Spring

3 hours lecture and laboratory

3 credits

ACCT 205 Cost Accounting: Introduces the student to the manufacturing concern and the problems involved with control over the cost of goods manufactured. Assists management with accumulation and review of past cost to be used in future planning and decision making. Prerequisite: ACCT 103 with grade of “C” or higher.

Spring

3 hours lecture and problem solving

3 credits

ACCT 207 Intermediate Accounting III: Continues the material learned in ACCT 202 with emphasis on annual reports, dilutive securities, pensions and post-retirement benefits, leases, and financial analysis. Material covered has a high expectancy of coverage on the CPA/CMA exam. Prerequisite: ACCT 202 with a grade of “C” or higher.

Fall

3 hours lecture and laboratory

3 credits

ACCT 209 Individual and Business Taxes: Introduces the student to the IRS code, covering the basic 1040 and all the forms essential to its completion in detail. This course also covers the Tax Code as it relates to partnerships and corporations. The course uses basic commercial tax preparation software for preparation of tax returns.

Fall

4 hours lecture and computer presentations

3 credits

ACCT 301 Accounting Information Systems: Approaches accounting topics from a systems perspective. Students will work with the structure of internal

control and the cycle of transaction processing through the use of computers and software programs. Prerequisite or corequisite: ACCT 201 with a grade of “C” or higher and IT 105.

Fall

3 hours lecture and laboratory

3 credits

ACCT 302 Auditing: Explores the legal and ethical responsibilities of an auditor, the methods and procedures used in gathering evidential material, and the auditor’s report. Teach GAAP, GAAS, and FASB procedures and how to apply them to client audits. Prerequisite: ACCT 301 with a grade of “C” or higher.

Spring

3 hours lecture and discussion

3 credits

ACCT 304 Accounting Policy and Professional Responsibility: Discusses GAAP process and the functions of the FASB and SEC along with ethical issues facing the profession. Employs case studies as a pedagogical tool. Prerequisite or corequisite: ACCT 302.

Spring

3 hours lecture, discussion, and computer presentations

3 credits

ACCT 305 Advanced Cost Accounting: Continues the concepts introduced in Cost Accounting with a concentration of material from real-world cases. Students will be able to use critical thinking skills to develop a plan of action for different types of businesses and employ decision-making techniques. Prerequisite: ACCT 205 with a grade of “C” or better.

Fall

3 hours lecture and laboratory

3 credits

ACCT 401 Advanced Accounting: Serves as a review of all areas covered in the accounting curriculum. Focuses on consolidated financial statements and employs research methods that will be necessary in the field. Prerequisite: ACCT 207 with a grade of “C” or better and senior standing or consent of curriculum coordinator. Fee: \$50 for membership in PICPA and IMA required.

Fall

3 hours lecture and discussion

3 credits

ACCT 423 Accounting Internship: Emphasizes a work experience with a recognized accounting firm or related accounting experience. Places the student in a work environment where they can utilize the classroom knowledge and experience a true working situation. Prerequisite: consultation with curriculum coordinator during junior year. Selection of work experience determined by academic background and interviews.

3-6 credits

ACCT 450 Senior Seminar/Capstone: Designed to provide an opportunity for students to synthesize previous learning and to demonstrate evidence that they have the knowledge required for the major. Portfolio project is completed in this course.

Spring

3 hours lecture and discussion

3 credits

Anthropology

ANTH 101 Introduction to Cultural Anthropology: Examines the beginning of human culture; primitive economic, social, political, religious, and aesthetic institutions and behavior; compares primitive and complex societies. Prerequisite: ENGL 101 or consent of the instructor.

Spring

3 hours lecture and discussion

3 credits

ANTH 212 Peoples and Cultures of Africa: Studies the peoples and cultures of Africa with an emphasis on subsistence patterns, family and community, social-economic organizations, political organizations, and religious customs, art and literature. Examines the impact of the transformation from an agricultural to an industrial society. Prerequisite: ANTH 101 or SOCI 101 or HIST 101, or consent of the instructor.

3 hours lecture and discussion

3 credits

Art

ART 101 Art History Survey I: A chronological study of the development of art from prehistoric times to the thirteenth century. Paintings, sculpture, architecture, and the craft arts will be examined in relation to the development of western culture. Outside of class participation at gallery or museum exhibits may be required.

Fall

3 hours lecture and discussion

3 credits

ART 102 Art History Survey II: A chronological study of the development of art from the Renaissance to present day. Paintings, sculpture, architecture, and the craft arts will be examined with regard to social, political, religious, technological, and aesthetic developments in western society. Outside of class participation at gallery or museum exhibits may be required.

Spring

3 hours lecture and discussion

3 credits

ART 103 Color Theory: An in-depth study of color principles, concepts, and the visual effects of light on color through observation and creative responses. Exploring the physical, perceptual, symbolic, and psychological aspects of color as it functions in visual art as an expressive and communicative element relating to contemporary and aesthetic issues. Students utilize aqueous media to experience, interpret, and apply color theory in both creative and traditional formats, while expanding color sensitivity and knowledge. Studio problems emphasize seeing and mixing color, making specific color decisions, and understanding subjective and objective color applications.

Fall

(\$15 fee)

6 hours practicum

3 credits

ART 104 Introduction to Studio Art: Basic art materials and studio procedure - both two- and three-dimensional. A variety of basic problems in two-dimensional disciplines as drawing, design, printmaking or photography, and three-dimensional disciplines as ceramics and other sculptural media. Emphasis on individual creative perception and growth in the understanding of the elements and principles of design as they relate to the art process. (This course is a non-major course.)

(\$50 fee)

6 hours practicum

3 credits

ART 105 Drawing and Composition I: Introduces visual perceptions and artistic interpretation. Stresses the fundamentals of line, value, texture, perspective, and the basic elements of composition, utilizing a variety of drawing media.

Fall

(\$15 fee)

6 hours practicum

3 credits

ART 107 Figure Drawing I: Introduces basic anatomy through studies of the skeleton and extensive drawing of the live model. Basic drawing media are employed, with emphasis on perception and technique development.

Spring

(\$150 fee)

6 hours practicum

3 credits

ART 109 Two-Dimensional Design: An exploration of the elements, principles, and materials of two-dimensional design. Investigation of such concepts as unity, variety, balance, and value in various media. Includes an introduction to the techniques and imagery of symbolic communication.

Fall

(\$35 fee)

6 hours practicum

3 credits

ART 110 Three-Dimensional Design: Concepts of three-dimensional design and the basic materials and tools involved. Emphasis on line, plane, mass, structures, and sensitivity to materials. Problems range from the theoretical to the practical.

Spring

(\$50 fee)

6 hours practicum

3 credits

ART 113 Portfolio Preparation: Practical information for prospective transfer students majoring in art. Preparation of art work for portfolio or exhibition. (Open to art majors only.)

Spring

4 hours lecture

0.5 credits

ART 114 Electronic Media in the Arts: Introduces the Macintosh computer and its operating system. Basic graphic design projects develop fundamental software skills in word processing, spreadsheet database management, digital image creation and processing, page layout, and on-screen presentation. Skills and issues related to the PC platform, the World Wide Web, and distance learning are also addressed.

Spring

(\$50 fee)

6 hours practicum

3 credits

ART 205 Drawing and Composition II: Further exploration of the compositional elements of drawing and the use of spatial systems through more advanced techniques and media. Emphasis on the development of technical skill and creative perception and interpretation. Prerequisite: ART 105 or consent of the instructor

Fall

(\$65 fee)

6 hours practicum

3 credits

ART 207 Figure Drawing II: Continued study of human anatomy and the further development of technical drawing skills. Emphasis is on drawing the model within the environment. Prerequisite: ART 107 or consent of the instructor.

Spring

(\$150 fee)

6 hours practicum

3 credits

ART 209 Fundamentals of Graphic Design: A broad-based approach to creatively solving contemporary communications media problems. Basic vocabulary, procedures, techniques, and materials used in producing art for commercial use are introduced, as well as the uses of the computer in producing graphic design. Prerequisite: ART 114 or consent of the instructor.

Fall and Spring

(\$75 fee)

6 hours practicum

3 credits

ART 210 Fundamentals of Crafts: A basic course in one of the following media: wood, metal (jewelry option), fiber, or glass. Creative and appropriate design for the medium, the mastery of basic tools and techniques, and basic craftsmanship. (Medium will vary according to student interest and faculty availability.) Prerequisite: ART 215 or consent of the instructor.

Fall and Spring

(\$50 fee)

6 hours practicum

3 credits

ART 215 Fundamentals of Ceramics: Plastic abilities of clay, the techniques of hand-building, throwing, glazing, and firing as related to both traditional and contemporary ceramics.

Fall and Spring

(\$55 fee)

6 hours practicum

3 credits

ART 221 Fundamentals of Photography: An introductory course covering the topics of camera and film use, composition, natural and artificial light sources, film development, enlarging and printing with 35mm black and white materials. Students are also exposed to a diverse range of historically significant photographic work.

Fall and Spring

(\$75 fee)

6 hours practicum

3 credits

ART 223 Field Study in Art History: The basis for this course is an annual study tour to a European culture center. Following the tour, students complete the course with an in-depth research project. Prerequisite: ART 101, ENGL 101, or consent of the instructor. Cost of the trip is additional.

3 credits

ART 225 Fundamentals of Sculpture: Basic concepts of sculpture. Techniques of addition, subtraction, manipulation, and substitution are introduced. Emphasis on personal aesthetics and craftsmanship as it relates to the tools and materials used in moldmaking, carving, metal casting, mixed media, fabrication, and welding.

Fall

(\$75 fee)

6 hours practicum

3 credits

ART 228 Fundamentals of Painting: An exploration of basic painting materials and surfaces, as well as fundamental painting approaches and techniques. Subjects may include, but are not limited to still life, portraiture, and the human figure. Prerequisite: ART 105 or consent of the instructor.

Fall and Spring

(\$30 fee)

6 hours practicum

3 credits

ART 231 Fundamentals of Printmaking: Materials and processes involved in such printmaking techniques as drypoint etching, wood and lino-cut, mixed media,

and serigraphy. Emphasis is on understanding of traditional and contemporary approaches to printmaking.

Fall and Spring

(\$70 fee)

6 hours practicum

3 credits

ART 301 Modern and Postmodern Art: Concentrated study of developments in art from the late 1800's to the present, with an emphasis on recent trends and aesthetic issues. Outside of class participation at gallery or museum exhibits may be required.

Fall and Spring

3 hours lecture and discussion

3 credits

ART 305 Experiencing the Arts: A multi-disciplinary introduction to the arts concentrating on individual expressions of visual art, music, dance, and drama. Students will study the methods and goals of these areas of human creativity, engage in a variety of expressive activities, analyze various art forms, and evaluate the role of arts in the classroom curriculum. (This course is a non-major course.)

Fall and Spring/Weekender

(\$75 fee)

3 hours lecture/discussion and practicum

3 credits

ART 309 Graphic Design II: Exploration of graphic design problems common to this profession. The integration of sophisticated imagery with concise typographic solutions is emphasized and students will continue to develop relevant computer skills. Prerequisite: ART 209 or consent of instructor.

Fall and Spring

(\$75 fee)

6 hours practicum

3 credits

ART 313 Art Education Media and Methods: Presents the organization, experience, and evaluation of teaching situations specific to art in K-12 art curriculum. Studies art classroom management including, curriculum planning, basic art education theories, lesson planning, classroom presentation techniques, history, aesthetics and criticism as they relate to the handling of art media.

Fall

(\$75 fee)

3 hours lecture, discussion, and practicum

3 credits

ART 315 Ceramics II: Development of advanced skills in one or more methods. Emphasis in clay structure and formulation, construction, glazing, and firing. Individual design and exploration of contemporary ceramic issues is emphasized. Prerequisite: ART 215 or consent of the instructor.

Spring

(\$55 fee)

6 hours practicum

3 credits

ART 321 Photography II: Emphasizes continued development of conceptual and technical skills relative to black and white photography. In addition to 35mm, students work with medium format and 4x5 cameras, studio lighting, and a range of alternative photographic approaches. Photographers and photographic work will be discussed within a historical and cultural context.. Prerequisite: ART 221 or consent of the instructor.

Spring

(\$75 fee)

6 hours practicum

3 credits

ART 325 Sculpture II: Studio experiences are keyed to personal interests and needs with emphasis placed on one of the following areas: modeling, metal casting, carving, fabrication, mixed media, welding, and glass. Investigation of the history of sculpture and its relationship to current trends to the personal exploration of ideas is encouraged. Prerequisite: ART 225 or consent of the instructor.

Spring

(\$75 fee)

6 hours practicum

3 credits

ART 328 Painting II: An exploration of intermediate painting methods, technical issues, and aesthetic concerns. Both traditional and modern approaches to painting will be studied through working from a variety of subjects. Prerequisite: ART 228 or consent of the instructor.

Spring

(\$30 fee)

6 hours practicum

3 credits

ART 331 Printmaking II: A broader in-depth study of specific materials, techniques, problems, concepts, and processes related to contemporary and traditional printmaking approaches and issues. Individual growth, knowledge, and development as an increased technical proficiency in printmaking skills are emphasized.

Spring

(\$70 fee)

6 hours practicum

3 credits

ART 409 Advanced Graphic Design/Senior Seminar: Provides students with the opportunity to develop advanced skills in the chosen graphic design discipline. Students work closely with their instructor to determine: deficiencies in their existing graphic design portfolios, methods for improving their portfolios, and projects representative of graphic design professionals. Prerequisite: ART 309.

Spring

(\$75 fee)

12 hours lecture/practicum/discussion

6 credits

ART 421 Advanced Photography/Seminar: Emphasizes the development of the individual student's personal direction and the preparation of a comprehensive body of work. Students may select areas of interest for continued study. Students are also introduced to color processes and digital photography. Includes demon-

strations and lectures on related topics. Prerequisite: ART 321 or consent of the instructor.

Spring (\$200 fee)
12 hours lecture/practicum/discussion 6 credits

ART 425 Advanced Sculpture/Seminar: A continuation of Intermediate Sculpture. Students are expected to initiate and complete works and readings reflecting their own artistic interests, as they develop a historical and aesthetical philosophy that they should be able to articulate within the context of the media they are exploring.

Spring (\$75 fee)
12 hours lecture/practicum/discussion 6 credits

ART 428 Advanced Painting/Seminar: An exploration of advanced painting methods, technical issues, and aesthetic concerns. Emphasis will be placed on developing a personal approach to painting. Prerequisite: ART 328 or consent of the instructor.

Spring (\$30 fee)
12 hours lecture/practicum/discussion 6 credits

ART 431 Advanced Printmaking/Seminar: Continuation of 300-level elements of printmaking, examining more complex printmaking skills, issues, and approaches. Increased focus is on expanding individual, intellectual, and artistic sensibility through creative application and integration of advanced printmaking knowledge, techniques, and concepts. Students are encouraged to creating a professional portfolio of prints based on singular or combined printmaking are explored through studio critiques and discussions. Prerequisite: ART 331 or consent of the instructor.

Spring (\$70 fee)
12 hours lecture/practicum/discussion 6 credits

ART 433 Professional Practices (Exhibit, Employment, and Ethics): Focuses on the skills required of a professional artist/art educator in preparing for job exploration. Roll of professional organizations, networking, developing a portfolio with discussion of issues in professional ethics, certification, legal liability, professional and program development along with grant writing and current standards. To conclude with an exit senior exhibition.

Spring (\$20 fee)
3 hours lecture and discussion 3 credits

Biology

BIOL 100 Preparatory Biology: Intended for students majoring in biological sciences or related fields who feel they are not prepared to face the rigors of a biology majors course. Prepares students for a successful academic career in the

sciences and focuses on two aspects of biology necessary to be scientifically successful: vocabulary and basic scientific principles. This course may not be transferable.

Fall

3 hours lecture and discussion

3 credits

BIOL 101 Newsworthy Topics in Biology: Focuses on the scientific method, cell biology, genetics, evolution, and biotechnology. Provides the background to become a knowledgeable, literate, and active participant in an increasingly technological society. Focuses on ethical considerations of modern biological issues. For the non-science major; not open to students who have passed BIOL 103 or BIOL 105.

Fall, Spring, and Summer

(\$50 fee)

3 hours lecture and discussion, 2-hour laboratory

4 credits

BIOL 102 Human Health Issues: Focuses on human anatomy, physiology, diseases, and personal health care maintenance. Provides the background necessary to become an active consumer of contemporary health care. For the non-science major; not open to students who have passed BIOL 103, BIOL 105, or BIOL 106. Dissection required.

Fall, Spring, and Summer

(\$65 fee)

3 hours lecture and discussion, 2-hour laboratory

4 credits

BIOL 105 Human Anatomy and Physiology I: Utilizes a systems approach to study the anatomy and physiology of the human body. Integrates structure and function at all levels of organization. Studies the integumentary, circulatory, skeletal, muscular, and nervous systems. Focuses on the coordination of the organs within each system and the close relationship of the systems. Prerequisites: "C" or better in high school biology and high school chemistry. This is the first of a two-semester sequence designed for students preparing for careers in health-related professions. It assumes no prior knowledge of the human body. Dissection required.

Fall and Summer

(\$65 fee)

3 hours lecture and discussion, 3-hour laboratory

4 credits

BIOL 106 Human Anatomy and Physiology II: Continues the study of the digestive, respiratory, endocrine, excretory, and reproductive systems; coordination of the organs within each system; and the close relationship of the systems. Prerequisite: BIOL 105 or consent of the instructor. Dissection required.

Spring

(\$65 fee)

3 hours lecture and discussion, 3-hour laboratory

4 credits

BIOL 107 Biological Dimensions of Human Sexuality: Emphasizes sex as a biological phenomenon. Considers important questions such as: What is sex? When did sex evolve? Why sex? Studies the history of sex and sex in nature. Serves as a source of information regarding what can be expected from the human body and modern day issues concerning sexuality. Emphasizes human anatomy and physiology, human population, conception, pregnancy, birth, STDs, and AIDS.

Fall and Spring

(\$40 fee)

3 hours lecture and discussion

3 credits

BIOL 108/109 Introduction to Field Biology: Introduces principles and techniques of field biology stressing selected groups of the North American flora and fauna. Provides a field-oriented experience with concentrated study of species identification, natural history, ecology and conservation. The topic for this course changes each semester. Offerings have included birds, bird banding, mammals, reptiles and amphibians, fish and fishery biology, insects, fall wildflowers, lake ecology, maple sugaring, forest stewardship, Project WET, biology of invasive species, water quality monitoring, and horticulture. Consult current course offerings for each semester's topic. Note: Students should be prepared to experience the outdoor environment under all weather conditions.

Fall and Spring

(\$40 fee)

Field practicum, lecture, discussion, and laboratory

1-4 credits

BIOL 110 Newsworthy Topics in Biology: (Offered in the Weekender program only) Focuses on the scientific method, cell biology, genetics, evolution, and biotechnology. Provides the background to become a knowledgeable, literate, and active participant in an increasingly technological society. Focuses on ethical considerations of modern biological issues. For the non-science major; not open to students who have passed BIOL 101, 113, or 105.

Fall

(\$50 fee)

3 hours lecture and discussion, 2-hour laboratory

3 credits

BIOL 111 Human Health Issues: (Offered in the Weekender program only.)

Focuses on human anatomy, physiology, diseases, and personal health care maintenance. Provides the background necessary to become an active consumer of contemporary health care. For the non-science major; not open to students who have passed BIOL 113, 105 or 106. Dissection required.

Spring

(\$50 fee)

3 hours lecture and discussion, 2-hour laboratory

3 credits

BIOL 112 Environmental Science: Studies human interactions with the environment. Focuses on ecological principles of ecosystem structure, population dynamics of humans and other organisms. Considers sources and supplies of biological, food, soil, mineral and energy resources, as well as methods of mitigating the effects

of their use and exploitation. The philosophy of sustainable development will underlay the course, as will the role of the individual in the decision-making process.

Spring and Summer (\$50 fee)
2 hours lecture and discussion, 2-hour laboratory 3 credits

BIOL 113 General Biology I: Introduces science majors to topics such as the nature of science, basic chemistry, the origin of life, cell structure and function, reproduction, genetics, population, evolution, energy relationships, and the diversity of animals. Dissection required.

Fall and Spring (\$65 fee)
3 hours lecture and discussion, 3-hour laboratory 4 credits

BIOL 114 General Biology II: Introduces science majors to the structure, function, and diversity of plants, including algae and fungi. Studies morphology, anatomy, physiology, economic botany, taxonomy, and ecology. Prerequisite: BIOL 113 or consent of the instructor. Dissection required.

Spring (\$65 fee)
3 hours lecture and discussion, 3-hour laboratory 4 credits

BIOL 115 Medical Terminology: The study of technical and specialized anatomical, surgical, pharmaceutical, and common medical phrases. (Formerly OADM 110.)

Fall
2 hours lecture and discussion 2 credits

BIOL 130 Introduction to Forensic Science: Designed for forensic science/biology majors as well as criminal justice majors, this is a study of the scientific and investigative techniques of the discipline. The position of the expert scientific witness in law, followed by a review of the uses of scientific, and particularly biological, chemical, and physical evidence in various phases of the investigation and trial of criminal actions.

3 hours lecture and discussion 3 credits

BIOL 211 Microbiology: Examines the importance and impact of microorganisms on the modern world with an emphasis on bacteria and viruses. Techniques for identifying microbes will be explored through hands-on experimentation with various microorganisms. Students will achieve an understanding of the vast numbers of microbes that are encountered in everyday life and how those microbes effect that everyday life. Prerequisites: BIOL 113 and one semester of chemistry.

Spring (\$65 fee)
3 hours lecture and discussion, 3-hour laboratory 4 credits

BIOL 213 Heredity and Evolution: Emphasizes genetic and evolutionary mechanisms, gene interaction, polygenic inheritance, selection, mutation, human diversity, human mating systems, management of the human gene pool, the direction of present and future research. Prerequisite: one semester of college biology or consent of the instructor.

Fall

3 hours lecture and discussion

3 credits

BIOL 214 Introductory Ecology: Studies the natural assemblage of plants and animals. Emphasizes integration of organisms in the environment and the interactions of both plant and animal populations. Studies ecosystem structure, predation, competition, temperature, water, and energetic relationships; food webs, succession, and conservation biology. Laboratory focuses on field techniques, data analysis, and writing in acceptable scientific style. Prerequisites: BIOL 113 and 114 or consent of the instructor.

Fall

(\$65 fee)

3 hours lecture and discussion, 3-hour laboratory

4 credits

BIOL/PSYC 225 Forensic Psychology: (*under development*) Upon completion of this course, the student will have an understanding of the roles of mental health professionals in the legal system. Course topics will include: an introduction to forensic psychology, the use of psychology in civil and criminal proceedings, intervening with offenders, and ethical issues in forensic psychology.

3 hours lecture and discussion

3 credits

BIOL 310 Cell Biology: (*under development*) The structure and function of a cell and its subcellular organelles is studied. Biological macromolecules, enzyme, biomembranes, biological transport, bioenergetics, DNA replication, protein synthesis and secretion, motility, and cancer are covered. Cell biology experiments and interactive computer simulation exercises are conducted in the laboratory. Prerequisites: BIOL 113 and BIOL 114.

3 hours lecture and discussion, 3 hours laboratory

4 credits

BIOL 315 Wetland and Riparian Ecology: This course will focus on major concepts in wetland ecology including wetland definitions, identification of habitat types, and wetlands functions and values. The course will discuss wetland classification systems; state and federal jurisdiction and policies; and regulatory issues in wetland conservation, protection, and management. Wetland delineation and various assessment techniques will also be discussed and demonstrated. Includes field trips to on- and off-campus sites. Prerequisite: BIOL 214. Relevant Field Biology courses such as Wildflower Identification are recommended.

(\$25 fee)

3 hours lecture and discussion

3 credits

BIOL 320 Instrumental Analysis: (*under development*) Theoretical and experimental approach to spectrophotometry, including ultraviolet, visible, and infrared absorption in molecules, emission spectroscopy, nuclear magnetic resonance, mass spectrometry and gas-liquid and high-performance chromatography. Prerequisites: CHEM 105 and CHEM 106.

3 hours lecture, discussion, and hands-on assignments

3 credits

BIOL 325 Biochemistry: (*under development*) Study of the major classes of biological molecules: carbohydrates, lipids, amino acids, proteins, nucleic acids. Structure and function of biological molecules. Introduction to energetics, glycolysis, and the citric acid cycle. Prerequisite/Corequisite: CHEM 203, CHEM 204, or CHEM 110 (non majors).

3 hours lecture and discussion

3 credits

BIOL 328 Limnology: Investigates lakes, reservoirs, ponds, and streams as dynamic systems. Considers the physical, chemical, geological, and biological components of aquatic ecosystems. Emphasizes quantitative sampling and analytical techniques.

Prerequisites: BIOL 214 and CHEM 105; CHEM 215 is recommended.

(\$65 fee)

3 hours lecture and discussion, 3-hour laboratory

4 credits

BIOL 445 Seminar and Research: (*under development*) Current topics of interest. Each student will prepare and present a seminar each semester based on a research area of interest.

BIOL 450 Capstone Research Project: (*under development*) A research project under the direction of a faculty member. Research hours, credit hours will be determined based on agreement between student and faculty mentor. A presentation of the research project will be made to the campus community in the form of a written and/or oral presentation of findings.

Business

BUSN 101 Introduction to Business: Surveys a broad range of business concepts, provides basic knowledge needed in subsequent business courses, and helps students to see the role of business in society. Examines top- and first-line management decisions in large and small business environments.

Fall and Spring

3 hours lecture and discussion

3 credits

BUSN/HRM 102 Introduction to Human Resource Management: Provides an overview of the field of human resource management, including the history of human resource management and its evolution to the present. Discusses the internal

and external environments shaping human resource management and its evolution from an operational role to that of a strategic business partner.

Fall and Spring

3 hours lecture and discussion

3 credits

BUSN 107 Mentoring I: Provides guidance in course selection, career planning, and networking. (BS in Business students only.)

Fall and Spring

1 hour discussion

1 credit

BUSN 201 Principles of Management: Studies the basic principles underlying the management of institutions. Acquaints students with the importance of coordinating individual and group behavior by planning, organizing, activating, and controlling the various activities necessary for the effective operation of the enterprise. Prior study of BUSN 101 or HOSP 103 is recommended.

Fall and Spring

3 hours lecture and discussion

3 credits

BUSN 202 Marketing: Studies the fundamental principles of mass distribution in relation to the producer, the middleman, and the consumer. Covers modern methods, product-promotion process, research and development, personnel and organizations, and channels and facilities. Prior study of BUSN 101 or HOSP 103 is recommended.

Fall (not offered every year)

3 hours lecture and discussion

3 credits

BUSN 207 Mentoring II: Provides guidance in course selection, career planning, minor selection, co-op preparation, and networking. Students will complete projects to assist in identifying career goals. (BS in Business students only.).

Fall and Spring

1 hour discussion

1 credit

BUSN 215 Advertising: Study and research of the fundamental principles of successful advertising from the viewpoint of advertiser and consumer. Students will understand the complexity of human communication and consumer behavior. Prior study of BUSN 101 or HOSP 103 is recommended.

Spring (not offered every year)

3 hours lecture and discussion

3 credits

BUSN 216 Retail Management: Studies various phases of retailing: types of institutions, store layout, fixtures and equipment, merchandise buying, receiving, checking, marking and pricing, customer services, and sales promotion. Prior study

of BUSN 101 or HOSP 103 is recommended.

Fall (not offered every year)

3 hours lecture and discussion

3 credits

BUSN 220 Sales: Studies the basic principles of selling and their practical applications, including the sales process and customer relations. Requires each student make a sales presentation in class. Prior study of BUSN 101 or HOSP 103 is recommended.

Spring (not offered every year)

3 hours lecture and discussion

3 credits

BUSN/HRM 230 Employment Law: Covers laws and legal issues which have an impact on various human resource functions such as recruitment, selection, compensation, and performance evaluation. Covers the Americans with Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity, and Affirmative Action. Provides an introduction to the legal environment related to employment. Prerequisite: HRM/BUSN 102 or consent of the instructor.

Spring

3 hours lecture and discussion

3 credits

BUSN 250 Bridge Experience in Business: Requires students to assimilate and integrate material from all of their major courses. Focuses on providing students opportunities for synthesis and application of the knowledge learned in previous courses through project and presentation. Open only to second-year students.

Spring

3 hours lecture and discussion

3 credits

BUSN 302 Personal Finance: Provides students with basic knowledge of financial decision-making from the personal viewpoint of the employee. Introduces major financial concepts such as time value of money, various types of insurance, investment options and risks, retirement planning, and the impact of taxes. Helps HRM majors prepare to assist employees in financial decisions in the workplace. Helps prepare all students to make financial life decisions. Prerequisite: MATH 101 or consent of the instructor.

Fall or Spring

3 hours lecture and discussion

3 credits

BUSN 306 Financial Management: Provides the student with the basic knowledge of finance decision-making from the business viewpoint. Introduces decision-making in relation to controlling the financial structure, the flow of funds, and asset management of a business. Prerequisite: ACCT 103.

Spring

3 hours lecture and discussion

3 credits

BUSN 307 Mentoring III: Provides guidance in course selection, career planning, and networking. Students join and participate in a professional organization. (Membership fee may be required.) Portfolio preparation begins. Prerequisite: junior standing and BS in Business student.

Fall and Spring

1 hour discussion

1 credit

BUSN 315 Workplace Environments: Increases awareness of the variety of jobs performed at various work sites through site visits, class discussion, and presentations by guest speakers. Develops a better understanding of the roles industry and business play in a particular community.

Fall or Spring

3 hours lecture, site visits, and discussion

3 credits

BUSN 330 Business Ethics: Examines and applies the theories and concepts of ethics. Analyzes and evaluates ethical problems and issues confronting organizations and businesses through case studies.

Fall and Spring

3 hours lecture and discussion

3 credits

BUSN/CJ 333 Business/Civil Law: Provides a foundation for managers to operate within the legal environment in which all businesses in our society function. Provides an overview of law and our legal system, the lawmaking and adjudicatory processes, and the roles of economic, social, and political forces in the shaping of constraining legal rules and regulations. Exposes the student to the law in regards to profit and non-profit organizations including torts, contracts, property transfer, and negligence.

Fall

3 hours lecture and discussion

3 credits

BUSN 340 Investments: Studies practice and principles in capital accumulation. Provides critical analysis of various types of investments, sources of information, investment strategies, and corporate profitability. Prerequisites: ACCT 103, sophomore standing, or consent from the instructor.

Fall or Spring

3 hours lecture and discussion

3 credits

BUSN/HRM 400 Organizational Analysis and Change: Examines organizational culture and its social processes to provide a background for planning systematic change to improve organizational effectiveness and performance. Examines and discusses various models to provide a method for improving the organizational operations as well as maintaining employee morale issues. Examines various methods of conducting change efforts within organizations. Prerequisites: HRM/

BUSN 102 and senior standing for HRM students, or consent of the instructor.

This is an on-line course.

Fall

3 hours lecture and discussion

3 credits

BUSN/PSYC 401 Organizational Behavior: Examines the application of psychological theory and research to the study of industrial, business, profit and nonprofit services, and governmental organizations. Emphasizes the interaction of individual perceptions, group dynamics, and organizational climates. Identifies strategies to maximize the satisfaction and effectiveness of each component within and between complex organizations. Prerequisite: PSYC 101.

Fall

3 hours lecture and discussion

3 credits

BUSN/PSYC 402 Supervision and Leadership: Examines current supervisory and leadership perspectives and practices as they relate to the knowledge and skills needed within contemporary organizations. Illustrates the complexities of guiding and leading a workforce in today's global society through the exploration of theoretical models and real-life experiences. Integrates student knowledge about organizations and organizational behavior with day-to-day practice of supervision and leadership, with an emphasis on proactive supervision. Prerequisite: BUSN/PSYC 401.

Spring

3 hours lecture and discussion

3 credits

BUSN 406 Advanced Financial Management: Takes the student through such topics as risk management, strategic management, and international management where they will utilize in-depth studies to sharpen their analytical skills and develop coherent and comprehensive plans.

Spring

3 hours lecture and computer-based learning

3 credits

BUSN 423 Internship: A supervised period of practical work experience integrated into the academic program. As a junior-level course, students will be expected to have appropriate responsibilities and/or additional academic assignments. Site and job description must be approved by students' advisors.

40 hours practicum required per credit

1-6 credits

BUSN 450 Business Policy Capstone: A senior seminar that uses independent study to synthesize business theory and practice. Case studies stress decision making. Portfolio is completed. Prerequisites: BUSN 107 and BUSN 207 (or associate degree), and senior status.

Spring

3 hours discussion

3 credits

Chemistry

CHEM 100 Preparatory Chemistry: Explores the metric system, periodic table, scientific notation, logarithms, balancing equations, chemical bonding, nomenclature, classes of reactions, solution chemistry, as well as basic scientific study habits. (Students who are interested in pursuing a scientific curriculum but who do not have a background in chemistry should take this course prior to enrolling in CHEM 105.) Prerequisite: high school algebra or MATH 101.

Fall

3 hours lecture and discussion

3 credits

CHEM 105 General Chemistry I: Discusses basic principles of inorganic chemistry including the scientific method, atomic structure, chemical bonding, periodic table, solutions, pH, and energy changes. Provides a sound foundation for future study in the different disciplines of chemistry: organic, inorganic, or biochemistry. Prerequisite: one year high school algebra or MATH 101.

Fall, Spring, and Summer

(\$65 fee)

3 hours lecture and discussion, 3-hour laboratory

4 credits

CHEM 106 General Chemistry II: Studies ionization, chemical kinetics, thermodynamics, equilibrium, hydrolysis, volumetric analysis, and qualitative and quantitative analysis. Prerequisites: one year high school algebra or MATH 101, and CHEM 105 with a grade of "C" or better, or consent of the instructor.

Spring

(\$65 fee)

3 hours lecture and discussion, 3-hour laboratory

4 credits

CHEM 110 General Organic Chemistry: Discusses organic reactions that deal primarily with metabolism. Studies aliphatic and aromatic hydrocarbons, alcohols and their derivatives, lipids, carbohydrates, proteins, and enzymes. Prerequisite: CHEM 105 with a grade of "C" or better, or consent of the instructor.

Spring

(\$65 fee)

3 hours lecture and discussion, 3-hour laboratory

4 credits

CHEM 203 Organic Chemistry I: Introduces the compounds of carbon, including nomenclature, reactions, and basic theoretical concepts of molecules from a standpoint of electronic structures and energies. Prerequisite: CHEM 106 with a grade of "C" or better, or consent of the instructor.

Fall

(\$65 fee)

3 hours lecture and discussion, 3-hour laboratory

4 credits

CHEM 204 Organic Chemistry II: A continuation of CHEM 203. Studies polyfunctional and heterocyclic compounds, stereochemistry, and structure proofs. Laboratory emphasis is on preparations of compounds and analytical and qualitative

analysis, including work with gas chromatography, infrared and thin layer chromatography studies. Prerequisite: CHEM 203 with a grade of "C" or better, or consent of the instructor.

Spring

(\$65 fee)

3 hours lecture and discussion, 3-hour laboratory

4 credits

CHEM 215 Environmental Chemistry: Chemistry of the atmosphere, soils, and natural waters and chemical aspects of problems that humans have created in the natural environment. This course includes an environmental chemistry laboratory that introduces field and laboratory techniques for sample collection, instrumentation, chemical analysis, and data analysis in environmental chemistry. Prerequisites: CHEM 105 and CHEM 106.

(\$65 fee)

3 hours lecture, 3-hour laboratory

4 credits

Communications

COMM 104 Interpersonal Communication: Provides an introduction to the principles of interpersonal communication including communication theory, the perception process, the concept of self, listening skills, cultural diversity, verbal communication, gender differences, nonverbal communication, emotional intelligence, aggressiveness vs. assertiveness, and managing conflict, and explores friendship, family, and work relationships. The coursework is designed to increase the student's ability to understand and improve her/his communication effectiveness within interpersonal relationships.

Fall and Spring

3 hours lecture and discussion

3 credits

COMM 105 Mass Communication: Explores books, newspapers, magazines, radio, recordings, television, films, and the Internet from several perspectives including historical and technological. Analyzes advertising, prominent social issues, and global media and the marketplace. The coursework is designed to increase the student's ability to be a critical consumer of mass communication and to become aware of the influence of mass communication in her/his daily life. Prerequisite: ENGL 101; enrollment preference given to communications majors.

Spring

3 hours lecture and discussion

3 credits

COMM 107 Speech Communication: Introduces students to the concepts and basic techniques of public speaking. Students select topics, research and organize information, prepare visual aids, rehearse, and deliver at least four speeches, including introduction, demonstration, information, and persuasion speeches. Students are expected to master techniques of speech preparation as well as vocal

and physical delivery.

Fall and Spring

3 hours lecture, discussion, and public speaking

3 credits

COMM 207 Professional Speech: Expands on concepts taught in COMM 107.

Students prepare a variety of speeches, including career-related topics, research topics, and inspirational topics, and learn to set up and use a variety of audio and visual equipment, such as TV/VCR and computer presentation equipment. Prerequisite: COMM 107.

Spring

3 hours lecture, discussion, and presentation

3 credits

COMM 212 Written Communication: Reviews behavioral and motivational theories as they relate to various forms of business communication. Students will learn to incorporate the techniques of writing effective personal and business letters through the use of courtesy, clarity, conciseness, concreteness, completeness, and correctness.

Fall and Spring

3 hours lecture and discussion

3 credits

COMM 223P Communication Co-op Preparation: Discusses and facilitates placement into the cooperative education program, introduces portfolio preparation, and provides practice in job application procedures. These experiences prepare communications majors for their required cooperative education experience.

Spring

12 hours lecture and discussion

0 credits

COMM 225 Television Production: Introduces students to the basic equipment and procedures involved in television studio production. Students learn the process of creating a television program, from concept through completion, as they collaborate on community-oriented programs that are cablecast. Lab exercises and weekly productions supplement class lectures and discussions. Prerequisite: COMM 105 or consent of instructor.

Fall

Lecture and discussion, with laboratory and production sessions

3 credits

Some class meetings take place off-campus. Students may need to provide their own transportation.

COMM 301 Communication Theory: Explores the nature of theory in communication study and explains the most common communication theories and their contexts. System theory, semiotics, message reception, dramatism, hermeneutics, and critical theory within the context of relationships, groups, cultures, and the media are examined. Extensive writing and library-based research is required.

Prerequisites: ENGL 102, COMM 107, COMM 104, and COMM 105.

Fall, alternate years

3 hours lecture and discussion

3 credits

COMM 310 Communication Ethics: Surveys major moral theorists, such as Kant, Gilligan, Mill, and Buber, and their contributions toward understanding ethical issues that confront the field of communication. Issues and topics covered include confidentiality, truthfulness and veracity, I-thou communication, and journalist ethics. Comprehensive discussion, extensive writing as well as research and presentations are required.

Spring, alternate years

3 hours lecture and discussion

3 credits

COMM 315 Special Topics in Communication: Investigates diverse areas of interest in communication. Topics vary by semester. Examples include Leadership Communication, Argumentation and Debate, Organizational Communication, Mass Media and Society, and Interpersonal Communication and Interviewing. Students will complete some experiential exercises in certain special topics courses and case analyses in all courses. May be repeated for credit if the topic area is different.

Spring

3 hours lecture and discussion

3 credits

COMM 328 Small Group Communication: Examines the dynamics and pragmatics involved in effective group interaction. Group communication concepts are studied through the course text, lectures, and in-class exercises and applied in completing group decision-making and problem-solving projects. Concepts covered include leadership, group climate/culture, task and maintenance roles, and problem-solving and decision-making procedures. Prerequisites: ENGL 102 and COMM 107; also recommended: one social science class.

Spring

3 hours lecture and discussion

3 credits

COMM 410 Critical Issues in Communication: Focuses on in-depth study of controversial and/or specialized issues and subjects within the field of communication. Requires a great deal of class participation and is reading- and writing-intensive. Students should have successfully completed at least three, 300-level courses before enrolling this course.

Spring, alternate years

3 hours lecture and discussion

3 credits

COMM 423 Communication Internship: Provides opportunities for paid or unpaid work experience at a corporation, government or nonprofit agency, media outlet or arts establishment. The internship requires a formal agreement among the

student, his/her adviser, the Curriculum Coordinator, and the internship sponsor. Students should begin exploration of this option by contacting the Curriculum Coordinator. A final report is required as an integral part of course assignments. One credit hour may be earned for every 40 hours of work at the internship site. Prerequisites: COMM 301, at least one 300-level writing course, 3.0 overall GPA, and 3.25 GPA in the major.

Fall, Spring, and Summer

Application and discussion

1-9 credits

COMM 428 Gender and Communication: Integrates concepts of interpersonal communications and communication theory in an analysis of gender identity and interactions between the genders. Concentrates on how gender has been used to effect the economic, professional, and social situation of both sexes. Comprehensive discussion, extensive writing as well as research and presentations are required.

Prerequisite: COMM 301.

Fall

3 hours lecture and discussion

3 credits

COMM 450A Capstone Seminar I: Provides an overview of the strategies and sources necessary to begin and to complete thesis level communication research. Assists students to design an appropriate research proposal reflecting an academic research plan, a proprietary research plan or a creative presentation. Students will also complete a critical annotated bibliography and several preparatory research/interview projects. During this semester students will seek committee formation (two members from the CAH division and one outside member). By the semester's end, each student will be required to deliver both a portfolio-based presentation (reflecting progress since COMM 207) and a research proposal to committee members. Prerequisites: ENGL 102, COMM 107, COMM 104 or 105 and successful completion of three 300-level courses, including, preferably, COMM 301.

Fall

3 hours lecture and discussion

3 credits

COMM 450B Capstone Seminar II: Requires students to complete original research project begun in COMM 450A. Students will be mentored by the curriculum coordinator and guided by their committee members through frequent meetings and exchanges of progress. Students will participate in mock oral presentations and peer reviewing of class research projects. By the semester's end each student will be required to deliver a comprehensive presentation of his/her research and to participate in an oral defense with committee members. Prerequisite: COMM 450A.

Spring

3 hours discussion

3 credits

Computer Information Systems

CIS 106 Introduction to Software Applications: Provides an introduction to computer software packages and the World Wide Web. Hands-on case studies focus on the development of skills using Windows, word processing, spreadsheets, database management systems, the World Wide Web, and other common application packages.

Fall and Spring

(\$40 fee)

3 hours demonstration, discussion, and hands-on assignments

3 credits

CIS 110 Introduction to Visual Programming: Introduces microcomputer programming utilizing Visual Basic programming language, structured programming techniques, and program code utilizing event-driven programming. Prerequisite or Corequisite: IT 105.

Fall

(\$40 fee)

3 hours demonstration, discussion, and hands-on assignments

3 credits

CIS 200 Introduction to Structured Programming: Utilizes the C++ programming language to teach students how to write programs to solve problems. Object-oriented programming design concepts, algorithms, and the use of pseudocode will be discussed. Prerequisite: CIS 110.

Spring

(\$40 fee)

3 hours demonstration, discussion, and hands-on assignments

3 credits

CIS 210 Programming for Business: Examines COBOL programming with an emphasis on structured program design, coding, testing, and debugging. Topics include file management, data validation, report generation, and information processing with respect to business-related applications. Prerequisite: CIS 110.

Fall

(\$40 fee)

3 hours demonstration, discussion, and hands-on assignments

3 credits

CIS 250 Advanced Programming for Business: Presents advanced programming techniques including sorting and merging data, processing tables, indexing files, and processing sequential and random files. Concepts learned will be applied to full-scale business applications. Prerequisite: CIS 210.

Spring

(\$40 fee)

3 hours demonstration, discussion, and hands-on assignments

3 credits

CIS 305 Java Programming: Introduces object-oriented programming concepts along with the Java syntax. Emphasis will be placed on the fundamentals of structured logic using decisions, loops, array manipulation, Java applets using GUI components, inheritance concepts, file handling techniques, multi-threading, and animation. Students will apply topics learned to code, execute, document, and

debug Java applications and applets. Prerequisite: IT 115.

Spring

(\$40 fee)

3 hours demonstration, discussion, and hands-on assignments

3 credits

Cooperative Education

CO-OP 295 (fall), 296 (spring), 297 (summer): A supervised period of practical work experience integrated into the academic program. The purpose of the program is for the student to apply classroom principles in real-work situations. Each co-op experience, including experiences for more than 3 credits, will only satisfy one graduation requirement. Prerequisites: 15 completed credits, 2.00 GPA, and consent of instructor.

Fall, Spring, and Summer

40 hours practicum = 1 credit

6 credits

max.

Criminal Justice

CJ/SOCI 102 Introduction to Criminal Justice: Provides a comprehensive overview of the criminal justice system, including crime, criminal law, and constitutional implications. Examines the major components: police, courts, and corrections.

Fall, Spring, and Summer

3 hours lecture and discussion

3 credits

CJ 110 Introduction to Policing: Illustrates the many roles of Police in America. Examines Constitutional restrictions placed on police and the realities of the police role. Prerequisite: CJ 102.

Spring

3 hours lecture and discussion

3 credits

CJ 115 Survey of Corrections: Reviews the development of correctional practices from early to modern times. Analyzes contemporary correctional organizational structures and treatment modalities. Prerequisite: CJ 102.

Spring

3 hours lecture and discussion

3 credits

CJ/SOCI 201 Criminology: Studies crime and the body of knowledge regarding it as a social phenomenon. Focuses on the nature, extent, causes, and prevention of crime. Explores sociological theories to explain criminal behavior. Also examines crime's impact on society and societal reactions to crime. Prerequisites: SOCI 101

and CJ 102.

Fall

3 hours lecture and discussion

3 credits

CJ/POSC 205 Criminal Justice and Public Policy: Studies public policy and criminal justice policy concepts. Emphasis is placed on policy process, policy-makers, and contemporary criminal justice policies. HIST 110, POSC 101, or POSC 201 is recommended prior to this course.

Spring

3 hours lecture and discussion

3 credits

CJ/SOCI 210 Juvenile Delinquency: Applies various theoretical perspectives to explain and prevent juvenile delinquency. Emphasis is placed on prevention and rehabilitation.

Spring

3 hours lecture and discussion

3 credits

CJ 223P Field Experience Preparation: Plans for successful experiences in private, public, or community agencies within the criminal justice system. Assembles a professional portfolio including a resume and supporting documents, police and child abuse checks, and documents for other regulatory requirements such as First Aid and CPR certification.

Fall

(\$75 fee)

3 hours lecture and discussion

0 credits

CJ 223 Field Experience I: Applies classroom experience to the real world.

Work experience in a criminal justice agency is used to enhance knowledge of the intra-relationships within the criminal justice system. Prerequisite: CJ 223P.

Application and discussion

3 credits

CJ/POSC 301 Constitutional/Criminal Law: Explores the fundamental principles of constitutional and criminal law that govern and constrain the powers and operations of criminal justice agencies and their personnel. CJ 102 and POSC 201 recommended.

Fall

3 hours lecture and discussion

3 credits

CJ 302 Criminal Evidence and Court Procedures: Evaluates sources, distinctions and limitations relating to substantive and procedural criminal law. Analyzes the rules of evidence as well as other evidentiary and procedural requirements which effect evidence collection and admissibility. Prerequisite: CJ 102.

Spring

3 hours lecture and discussion

3 credits

CJ 305 Criminal Investigation: Provides an introduction to the fundamental elements of criminal investigation, crime scene search, and collection and preservation of evidence. Prerequisite: CJ 110.

Spring

3 hours lecture and discussion

3 credits

CJ 310 Policing in America: Examines major trends and issues in law enforcement including police behavior, attitudes affecting police relations, and the legal framework within which the police operate. Prerequisite: CJ 110.

Fall

3 hours lecture and discussion

3 credits

CJ 317 Juvenile Justice System: Inspects approaches and procedures concerning identification, detention, and disposition relevant to the administration of criminal justice policy, practice, and law. Questions the juvenile process and examines critical issues facing the system as well as case law. Prerequisite: CJ/SOCI 210.

Spring

3 hours lecture and discussion

3 credits

CJ 320 Administration of Justice: Scrutinizes the role and function of the judiciary in the criminal justice decision making process. Focuses on the interactions within the judicial system and its major inter-relationships with other criminal justice agencies. Prerequisites: CJ 110 and CJ 115.

Fall

3 hours lecture and discussion

3 credits

CJ 325 Correctional Institutions: Describes correctional institutions with a focus on recent research, programs, security, and application of correctional theory. Prerequisite: CJ 115.

Fall

3 hours lecture and discussion

3 credits

CJ 330 Professional Ethics: Students will understand ethical theories and concepts sufficiently to enable them to analyze ethical situations from various perspectives. Emphasis will be on the ability to support ethical decisions with thoughtful and well-reasoned arguments and the ability to apply this understanding to situations in criminal justice.

3 hours lecture and discussion

3 credits

CJ/BUSN 333 Business/Civil Law: Provides a foundation for managers to operate within the legal environment in which all businesses in our society function. Provides an overview of law and our legal system, the lawmaking and adjudicatory processes, and the roles of economic, social, and political forces in the shaping of

constraining legal rules and regulations. Exposes the student to the law in regards to profit and non-profit organizations including torts, contracts, property transfer, and negligence.

Fall and Spring

3 hours lecture and discussion

3 credits

CJ 335 Probation, Parole, and Community Corrections: Examines the history, theory, and practice of community treatment in the correctional process. Prerequisite: CJ 115.

Fall

3 hours lecture and discussion

3 credits

CJ 401 Criminalistics: Probes the phase of the criminal investigation process concerned with physical evidence. Emphasis placed on techniques, skills, and limitations of crime laboratories. Prerequisite: CJ 110.

Fall

3 hours lecture and discussion

3 credits

CJ 410 Court Organization and Operation: Assesses the role of the court and criminal justice system. Examines the state and federal system as well as the origin and development of the court system. Prerequisite: CJ 320.

Spring

3 hours lecture and discussion

3 credits

CJ 423 Field Experience II: Applies quantitative and qualitative research methodologies to a public, private, or community agency in consultation with the faculty advisor. Prerequisites: CJ 223P and CJ 223.

Spring

Application and discussion

3 credits

CJ 426 Selected Topics in Criminal Justice: Analyzes issues related to the administration of justice. Conducts in-depth analysis of important and controversial issues facing the criminal justice system. Prerequisites: consent of instructor, 3.0 GPA.

Spring

3 hours discussion

3 credits

CJ 430 Police Operations and Management: Explains the principles of organization and administration in law enforcement. Explores such topics as organizational structure, managerial philosophies, personnel issues, and leadership. Prerequisites: CJ 110 and CJ 320.

Fall

3 hours lecture and discussion

3 credits

CJ 440 Community Oriented Policing: Examines the role of law enforcement in government and the importance of community relations. Explores the dynamics of race relations and other diverse groups related to the law enforcement community.

Prerequisite: CJ 110.

Spring

3 hours lecture and discussion

3 credits

CJ 450 Senior Seminar: Synthesizes and examines the theoretical concepts and empirical findings of other courses in the major curriculum. Prerequisites: senior status and/or consent of instructor.

Spring

3 hours discussion

3 credits

CJ 497 Independent Study in Criminal Justice: Evaluates current issues and controversies in the criminal justice system. Prerequisites: 3.00 GPA, MATH 314 and junior status.

Research and discussion

1-3 credits

Culinary Arts

CULN 100 Culinary Math: Introduces basic mathematics as it relates to the food service industry. Emphasizes units of measure, basic conversions, food cost percentages, and kitchen ratios.

Spring

3 hours lecture and discussion

1 credit

CULN 101A Stocks, Sauces, and Skills: Students engage in the discussion and application of basic knife skills, stock and classical sauce production with emphasis on simmering and boiling. Contemporary sauces such as coulis and non-classical sauces will be discussed. Laboratory lectures and production revolve around introductory culinary principles. Equipment, principles of energy, types of knives, basic knife skills, professionalism, production, organization, and time management are discussed and applied during lab sessions. Daily production reflects traditional culinary French methodologies, allowing students to perform correctly the major and sub-objectives to meet industry needs within a laboratory setting.

Fall

(\$45 fee)

2 hours lecture and 8 hours laboratory

2 credits

CULN 101B Meat and Fish Fabrication: Purchasing, receiving, aging, and proper storage procedures of meat products will be identified. Emphasis will be placed on primal and sub-primal cuts, federal inspection, grading, yields and the classification of meats, poultry, fish, and game. Students will learn vocabulary and techniques

specific to meat and fish processing. Corequisite: CULN 101A.

Fall

(\$45 fee)

2 hours lecture and 8 hours laboratory

2 credits

CULN 101C American Cuisine: Students take a culinary trip across America focusing on indigenous ingredients, customs, and geographical elements and their effect on the cuisines of our nation. Engaging in discussion and application of the basic cooking techniques of stewing, grilling, and broiling, students receive an overview of our national cuisine. Daily laboratory lectures and production revolve around cooking skills and regional American menus and ingredients. Previously learned skills will be utilized and built upon, such as knife skills, sauce making, organization, and time management. The menus will reflect the cultural, historical, and present day influence of East Coast, Cajun and Creole, Tex-Mex, and Pacific Coast cuisines. Corequisite: CULN 101B.

Fall

(\$45 fee)

1 hour lecture and 4 hours laboratory

2 credits

CULN 101D Cuisine of the World: Students travel Europe through the preparation of classical and traditional foods. Production menus will reflect the cuisines of Great Britain/Northern Europe, Italy, Germany/Poland/Hungary, and Spain/Portugal. Emphasis is placed upon the cooking techniques of roasting and braising. Daily laboratory and lectures revolve around European culture and geography, cooking techniques, misen place, and recipe conversions. Previously learned skills will be utilized and built upon, such as knife skills, sauce making, organization, and time management. Students will display professional and industry-related skills. Corequisite: CULN 101C.

Fall

(\$45 fee)

1 hour lecture and 4 hours laboratory

2 credits

CULN 101E Introduction to Baking: Production of basic rolls, breads, muffins, laminated doughs, pies, and basic cookies will be introduced to the student. The primary focus will be on the principles of baking, chemistry, formulas, and application, measuring and identification of equipment. Corequisite: CULN 101D.

Fall

(\$45 fee)

1 hour lecture and 4 hours laboratory

2 credits

CULN 101F French Cookery: French customs and practices are the underlying basis of cooking today. During this class, students will further refine their skills of making mother and compound sauces and be introduced to basic French culinary terms. Importance is placed upon the cooking techniques of braising, stewing, sauteing, poaching, and roasting. Corequisite: CULN 101E.

Fall

(\$50 fee)

1 hour lecture and 4 hours laboratory

2 credits

CULN 101G Service Techniques and Skills: Following proper protocol in a dining room is a gracious art. Students will practice the steps and procedures of service before serving to guests at Chef's Table Restaurant. Students will receive directions on the American, Russian, and French styles of service of food and beverages. Students will become familiar with the tools and equipment utilized in the dining room as well as place settings and linens. Students will also be required to fulfill 20 hours of assisting and observing upperclassmen as runners at Chef's Table Restaurant. Corequisite: CULN 101F.

Fall

(\$45 fee)

1 hour lecture and 4 hours laboratory

2 credits

CULN 101H Breakfast Cooking Seminar: Omelets, pancakes, oatmeal, and waffles are many customers' favorite options for breakfast. This class will teach students how to fold omelets and make other popular breakfast items. Lecture includes identification of egg size, egg composition, proper egg cookery, as well as the production of pancakes and waffles. Corequisite: CULN 101G.

Fall

(\$20 fee)

1 hour lecture and 4 hours laboratory

.5 credits

CULN 103 Introduction to Culinary Management: Students will be introduced to the Hospitality industry, organization and basic human relation management. Job descriptions, leadership styles, training methods, conflict resolution, employee training, and communications are the main points of this course. A picture of the real world will be presented by the use of guest speakers and field trips.

Spring

3 hours lecture and discussion

3 credits

CULN 107 Garde Manger: Cold food preparation is the foundation of this class. Students will learn how to make various sandwiches, cold soups, salads, and forcemeats such as sausages and kielbasa. Skills in vegetable carving and garnishing will be demonstrated. As a final project, students are required to create a platter utilizing aspic, canapes, pates, and galantines to be judged by a panel of industry professionals. Prerequisite: CULN 101H.

Spring

(\$45 fee)

1 hour lecture and 4 hours laboratory

2 credits

CULN 202 Bar and Beverage Management: Serving alcoholic beverages at a restaurant or hotel is more than just placing them on the menu. Students will experience what it is like to work behind a real bar, memorize drink recipes, discuss laws, alcohol productions, and become T.I.P.S. certified. Non-alcoholic drinks will be covered, such as coffees, teas, and smoothies. Corequisites: CULN 203 and CULN 101H.

Spring (\$45 fee) 2 credits
1 hour lecture and 4 hours laboratory

CULN 203 Cakes, Tortes, and Desserts: The production of many desserts can be considered advanced. In baking, many formulas require multiple steps. This course is designed to further enhance students' baking skills by focusing on time management, techniques, and core fundamentals of baking. Students will produce many classical French favorites, such as chocolate mousse, creme brulee, poached pears, tortes, and tartlets. Corequisites: CULN 201 and CULN 101H.

Spring (\$45 fee) 2 credits
1 hour lecture and 4 hours laboratory

CULN 210 Catering: Catering is a major chunk of business for restaurants, hotels, convention and conference centers, and clubs. This class is an appropriate blend of skills necessary to conduct off and on premise catering events. Students will investigate legalities and contract issues involved with catering as well as menu planning, pricing, equipment, marketing, styles of events, and safety procedures. Students will engage in planning and setting up events as well as their execution. Corequisites: CULN 107 and CULN 101H.

Spring (\$45 fee) 2 credits
1 hour lecture and 4 hours laboratory

CULN 230 Restaurant Operations Management: Operates the Chef's Table Restaurant. Emphasis on planning, staffing, purchasing, menu development, financial planning, dining room and kitchen skill, beverage service, and sanitation. Prerequisite: CULN 101.

Fall (\$225 fee) 3 credits
12 hours lecture and laboratory

CULN 236 Advanced Restaurant Operations: Develops advanced applications of operating the Chef's Table Restaurant. Focuses on planning, leading, directing, staffing, and controlling. Prerequisite: CULN 230.

Spring (\$225 fee) 3 credits
20 hours lecture and laboratory

CULN 290 NOCTI Food Production and Service Examination: Students register for the NOCTI examination upon the expectations of graduating with a culinary arts degree.

Spring (\$45 fee) 0 credits

Developmental Education

DVED 108 Critical and Analytical Reading: Teaches skills associated with annotating, mapping, summarizing, inferring, and critical thinking as they apply to the reading of college textbooks and supplementary material. (The credits for this course do not count toward graduation, but are factored into the student's GPA.)

Spring and Fall

3 hours lecture and discussion

2 credits

DVED 131 Career/Life Planning: Assists students in assessing their interests, skills, and values in exploring job information and career research, and learning the steps to effective career decision-making.

Fall and Spring

2 hours discussion

1 credit

DVED 139 Job Search Skills: Assists students in exploring work options; learning to write effective cover letters, resumes, and thank you letters; developing and reviewing interviewing techniques; and planning realistic job options.

Fall and Spring

2 hours discussion

1 credit

DVED 140 Coping Skills: Teaches students to cope with assertive behavior, set goals, make decisions, manage time and stress, and practice relaxation techniques. Through small group interaction, students develop a positive outlook about themselves and their surrounding environment.

Fall and Spring

1 hour discussion

1 credit

DVED 141 Values Clarification: Encourages students to examine their values, ideals, and goals through involvement in the Human Potential Seminar. Practical activities assist the students to increase their ability to set short term and long term goals that will guide them toward success.

Fall and Spring

2 hours discussion

1 credit

Early Childhood Education

ECE 101 Introduction to Early Childhood Education: Studies the relationship between play and learning and the adult's role in facilitating learning through play. Focuses on expressive activities and spontaneous play and their contributions to child development. Selection and use of appropriate media and materials for facilitating play is required. Includes the observational study of young children and

their play.

3 hours lecture and discussion

(\$50 fee)

with 3 hours practicum in the Children's Center

3 credits

ECE 102 Guiding Play and Learning: Examines the role of play and directed learning activities in the social, emotional, cognitive, and psychomotor development of the young child. Fosters development of math, science, social studies concepts, language, and perceptual skills. Preparation, presentation, and evaluation of activities during practicum experience are required. Includes observational study of young children and play with 3 hours practicum in the Keystone College Children's Center. Prerequisite or corequisite: PSYC 201.

3 hours lecture and discussion

3 credits

ECE 223 Community-Based Early Childhood Experiences: The study of the care of young children in out-of-home settings as a participant in the setting. Emphasis on enhancing the student's role as a member of the child care team. Skill emphasis includes observation, assessment, evaluation, record keeping and preparation for program activities. Involves accepting responsibility, receiving directions and feedback, and forming friendly relationships with children and adults. Increases understanding in meeting children's developmental needs and enhances the level of practice while participating in a field placement in a community program for young children. Corequisite: ECE 250, ECE 302, and consent of instructor. (*A.S. candidates only*)

120 hours

3 credits

ECE 235 Special Studies in Early Childhood Education - Emergent Literacy: Provides the principles and practices for providing children from birth through age five with a strong foundation in early reading and writing within a developmental framework. Focuses on enhancing early literacy outcomes of young children by improving adults' knowledge about early literacy development and teaching skills.

3 credits

ECE 250 Early Childhood Education Seminar: Provides opportunities for synthesis and evaluation of the knowledge, skills, and dispositions that define early childhood practitioners at the associate degree level. Current issues and trends in the field will be reviewed. Students will complete a professional portfolio, a major research project, and a seminar presentation. Corequisite: ECE 223.

3 hours inquiry and discussion

3 credits

ECE 301 Curriculum and Program Planning - Ages 0-3 Years: Enumerates guidelines for providing optimum developmental experiences for a child's early years (0-3). Focuses on the role of parents and parent substitutes as the first teachers.

Includes educational experiences for infants and toddlers which are based on developmental principles and child development research. Prerequisites: ECE 101, ECE 102, and PSYC 201.

3 hours lecture and discussion

3 credits

ECE 302 Curriculum and Program Planning – Ages 3–8 years: Examines content, methods, and materials for the design and implementation of early childhood education curricula. Analyzes program goals and components. Reinforces the practical development in young children relative to their individual needs. Prerequisite: ECE 201 or consent of the instructor. Concurrent with ECE 223 for A.A. students..

3 hours lecture and discussion

3 credits

ECE 320 Early Intervention: Analyzes early intervention services for children. Focuses on developmentally appropriate programming for the child with special needs and the roles of the teacher and interventionist in meeting the needs of the child in the least restrictive environment. An overview of special needs will be presented. Prerequisite or corequisite: PSYC 210 or consent of the instructor.

3 hours lecture and discussion

3 credits

Economics

ECON 201 Principles of Economics I: Studies macro-economics: the nature of the American economy; theory of national income; producing, consuming, and investing money; banking and the Federal Reserve System; the public sector and its monetary and fiscal policies; theory of economic growth; and problems of international economic development.

Fall and Spring

3 hours lecture and discussion

3 credits

ECON 202 Principles of Economics II: Examines the principles of micro-economics, the cost structure of individual economic units, theory of price under different market conditions, distribution of income, problems of poverty and insecurity, wage determination, and antitrust regulation.

Fall and Spring

3 hours lecture and discussion

3 credits

ECON 345 Money and Banking: Reviews the background and policies of monetary and banking systems. Gives special attention to commercial banking, the Federal Reserve System, interest rates, and money markets. Provides students with the knowledge and practices conceptual skills needed for advanced study and career advancement in financial fields. Prerequisite: ECON 201.

Fall or Spring (not offered every year)

3 hours lecture and discussion

3 credits

Education

EDUC 201 Foundations of Education: Introduces and examines historical, philosophical, and sociological foundations in American education. Students read about and investigate the role of schools in America. School organization, administration, and current issues, such as diversity and multi-culturalism, are also components for class reading and discussion. There is a field component for this course. Prerequisite: PSYC 101 and DVED 108, HIST 109 or HIST 110.

3 hours lecture and discussion + field assignments 3 credits

EDUC 211 Educational Psychology: Explores the nature of the learning process. Emphasizes the application of psychological principles to educational practices such as diagnosis and assessment of pupil progress, organizing learning environments, and instruction. There is a field component for this course. Prerequisite: PSYC 201 and EDUC 201.

3 hours lecture and discussion + field assignments 3 credits

EDUC 216 Child, Family, and Community: Considers the role that the environment plays in the development of the child. Analyzes the impact of family and community including the relationship of culture, religion, socio-economic status, and ethnic and racial origins on individual and group status. Examines family structure and processes including individual roles and functions. Studies the role of schools in the development of the child. Explores community resources as real or potential factors in the quality of the child's environment. There is a field component for this course. Prerequisite: PSYC 201.

3 hours inquiry and discussion + field assignments 3 credits

EDUC 302A – Praxis I: Academic Skills Assessments: Designed to be taken early in your college career to measure your reading, writing and mathematical skills. 0 credits

EDUC 302 Elementary Curriculum: Promotes the study of the content of elementary school education with particular reference to standards regulating education in the areas of language and reading, mathematics, science, social studies, environmental education, and health. Examines various patterns of curriculum organization and practical experiences in planning curriculum. Evaluates curriculum materials and resources with regard to educational goals and underlying philosophy. There is a field component for this course. Prerequisite: EDUC 201, EDUC 211, and EDUC 302A or consent of division.

3 hours lecture and discussion + field assignments 3 credits

EDUC 303 Elementary Curriculum and Methods: Mathematics: Analyzes application and methodology of instructional techniques in the content area of mathematics. Emphasizes developmental, constructive, and process skill ap-

proaches. Provides students with hands-on, inquiry-based experience with direct application for teaching mathematics. There is a field component for this course.

Prerequisites: EDUC 302A, EDUC 302, MATH 102, and MATH 111.

2 hours lecture and discussion + field assignments

2 credits

EDUC 304 Elementary Curriculum and Methods: Citizenship and Social

Sciences: Analyzes application and methodology of instructional techniques in the content area of citizenship and social sciences. Emphasizes developmental, constructive, and process skill approaches. Provides students with hands-on, inquiry-based experiences with direct application for teaching citizenship and social sciences. There is a field component for this course. Prerequisites: EDUC 302A, EDUC 302, SOCI 101, SOCI 205, SOCI 301, and SOCI 340.

2 hours lecture and discussion + field assignments

2 credits

EDUC 305 Elementary Curriculum and Methods: Science: Analyzes application and methodology of instructional techniques in the content area of science. Emphasizes developmental, constructive, and process skill approaches. Provides students with hands-on, inquiry-based experiences with direct application for teaching science. There is a field component for this course. Prerequisites: EDUC 302A, EDUC 302, BIOL 101 or BIOL 110, PHSC 109, or PHSC 110 and Science Elective.

2 hours lecture and discussion + field assignments

2 credits

EDUC 306 Using Computers to Support Classroom Learning: Provides students with opportunities to build on the basic skills and concepts learned in the prerequisite course by focusing on the applications of technology in the educational classroom environment. Students must demonstrate the ability to use and the ability to teach others to use word processing software, spreadsheet software, database software, drawing and presentation software, Internet applications, computers and other classroom hardware. Other educational technology concepts addressed include managing the classroom, addressing needs of diverse learners, and developing instructional lessons. There is a field component for this course. Prerequisite: CIS 106 or ART 114, and EDUC 302A.

(\$55 lab fee)

3 hours lecture and discussion + field assignments

3 credits

EDUC 310 Family Health and Safety: Presents and analyzes the current concepts of health, safety, and nutrition, and their relationship to the growth and development of young children. Emphasizes assisting prospective teachers in developing good attitudes and habits to promote lifelong responsibility for the healthy well-being of students. Investigates health promotion theories and comprehensive health education curricula. There is a field component for this course. Prerequisites:

PHED 105 and ECE 302, EDUC 302A, EDUC 302, or consent of instructor.
3 hours lecture and discussion + field assignments 3 credits

EDUC 315 Developmental Assessment: Explores the principles and techniques of sound assessment strategies. Focuses on the process of assessment. Begins with the identification of learning goals, creation of test items based on desired outcomes, administration of classroom evaluation procedures, and the roles of assessment, measurement, and evaluation in daily classroom practice. The use and interpretation of standardized tests, alternative assessments including assessment portfolios and norm-referenced and criterion-referenced assessments will be discussed, as will trends and issues related to testing and evaluation. There is a field component for this course. Prerequisites: EDUC 211, EDUC 302A, PSYC 201, PSYC 210, or consent of instructor.
3 hours lecture and discussion + field assignments 3 credits

EDUC 320 Teaching Children with Diverse Needs: Enables the prospective teacher to learn how to coordinate the classroom learning environment to effectively address the diverse learning needs of students in regular classroom settings. Considers characteristics of students with special needs and the modifications in teaching methods necessary to meet their needs. Addresses classroom management techniques for academic, social, emotional, and cognitive differences. Students will design activities and respective accommodations for both regular students and students with special needs. Various assessment techniques will be learned and developed to evaluate the activities. Students will become familiar with and make presentations on the many different augmentative technological devices available for students with special needs. Specific topics to be addressed include: federal legislation, team collaboration, special support services, and the Individualized Education Plan (IEP). There is a field component for this course. Prerequisites: ECE 302, or EDUC 302A, EDUC 302, and PSYC 210.
3 hours lecture and discussion + field assignments 3 credits

EDUC 330 Language Arts and Literacy I: Provides the prospective teacher with an understanding of the processes of language. Students will learn how to create a student-centered classroom rich with literature, writing, speaking, and listening. Students will learn to incorporate appropriate teaching strategies, assessments, and instructional media. Topics such as language development, emerging literacy, reading and writing workshops, mechanics of language, use of children's literature and drama, and media literacy will be addressed with a hands-on approach. There is a field component for this course. Prerequisites: ECE 302, EDUC 302A, EDUC 302, and PSYC 210.
3 hours lecture and discussion + field assignments 3 credits

EDUC 331 Language Arts and Literacy II: Provides prospective teachers with several methods that will help develop and promote literacy and reading skills of children. Explores varied approaches to teaching of reading in line with the diverse needs of learners. Employs various activities to provide for individual needs. Provides opportunities to practice teaching techniques and reading methods; design lesson plans; make oral presentations; observe and evaluate teachers teaching reading; and incorporate strategies, technology, and sound principles of individual and group dynamics. There is a field component for this course. Prerequisites: EDUC 302A and EDUC 330.

3 hours lecture and discussion + field assignments

3 credits

EDUC 402 Professional Practices: Ethics for Educators: Examines ethical principles and practices of administration and supervision and the development of policies to ethically implement school philosophy and school organization.

Prerequisites: Concurrent with EDUC 450 or consent of the instructor.

3 hours lecture and discussion + field assignments

3 credits

EDUC 411 Creating Educational Materials: Assists students in preparing educational materials related to curriculum units for use during student teaching. Students will design and create classroom materials that meet recognized standards.

Workshop format

1 credit

EDUC 420 Teaching in the Early Years: Integrates the study of theories, practices, and resources for the teaching and learning of basic skills and concepts for children ages 3-5. Uses a constructivist philosophy to organize the learning environment and activities. Provides both the theoretical and practical knowledge necessary for planning, implementing, and assessing learning in preschool classes. Introduces students to a variety of approaches and materials that are developmentally appropriate for facilitating the learning of content and skills drawn from the content areas and for integrating learning with other areas such as art, music, and language. Students take this course as part of a professional block during the first half of a semester. A student teaching assignment will follow during the second half of the semester. Corequisite: EDUC 423E.

2 hours workshop format

2 credits

EDUC 421 Teaching in the Elementary School/Primary: Integrates the study of theories, practices, and resources for the teaching and learning of elementary math, science, and social studies in grades K-3. Uses a constructivist philosophy to organize the learning environment and activities. Provides both the theoretical and practical knowledge necessary for planning, implementing, and assessing learning in the primary grades. Introduces students to a variety of approaches and materials that are developmentally appropriate for facilitating the learning of content and skills drawn from the content areas and for integrating learning with other areas

such as art, music, and language. Students take this course as part of a professional block during the first half of a semester. A student teaching assignment will follow during the second half of the semester. Corequisite: EDUC 423T.

2 hours workshop format

2 credits

EDUC 422 Teaching in the Elementary School/Intermediate: Integrates the study of theories, practices, and resources for the teaching and learning of elementary math, science, and social studies in grades 4-6. Uses a constructivist philosophy to organize the learning environment and activities. Provides both the theoretical and practical knowledge necessary for planning, implementing, and assessing learning in the intermediate grades. Students will be introduced to a variety of approaches and materials that are developmentally appropriate for facilitating the learning of content and skills drawn from the content areas and for integrating learning with other areas such as art, music, and language. Students take this course as part of a professional block during the first half of a semester. A student teaching assignment will follow during the second half of the semester. Corequisite: EDUC 423I.

2 hours workshop format

2 credits

EDUC 423E Student Teaching in the Early Years: Supervised student teaching experience in preschool settings with children through age five. Emphasis is on development, implementation, and assessment of appropriate learning activities; creating a caring community of learners; and management of the learning environment. The student teacher participates in the total program, five days a week for seven weeks in a day care center, nursery school, or Head Start program. Requires faculty consent.

6 credits

EDUC 423I Student Teaching at the Intermediate Level: Experiences gained in teaching techniques, individual differences, and classroom management. Guides candidates in the process of gradually taking full responsibility of a classroom. Provides candidates with the opportunity to utilize various instructional strategies intended to meet the needs of all learners. Includes the design and implementation of an integrated, thematic unit and the opportunity to use teacher feedback, video review, reflection, and self-evaluation as tools to improve teaching. The topics of this course reflect the content of the elementary curriculum. During this seven-week field experience, candidates are expected to select and employ the methodology and strategies modeled and practiced during the prepracticum to meet the needs of all learners in their classroom. Requires faculty consent.

6 credits

EDUC 423S Secondary Student Teaching: A seven-week field experience at the secondary level under the guidance of a cooperating teacher and a college supervisor. Experiences will be gained in teaching techniques, individual differences, and classroom management. This field experience is designed to guide candidates in the

process of gradually taking full responsibility of a classroom. The course gives the candidate the opportunity to utilize various instructional strategies intended to meet the needs of all learners. Included in the experience is the design and implementation of an integrated, thematic unit and the opportunity to use teacher feedback, video review, reflection, and self-evaluation as tools to improve teaching. The topics of this course reflect the content of the secondary curriculum. During this field experience candidates are expected to select and employ the methodology and strategies modeled and practiced during the prepracticum to meet the needs of all learners in their classroom. Requires faculty consent.

6 credits

EDUC 423T Student Teaching at the Primary Level: A seven-week field experience at the K-3 level under the guidance of a cooperating teacher and a college supervisor. Opportunities for participation in pupil observation, program planning, and utilization of contemporary teaching strategies. Requires faculty consent.

6 credits

EDUC 433 Secondary Methods: Provides information about the aims, methods, and materials employed in secondary education training; organization of subject matter; motivation and direction of learning; development of attitudes, appreciations, and ideals; classroom presentation of formal materials. The utilization of technology and the development and use of assessment instruments in the teaching-learning process will be emphasized.

3 credits

EDUC 440 Electronic Media for Teachers: Empowers the prospective teacher with hands-on knowledge and skills necessary for selecting, integrating, and applying a range of electronic media production technologies and projects into the elementary classroom to meet the diverse needs and dynamics of student learners and learning objectives. The convergence of television and the Internet will be emphasized with a focus on electronic digital technologies including digital video, audio, still photography, and Web-based authoring. Emphasis will also be placed on active viewing, critical thinking, and evaluating a diverse mix of constructed media messages and products through awareness of media literacy concepts, and legal and ethical responsibility. Topics include the practical side of setting up, operating and troubleshooting equipment, developing and integrating media projects into the classroom, and specific technology issues faced by educators. There is a field component for this course. Prerequisite: EDUC 306 or consent of the instructor.

(\$55 lab fee)

3 hours lecture and discussion + field assignments

3 credits

EDUC 449 – Praxis II: Subject Assessments: Measures your knowledge of the subjects you will teach.

0 credits

EDUC 450 Seminar: Contemporary Research, Issues, and Ethics in

Education: Examines current research, current issues, and ethical dilemmas confronting educators. Students will analyze issues and practices and engage in examining ethical considerations through a case study methodology. Concurrent with EDUC 423T, 423E or 423I.

3 hours lecture and discussion

3 credits

Engineering

ENGR 103 Graphics/CAD: Combines traditional mechanical drafting with an introduction to computer-aided drafting and design in an engineering graphics setting. Integrates concepts of mechanical drafting (including field sketching, projections, and dimensioning) with AutoCAD operations. Emphasizes providing skills training for engineers, architects, landscape architects, computer science, and physical science majors.

(\$65 fee)

One 1-hour lecture, two 2-hour labs

3 credits

English

ENGL 101 College Writing I: The Basics of Academic Writing: Focuses on the writing process. Students complete a minimum of five expository essays, one of which is a comparison/contrast. An MLA-format research paper is also required. Workshops for peer editing and revision complement teacher/student interaction both in and outside the classroom.

Fall and Spring

3 hours lecture, discussion, and peer review

3 credits

Students for whom English is not a primary language or whose placement tests indicate the need for individualized attention are assigned to sections of the course designed to meet those needs.

5 hours lecture, discussion, peer review, and/or language laboratory

3 credits

ENGL 102 College Writing II: Writing about Literature: Reinforces and enhances writing skills developed in English 101. Writing assignments, including an MLA-format research paper, are based on the readings and discussions of selected fiction, drama, and poetry. Prerequisite: ENGL 101.

Fall and Spring

3 hours lecture and discussion

3 credits

Students for whom English is not a primary language or whose placement tests indicate the need for individualized attention are assigned to sections of the course designed to meet those needs.

5 hours lecture and discussion 3 credits

ENGL 201 American Literature I: Surveys American literature from Colonial times through the late nineteenth century with an emphasis on nineteenth-century authors. Readings will examine the cultural diversity and literary development exemplified by the Native American oral tradition and the works of a variety of writers from Bradstreet to the Transcendentalists, Whitman, Dickinson, Twain, and other Realists. Extensive reading, writing, critical analysis, and library research are required. Prerequisite: ENGL 102.

Fall

3 hours lecture and discussion 3 credits

ENGL 202 American Literature II: Surveys American literature from the late nineteenth century through the present day. Emphasis is on writers who exemplify both our country's cultural diversity and the development of significant literary movements from Chopin to Crane to contemporary literary figures. Extensive reading, writing, critical analysis, and library research are required. Prerequisite: ENGL 102.

Spring

3 hours lecture and discussion 3 credits

ENGL 203 Western World Literature I: Surveys and analyzes selected works from the classical Greek period to the beginning of the Romantic Era. These selections are taught from a historical perspective, examining how the literature reflected and influenced the time in which it was written. Students study and discuss the impact that the literature has had upon Western world culture and complete a research project. Prerequisite: ENGL 102.

Fall

3 hours lecture and discussion 3 credits

ENGL 204 Western World Literature II: Surveys selected works of nineteenth- and twentieth-century authors who were instrumental in portraying thought and culture of Western civilization. Students study, discuss, and write about the connection between literature and Western world culture. Prerequisite: ENGL 102.

Spring

3 hours lecture and discussion 3 credits

ENGL 209 Introduction to Journalism: Discusses journalistic reporting, interviewing, writing, and editing. In-class writing and participation in preparing the student newspaper, *The Key*, are required. Basic journalistic skills and principles are

also introduced. Prerequisite: “C” or higher in ENGL 101 or consent of instructor.

Fall

3 hours lecture and discussion

3 credits

ENGL 210 Feature Writing: Examines techniques for researching, writing, and marketing feature articles for newspapers and magazines. Topics may include personal experience, profile, how-to, and other features. This course prepares students to work as freelance or staff feature writers. Prerequisite: “C” or higher in ENGL 101 or consent of instructor.

Spring

3 hours lecture and discussion

3 credits

ENGL 211 Creative Writing: Discusses general literary principles and representative works by leading writers and provides instructor-guided opportunities for students to write original short stories, poetry, and/or plays in a workshop setting. Students are encouraged to think creatively, to solve problems, and to further develop and enhance writing skills. Prerequisite: ENGL 102 and consent of instructor.

Spring

3 hours lecture, instructor and peer review, and workshop

3 credits

ENGL 220 Introduction to Poetry: Studies the elements of poetic form, surveying a wide variety of poems representative of many eras and cultures. Students will learn to identify common poetic themes, techniques, and styles, and to analyze poems in written assignments. Prerequisite: ENGL 102.

Fall

3 hours lecture and discussion

3 credits

ENGL 221 Introduction to the Novel: Studies the structure of the novel and its thematic concerns as seen in representative novels from a variety of cultures, from the eighteenth century to the present. Students will learn to analyze the structure, techniques, and themes of the novels through discussion, research, and written assignments. Prerequisite: ENGL 102.

Spring

3 hours lecture and discussion

3 credits

ENGL 222 Introduction to Dramatic Literature: Studies drama as a literary form, including critical analysis of representative plays from classical Greek to contemporary drama. Students learn to identify and discuss dramatic elements, structure, style, and multi-cultural traditions in dramatic literature; and complete a research project. Prerequisite: ENGL 102.

Spring

3 hours lecture and discussion

3 credits

ENGL 305 Broadcast Writing: Focuses on the principles and process of writing informative, persuasive, news, and public affairs copy for radio and television broadcast. Teaches students to apply interviewing and reporting techniques to a variety of story forms and script formats for radio and television. Special emphasis will be placed on writing for the eye and ear, news and documentary/feature reporting, and script formats. In addition to analyzing professional and peer-written scripts, students will complete a term project that involves researching, organizing, and writing a 30-minute news or documentary program for radio or television. Class members will be encouraged to apply what they have learned by creating news and feature broadcasts for the College radio station. Prerequisite: ENGL 209 or ENGL 210, or consent of instructor.

Fall

3 hours lecture and discussion

3 credits

ENGL 315 Special Topics in Creative Writing: Provides techniques to develop writing projects that fulfill the needs of the marketplace. Topics will vary, and may include poetry, short fiction, screenwriting, or playwriting. Current topics are *Screenwriting* (ENGL 315A), *Playwriting* (ENGL 315B), and *Creative Non-Fiction* (ENGL 315C). Students will develop projects that are suitable for submission to a publisher or producer. Prerequisite: “B” or better in ENGL 102 or ENGL 211.

Spring

3 hours lecture and discussion

3 credits

ENGL 328 Children’s Literature: Explores the development of children’s literature in Western culture. A variety of types of children’s literature from classical fables and fairy tales through the Modern era will be discussed. Also included in this course is the development of standards for the selection of such literature for various age groups ranging from preschool through seventh grade. Prerequisite: ENGL 102.

Fall and Spring

3 hours lecture and discussion

3 credits

ENGL 330 Great Themes in Literature: Focuses on the study of a specific theme as represented in selected short stories, novels, plays, films, and non-fiction. Students will analyze, discuss, and complete writing assignments, including a research project, about varying themes from semester to semester. Current topics are *Nature and the Environment* (ENGL 330A), *Heroes and Heroines* (ENGL 330B), *Utopia/Dystopia* (ENGL 330C), and *Food For Thought* (ENGL 330D). Upon completion of this course, students will be able to analyze common thematic content in a variety of genres. Prerequisite: ENGL 102. (Depending on instructor, may need consent.)

Fall and Spring

3 hours lecture and discussion

3 credits

ENGL 335 Technical Writing: Examines the processes and procedures of researching and writing technical documents. Topics covered include: types of technical documents, including grant proposals; planning and formatting of technical documents; and grammar and stylistic requirements and incorporation of graphics. Prerequisite: ENGL 102.

Fall

3 hours lecture and discussion

3 credits

Environmental Science

ENVT 101 Ecology of Water and Water Pollution: Studies the physical characteristics, community structure, and dynamics of the ecosystem using a stream, pond, or river. Focuses on identification of macroinvertebrates, zooplankton, phytoplankton, and algae as indicators of pollution. Emphasizes the impact of community, municipal, and industrial discharges upon the stream. Studies techniques of sample collection and storage.

Fall

3 hours lecture and discussion, 3-hour laboratory

4 credits

ENVT 210 GIS/GPS: A hands-on introduction to the fundamentals of geographic information systems (GIS) and global positioning systems (GPS). This includes the processes of capturing, editing, storing, managing, and analyzing data using GIS as well as model development and information display. The techniques of collecting GPS data and using the data in GIS are addressed. Prerequisite: CIS 106.

(\$65 fee)

3 hours lecture

3 credits

ENVT 215 Environmental Ethics: An introductory course in basic concepts in ethics and major environmental ethical theories. The course includes case studies of ethical debates of contemporary environmental issues. Prerequisites: BIOL 112, BIOL 214, or PHSC 110, or consent of instructor.

3 hours lecture and discussion

3 credits

ENVT 225 Environmental Policy and Management: Course topics include: major pieces of environmental legislation; the relationship between local, state, and federal agencies; industry responsibilities and options under existing law; the role of interest groups and the public in environmental decision making; and emerging issues at the national and international level. (Formerly IDS 225.)

3 hours lecture and discussion

3 credits

ENVT 305 Soils Science: The student will be introduced to and be able to define and understand the various properties and classifications of types of soil. The

student will be acquainted with laboratory procedures to illustrate these principles by performing laboratory analyses, mathematical problems, and making observations from demonstrations and experiments. This course will provide the student with an understanding of soil as a component of the ecosystem and to apply this knowledge to fully understand its impacts on ecosystems. Prerequisites: CHEM 105 and PHSC 201.

(\$65 fee)

3 hours lecture

3 credits

ENVT 325 Environmental Law: A survey of the basic principles and fundamental laws and regulations that are part of what is commonly known as environmental law and natural resource law. It is intended to introduce environmental resource management professionals and other interested students to the environmental laws that are being implemented and enforced at the international, national, and state level. Lectures include special emphasis on environmental law and policy in Pennsylvania. Prerequisite: ENVT 225 is recommended.

3 hours lecture and discussion

3 credits

ENVT 328 Hydrology: This course introduces basic principles and applied aspects of surface and ground water hydrology. Emphasis is on developing an understanding of watershed processes. The course offers both conceptual and quantitative descriptions of the hydrologic cycle. A weekly three-hour laboratory introduces students to the techniques of applied hydrology. Prerequisites: MATH 113, MATH 205, PHSC 201, and CHEM 105.

(\$65 fee)

3 hours lecture, 3-hour laboratory

4 credits

ENVT 423P Environmental Resource Management Internship Preparation: Preparation for the identification, placement, and successful completion of a 240-hour, 6-credit internship required by the Professional Studies: Environmental Resource Management B.S. curriculum. Prerequisite: Consent of curriculum coordinator.

6 hours lecture and discussion

0 credits

ENVT 423 Environmental Resource Management Internship: (*Under development*) Supervised exposure to the work environment and practical experience through a 240-hour internship at one or more pre-approved sites. The internship will typically be completed during the summer between the junior and senior years. Prerequisites: ENVT 423P and consent of curriculum coordinator.

6 credits

ENVT 440 Case Study Field Trip: (*Under development*) This course examines case studies in environmental resource management through field trips and directed readings. (Travel during weekends and/or spring break will be required. The

student is responsible for the cost of meals, lodging, transportation, and incidentals.) Prerequisites: BIOL 328, ENVT 328, and PHSC 201; or consent of instructor.
(\$65 fee)

3 credits

ENVT 445 Watershed Resource Management/Tunkhannock Creek Case Study: (*Under development*) Fulfills the senior capstone experience requirement for students enrolled in the Bachelor of Science in Professional Studies: Environmental Resource Management program. This course includes senior research projects and case study of the Tunkhannock Creek watershed. Consent of curriculum coordinator required.

(\$65 fee)

3 hours lecture and discussion

3 credits

Film

FILM 110 Introduction to Cinema: Introduces the concepts of filmmaking, including production organization, techniques of pre-production, principal photography, post-production, and literary and philosophical concepts of messages in film texts. Students view films, write analyses, and create outlines and projects demonstrating understanding of the vocabulary of filmmaking.

Fall

4 hours lecture and discussion, and screening

3 credits

FILM 350 Special Topics in Film: Examines a variety of themes, genres, and/or concepts in feature films. Students view films, write analyses of the films, and actively research concepts discovered through class discussion. Students are expected to understand the interaction between film as a medium and the topics being studied. Prerequisite: ENGL 102.

Spring

4 hours lecture, discussion, and screening

3 credits

History

HIST 101 The Making of the Modern World: Examines the social, political, and economic origins of the modern world from 1900 through the Cold War. Special emphasis is placed on the impact of colonialism, WWI, Communism, Fascism, WWII, and the Cold War.

3 hours lecture and discussion

3 credits

HIST 102 Western Civilization: Studies the establishment and progress of civilization. Topics include Greek, Roman, medieval civilizations, and the beginnings of modern times through the seventeenth century.

3 hours lecture and discussion

3 credits

HIST 109 United States History I: Examines the colonial, revolutionary and national history of the United States from 1600 to the Civil War. Attention is paid to minority as well as to majority and national influences.

3 hours lecture and discussion

3 credits

HIST 110 United States History II: Studies the history of the United States from 1865. Examines political evolution, foreign policy development, industrialization, urbanization and the expanding role of the national government in the twentieth century.

3 hours lecture and discussion

3 credits

HIST/POSC 302 Civil Rights in America: Examines the history and politics of the black civil rights movement from Reconstruction to the present. The contemporary civil rights issues of gender, sexual orientation, and affirmative action will also be considered. HIST 110, POSC 101, or POSC 201 is recommended prior to taking this course.

3 hours lecture and discussion

3 credits

Hospitality Management

HOSP 101 Basic Food Production: Provides basic knowledge of the composition of food and the changes that occur during the cooking process, including sanitation application, classical sauce making and production methods.

Spring

(\$195 fee)

2 hours lecture and discussion, 8 hours laboratory

3 credits

HOSP 103 Introduction to Hotel and Restaurant Management: An introduction for students interested in hospitality management and travel/tourism management by viewing the entire industry which includes, but is not limited to hotel/resort management, restaurant/foodservice management, conference/convention management, and travel and tourism management. Provides general knowledge of each segment of the industry with the realization that the best planning for career choices comes from the knowledge of the diverse markets.

Fall

3 hours lecture and discussion

3 credits

HOSP 104 Food and Labor Cost Control: Comprehension of the techniques of control used in food service management to show the relationship of food and labor costs to selling prices, cost control procedures for menus, purchasing, receiving, sorting, issuing, production and revenue controls. Menu and portion costings, preparation of daily reports to management. Gross and net dining room and cafeteria cost percentages as used in the food service industry. Preparation of butcher tests, precost, precontrol techniques, inventory turnover and controls, monthly reports and adjustments. Prerequisite: HOSP 103.

Fall

3 hours lecture and discussion

3 credits

HOSP 108 Food Service Sanitation: Comprehension of food-borne illness, food preparation, equipment procedures, personal hygiene, and OSHA and HACCP regulations. Mandatory completion of certification is offered by the Educational Institute and the National Restaurant Foundation.

Fall

2 hours lecture and discussion

2 credits

HOSP 109 Nutrition: Analysis of the functions and food sources of nutrients; nutrient utilization in human metabolic processes; and the application of nutrition to critical periods throughout the life span. Introduction to food composition and guidelines used in the assessment of food practices such as the Recommended Dietary Allowances, and the United States Department of Agriculture Food Guide. Students will be guided through the development of their own diet plan as determined by their suggested weight for optimum health.

Spring

3 hours lecture and discussion

3 credits

HOSP 110 Service Management: Emphasizes the importance of customer service in the hospitality industry through specific management training programs. Importance is placed on a revolutionary look at guest services as an art form and the financial impact within the industry. The goal is to incorporate a new way of thinking in the service industry including, but not limited to lodging and restaurants.

Fall

2 hours lecture, 2 hours lab

2 credits

HOSP 150 Hospitality Seminar: Designed to initiate the pre-internship process to hotel and restaurant management students. Students will research professional internship placement, create a professional resume and cover letter, and apply the interviewing process. Approval for practicum must be granted by the curriculum coordinator prior to beginning the experience.

Spring

2 to 8 hours laboratory sessions

.5 credits

HOSP 223 Hospitality Field Experience: A 400-hour professional practicum at an approved site. Emphasis on enhancing the student's role as manager-in-training in both the BOH and FOH within a professional hospitality site. Upon completion of the 400-hour internship at the specified site, students will have an understanding of the basic functions needed to succeed; failure to complete the internship will prevent degree completion and graduation. Prerequisite: 13 credits in culinary arts and hospitality courses.

Spring

400 hours practicum

Grading: Pass/Fail

0 credits

HOSP 224 Meeting and Convention Planning: Introduction to the meeting and convention industry. Discusses both traditional and current trends. Instructs in the basic framework for planning a meeting, convention, or exposition. Prerequisite: HOSP 103.

Fall

3 hours lecture and discussion

3 credits

HOSP 225 Purchasing for Hospitality Industry: Designed to acquaint students with an understanding of how professional menu development and facilities planning is implemented. Students learn how to write menus for each area of the foodservice industry including breakfast, lunch, and dinner. Discusses the principles and techniques of purchasing both food and non-food supplies applicable to the food industry. Purchasing ethics are discussed in addition to specifications for all items. Location and arrangement of equipment for efficient utilization of space and development of work flow patterns to meet operational requirements. Work optimization, human-machine interactions, and styles of service and room configurations for front of the house and back of the house.

Fall

3 hours lecture and discussion

3 credits

HOSP 227 Hospitality Law: Studies the legal rights and liabilities of hotel and restaurant operators, including innkeeper and guest, landlord and tenant, liquor, sanitation, labor and other laws applicable to hotel and restaurant operations; insurance coverage for the protection of hotel and restaurant operators from the various liabilities inherent to these types of operations; and safety measures necessary to protect guests and employees from legal harm.

Spring

3 hours lecture and discussion

3 credits

HOSP 228 Hotel and Lodging Operations: Discusses the fundamentals of front office procedures including receiving guests, public relations, cash control and accounting techniques, night audit, mail handling, security, sales efforts, and emer-

gency procedures.

Spring

3 hours lecture and discussion

3 credits

HOSP 229 Executive Housekeeping and Maintenance: Discusses various housekeeping functions within the hospitality industry, including the duties of the executive housekeeper in the areas of equipment, materials and techniques of housekeeping; production standards, selection, care and use of linens; and staffing, maintenance of physical facilities.

Fall

2 hours lecture and discussion

2 credits

HOSP 240 Hospitality Operations I: (*Under development*) Based on the management principles of planning, organizing, staffing, and leading. Instructs students to learn the operation, which includes both the “front of the house” and the “back of the house.” Includes marketing, menu development, purchasing, receiving and storage of food and beverage service, reservations, dining room management, and kitchen management. Students will demonstrate job-related skills, self-discipline, dedication, and time management in a hospitality establishment. Prerequisites: HOSP 103, 104, 108, and 110.

Fall

8 hours lecture and laboratory

3 credits

HOSP 245 Hospitality Operations II: (*Under development*) Continuation of the management principles of planning, organizing, staffing, and leading. Requires students to assume total control of the operation that includes both the “front of the house” and “back of the house.” Includes marketing, reservations, menu development, purchasing, receiving and storage of food and non-beverage service, dining room management, and kitchen management. Prerequisites: HOSP 103, 104, 108, 110, and 240 or consent of the instructor.

Spring

8 hours lecture and laboratory

3 credits

HOSP 250 Hospitality Leadership: Trains students through planned activities associated with the hospitality management facilities. Hands-on experience in a major operational department of a hotel, restaurant, resort, or casino.

Spring

Minimum 40-hours practicum

1 credit

Human Resource Management

HRM/BUSN 102 Introduction to Human Resource Management: Provides an overview of the field of human resource management, including the history of human resource management and its evolution to the present. Discusses the internal

and external environments shaping human resource management and its evolution from an operational role to that of a strategic business partner.

Fall and Spring

3 hours lecture and discussion

3 credits

HRM/BUSN 230 Employment Law: Covers laws and legal issues which have an impact on various human resource functions such as recruitment, selection, compensation and performance evaluation. Covers the Americans with Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity, and Affirmative Action. Provides an introduction to the legal environment related to employment. Prerequisite: HRM/BUSN 102.

Spring

3 hours lecture and discussion

3 credits

HRM 315 Health, Safety, and Security: Familiarizes students with federal and state agencies, and laws and regulations that govern employee safety. Covers employer policies and practices dealing with ensuring a safe work environment for employees. Provides an overview of the laws and regulations with regards to providing a safe working environment for employees. Prerequisite: HRM/BUSN 102.

Fall

3 hours lecture and discussion

3 credits

HRM 320 Selection and Placement: Examines the external and internal environments crucial in the employee selection process. Discusses the skill of forming matches between people and jobs that result in an effective workforce. Provides an overview of various methods of selecting and placing employees in an organization. Prerequisite: HRM/BUSN 102.

Fall

3 hours lecture and discussion

3 credits

HRM 325 Compensation and Benefits: Covers various compensation systems including policy formulation, internal/external equity, and legal requirements. Examines methods of job analysis, writing job descriptions, determining pay structures, and conducting salary surveys. Examines legal and voluntary benefit plans, including Social Security, pension, health, and the Family Medical Leave Act. Provides an overview of issues relating to compensation and benefits. Prerequisites: HRM/BUSN 102 and IT 105.

Fall

3 hours lecture and discussion

3 credits

HRM 335 Labor Relations: Provides an introduction to industrial and labor relations. Discusses the development of the American labor movement, labor law, and collective bargaining agreements and negotiations. Provides an overview of

unions and laws and regulations governing them. Prerequisite: HRM/BUSN 102.

Spring

3 hours lecture and discussion

3 credits

HRM 340 Human Resource Planning: Surveys the methods of selecting and planning for human resource needs at the organizational and individual level. Covers external scanning, SWOT analysis, strategy development, operational planning, and evaluation. Provides an understanding of the importance of the planning function as well as methods for carrying out the planning function. Prerequisite: HRM/BUSN 102.

Spring

3 hours lecture and discussion

3 credits

HRM 345 Training and Development: Explores the training process including conducting needs assessments, training design, implementation, and evaluation. Examines theoretical and applied principles of adult learning. Researches, creates and presents a training session to students' competency as trainers. Provides an in-depth review and practice of various facets of the training function. Prerequisite: HRM/BUSN 102.

Spring

3 hours lecture and discussion

3 credits

HRM/BUSN 400 Organizational Development: Examines organizational culture and its social processes to provide a background for planning systematic change to improve organizational effectiveness and performance. Examines and discusses various models to provide a method for improving the organizational operations as well as maintaining employee morale issues. Examines various methods of conducting change efforts within organizations. Prerequisites: HRM/BUSN 102 and senior status for HRM students or consent of the instructor. This is an on-line course.

Fall

3 hours lecture and discussion

3 credits

HRM 423P Internship Preparation: Introduces students to placement opportunities available in HRM. Emphasis is on student preparation of a professional portfolio including a resume with supporting letters of reference.

Spring

1 hour

0 credits

HRM 423 Internship: Emphasizes work experience in a human resource department. Places students in a work environment where they can utilize their classroom knowledge and experience in a true working situation. Prerequisite: consultation with curriculum coordinator during junior year. Selection of work experience

determined by academic background and interviews.

40 practicum hours required per credit

3 - 6 credits

(Students earning less than 6 credits must select an additional curricular elective.)

HRM 445 Current Topics in Human Resource Management: Serves as the capstone course for human resource management majors. Integrates and applies the human resource and business courses required for the major to cases and issues addressed in the field. Synthesizes knowledge of human resources and business principles and practices by applying knowledge to issues of current concern in the field of human resource management. Requires completion of a professional portfolio. Students demonstrate level of human resource management knowledge by successfully applying knowledge, skills, and abilities to solve HR problems. Prerequisite: open to fourth-year HRM students only.

Fall

3 hours lecture and discussion

3 credits

HRM 450 Senior Seminar: Provides review of all areas of human resource management by preparing students to become certified Professionals in Human Resources (PHR). Students demonstrate a high level of human resource management knowledge by taking a series of tests resembling the Professional in Human Resources (PHR) exam. Prerequisite: open to fourth-year HRM students. Non-matriculating students interested in taking this course without credit should contact Keystone's Office of Continuing Education for additional information. (Triggers Rising Senior Fee for HRM majors. See page 125 for a description of this fee.)

Spring

3 hours discussion

3 credits

Independent Study

1--, 2--, 3--, or 4-- Independent Study: Independent study courses are offered in all disciplines. They provide students the opportunity to use their initiative to go beyond the boundaries of normal classroom learning. Student projects or research must be planned in conjunction with a cooperating instructor and must receive final approval from the Dean of the College. Independent study courses are available to students after the first semester of study. They may be taken on a pass/fail or a letter-grade basis. If the pass/fail option is chosen, passing grades must be the equivalent of "C" or better. Credits assigned to an independent study project are variable and depend on the amount of work entailed in the project. Students must have final approval prior to registering for the independent study course.

Information Technology

IT 105 PC Office Applications: Provides an introduction to computer software packages used in business-related applications. Focus will be placed on the development of skills using Windows, word processing, spreadsheets, database management systems, the World Wide Web, and other common application packages.

Fall and Spring

(\$40 fee)

3 hours demonstration, discussion, and hands-on assignments

3 credits

IT 115 Web Management and Design: Provides the tools and knowledge necessary to design and manage a World Wide Web site. Students will learn how to use a text editor to create content for the World Wide Web using the Hypertext Markup Language (HTML). The capstone of the course is the design of a fully functional Web site by each student. Prerequisite: IT 105.

Spring

(\$40 fee)

3 hours demonstration, discussion, and hands-on assignments

3 credits

IT 200 Intermediate PC Office Applications: Provides a continuation of IT 105 with advanced study of computer software packages used in business-related applications. Focus will be placed on the advanced applications and functions of word processing, spreadsheets, and database management systems. Hands-on course activities will include integration of programs and programs with the World Wide Web. Prerequisite: IT 105.

Fall and Spring

(\$40 fee)

3 hours demonstration, discussion, and hands-on assignments

3 credits

IT 205 Database Management Systems: Studies management, file, and data structures involved in the design, implementation, and use of a database management system. Topics include file organization, data structures, program development, and security of data in creating, maintaining, and accessing a database.

Prerequisite: IT 200.

Fall

(\$40 fee)

3 hours demonstration, discussion, and hands-on assignments

3 credits

IT 210 Electronic Spreadsheets: Examines the use of electronic spreadsheets in business planning/forecasting and problem-solving. Emphasis is on creation of models, use of formulas and functions, linking spreadsheets to business reports, graphing, and creation of macros. Prerequisite: IT 105.

Spring

(\$40 fee)

3 hours demonstration, discussion, and hands-on assignments

3 credits

IT 215 Operating Systems and Networks: Examines the role of telecommunications, networks, and operating systems in management information systems.

Strategies, tools, and techniques for network planning, implementation, management, maintenance, and security will be addressed. Trends in standardization, internetworking, downsizing, and the development of local area networks (LANs), wide area networks (WANs), metropolitan area networks (MANs), and enterprise wide networks will be examined. Prerequisite: IT 200.

Spring

(\$40 fee)

3 hours demonstration, discussion, and hands-on assignments

3 credits

IT 220 Troubleshooting Microcomputer Systems: Emphasizes the use of diagnostic utilities, information backup, basic equipment servicing, hardware repairs and upgrades, software upgrades, and implementation of new technology. Prerequisite: IT 200.

Fall

(\$40 fee)

3 hours demonstration, discussion, and hands-on assignments

3 credits

IT 230 Computer User Support: Provides an overview of the knowledge, skills, and abilities necessary for employment in the user-support industry. Focus is on the end-user support function in an organization, developing and delivering training, and technical support techniques with an emphasis on problem solving. Students will apply their knowledge and develop their ideas and skills, both individually and in teams, preparing them for today's team-oriented work environment. Prerequisite: IT 200.

Spring (not offered every year)

(\$40 fee)

3 hours demonstration, discussion, and hands-on assignments

3 credits

IT 300 Advanced PC Office Applications: Continues the concepts in IT 200 and covers advanced topics within word processing (Word), spreadsheets (Excel), and database concepts (Access). Topics include development of on screen forms, macros, advanced table techniques, and management of long documents through cross-referencing, indexes, and tables of contents. Students learn advanced spreadsheet techniques including problem solving, scenario management, importation of data, and automation techniques using macros and visual basic code. Database topics include cross tab, unmatched and action queries, and task automation with macros and Visual Basic for Applications code. Hands-on lab activities provide exposure to business applications to prepare students for business and industry usages. Prerequisite: IT 200.

Spring

(\$40 fee)

3 hours demonstration, discussion, and hands-on assignments

3 credits

IT 310 Electronic Commerce: Examines the history of the Internet and the World Wide Web, technologies for e-commerce, business strategies for Internet marketing and advertising business opportunities in a global market, legal issues, and the role of e-commerce in our economy and society. Case studies and business examples

complement conceptual coverage to provide a real-world context. Prerequisites: IT 115 and IT 200.

Fall

(\$40 fee)

3 hours demonstration, discussion, and hands-on assignments

3 credits

IT 315 Web for Business and Management: Includes an overview of the history of the World Wide Web and the Internet and the development of Hypertext Markup Language (HTML). Students gain experience creating, revising, and maintaining web pages; managing lists and hyperlinks; and creating frame pages, tables, and web themes. Integrates web pages with databases, creates search and feedback pages. Prerequisite: IT 200.

Spring

(\$40 fee)

3 hours demonstration, discussion, and hands-on assignments

3 credits

IT 400 MCSE - Network Essentials: Introduces students to the Microsoft® Windows® 2000 operating system and the networking technologies it supports. Students will be able to describe the principal features of Windows® and the basics of networking with Windows® 2000; describe the types of user accounts and the principal security features of a Windows® 2000 network; identify the tools used to perform various administrative tasks; describe the features of the common protocols used in a Windows® 2000 network; describe the fundamentals of TCP/IP, including name resolution, routing, and IP addressing - classful versus Classless Inter-Domain Routing (CIDR); describe the network communication models used in a Windows® 2000 network; differentiate between the various types of network architectures; describe the common physical components used for network communication; describe the concepts and protocols for remote access communication; and describe the client and server technologies used in accessing Web services. Corequisites: IT 401, IT 402, and IT 403.

Fall

3 hours demonstration, discussion, and hands-on assignments

3 credits

IT 401 MCSE - Installing, Configuring, and Administering Microsoft® Windows® 2000 Professional: Provides students with the knowledge and skills necessary to install and configure Microsoft® Windows® 2000 Professional on stand-alone computers and on client computers that are part of a workgroup or domain. Prerequisite: consent required, restricted enrollment. Corequisites: IT 400, IT 402, and IT 403.

Fall

3 hours demonstration, discussion, and hands-on assignments

3 credits

IT 402 MCSE - Installing, Configuring and Administering Microsoft® Windows® 2000 Server: Provides the skills to install and configure Microsoft® Windows® 2000 Server to create file, print, and terminal servers. It also provides

students with the prerequisite knowledge and skills required for IT 403. Prerequisite: consent required, restricted enrollment. Corequisites: IT 400, IT 401, and IT 403.

Fall

3 hours demonstration, discussion, and hands-on assignments

3 credits

IT 403 MCSE - Implementing and Administering a Microsoft® Windows®

2000 Network Infrastructure: Provides the skills for installing, configuring, managing, and supporting a network infrastructure that uses Microsoft® Windows® 2000 Server products. It also provides students with the prerequisite knowledge and skills for IT 404. Prerequisite: consent required, restricted enrollment. Corequisites: IT 400, IT 401, and IT 402.

Fall

3 hours demonstration, discussion, and hands-on assignments

3 credits

IT 404 MCSE - Implementing and Administering a Microsoft® Windows®

2000 Directory Services Infrastructure: Provides students with the knowledge and skills necessary to install, configure, and administer Active Directory directory service, which is the directory service for Microsoft® Windows® 2000. Focuses on the tasks required to implement Group Policy to centrally manage large numbers of users and computers. Prerequisites: Consent required, restricted enrollment and IT 400, IT 401, IT 402, and IT 403. Corequisites: IT 405, IT 406, and IT 407.

Spring

3 hours demonstration, discussion, and hands-on assignments

3 credits

IT 405 MCSE - Designing a Microsoft® Windows® 2000 Directory Ser-

vices Infrastructure: Provides students with the knowledge and skills necessary to design a Microsoft® Windows® 2000 directory services infrastructure in an enterprise environment. After completion of this course, a student will be able to identify the business and administrative needs of an organization that impact the design of the Active Directory directory service. The student will be able to describe key decision points for naming, delegation of authority, domain design, and site topology design. The student will then be able to translate the business needs of an organization. Prerequisites: consent required, restricted enrollment and IT 400, IT 401, IT 402 and IT 403. Corequisites: IT 404, IT 406, and IT 407.

Spring

3 hours demonstration, discussion, and hands-on assignments

3 credits

IT 406 MCSE - Designing Security for a Microsoft® Windows® 2000

Network: Provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks by using Microsoft® Windows® 2000 technologies. Prerequisites: consent required, re-

stricted enrollment and IT 400, IT 401, IT 402 and IT 403. Corequisites: IT 404, IT 405, and IT 407.

Spring

3 hours demonstration, discussion, and hands-on assignments 3 credits

IT 407 MCSE - Designing a Windows® 2000 Migration Strategy: Provides students with the knowledge and skills necessary to select and design a strategy to migrate from a Microsoft® Windows® 2000 Active Directory directory service infrastructure by describing the planning processes and implications involved.

Prerequisites: consent required, restricted enrollment and IT 400, IT 401, IT 402, and IT 403. Corequisites: IT 404, IT 405, and IT 406.

Spring

3 hours demonstration, discussion, and hands-on assignments 3 credits

IT 411 MCSE - Managing a Microsoft® Windows® 2000 Network: Presents the fundamentals of managing a Windows® 2000 Network, including the function and structure of Active Directory, publishing resources on a network, troubleshooting access to network resources, management and configuration of web services, configuration of Web Browsers and Servers, installing DHCP, configuring name resolution and management of DNS. Prerequisites: Consent required, restricted enrollment. Corequisites: IT 400, IT 401, IT 402, IT 403, and IT 404.

3 hours demonstration, discussion, and hands-on activities/assignments 3 credits

IT 420 System Analysis and Design: Studies the analysis and design of information processing systems. Emphasis is placed on the tools and techniques during each phase of the systems development life cycle. A team approach will be utilized using CASE tools to analyze and design a system for a business-related problems.

Prerequisite: IT 200 and IT 310.

Fall

(\$40 fee)

3 hours demonstration, discussion, and hands-on assignments 3 credits

IT 423 Information Technology Internship: Offers students opportunities for work experience in an information technology field. Prerequisite: open to senior information technology majors only.

Fall and Spring

40 hours practicum = 1 credit 1 - 6 credits

IT 425 Advanced Database Applications for Business: Introduces systematic application development using a microcomputer database management system. Students will work in teams to apply database management principles, and the knowledge and skills of other business and computer classes in the design and

development of a comprehensive business application. Prerequisite: IT 205.

Fall (\$40 fee)

3 hours demonstration, discussion, and hands-on assignments 3 credits

IT 430 Business Information Systems: Explores computer-based information systems in business and industry. Provides practical experience in the creation of usable business systems in a wide array of areas including, but not limited to, accounting, small business management, marketing, and finance. Students develop skills required to utilize business information systems efficiently and effectively in a highly technical business environment. Prerequisite: IT 205.

Spring (\$40 fee)

3 hours demonstration, discussion, and hands-on assignments 3 credits

IT 450 Current Topics in Information Technology: Explores in detail the historical perspective, current issues and trends, and future development in the field of information technology. The role of information technology in the various areas of industry, business, and education, will be examined and discussed. Guest lecturers from their respective fields will supplement the course and share their valuable expertise to prepare students for careers in information technology. Prerequisite: IT 420.

Spring

3 hours demonstration, discussion, and hands-on assignments 3 credits

Interdisciplinary Studies

IDS 101 The First Year Seminar: The Keystone Experience: Provides an introduction to the purpose and importance of the college experience and an opportunity to explore issues and topics essential for an aware and examined life. This course is a requirement for all first-year students.

Fall and Spring

3 hours lecture and discussion 3 credits

Mathematics

MATH 101 Basic Algebra: Investigates real number operations, exponents, linear equations and inequalities, polynomials, factoring, rational expressions and equations, and verbal applications. Emphasizes drill in computational algebra. This course does not count as a Math/Science Elective.

Fall, Spring, and Summer

3 hours lecture and discussion 3 credits

MATH 102 College Algebra: Expands upon basic algebraic concepts to include systems of equations and inequalities, radicals, complex numbers, linear and quadratic

functions and their graphs, and logarithms. Emphasizes drill in higher order computational algebra. Prerequisites: one year of high school algebra, or MATH 101 with a grade of “C” or better, or consent of the instructor.

Fall, Spring, and Summer

3 hours lecture and discussion

3 credits

MATH 110 Trigonometry: Investigates angles, triangles, trigonometric functions and equations, radian and degree measurements, circular functions, graphs, identities, vectors, complex numbers, polar coordinates, parametric equations, and applications. Prerequisite: MATH 102 with a grade of “C” or higher or two years of high school algebra, or consent of the instructor.

Fall

3 hours lecture and discussion

3 credits

MATH 111 College Mathematics: Investigates set theory, number theory, modular systems, probability, and an introduction to statistics. Emphasizes problem solving in finite mathematics. Prerequisites: one year of high school algebra, MATH 101 with a grade of “C” or higher, or consent of the instructor.

Fall, Spring, and Summer

3 hours lecture and discussion

3 credits

MATH 113 Pre-Calculus: Investigates fundamentals of analytical geometry, conic sections, and functions: polynomial, rational, exponential, logarithmic, and trigonometric. Emphasizes the functional approach in solving problems. Prerequisites: two years of high school algebra or MATH 102 with a “C” or better, or consent of the instructor. (Not open to students who have passed MATH courses numbered 225 and higher.)

Fall, Spring, and Summer

4 hours lecture and discussion

4 credits

MATH 205 Statistics: Introduces frequency distributions and graphs, measures of central tendency and variation, counting techniques, probability, binomial distribution, normal distribution, confidence intervals, hypothesis testing, correlation, regression, and Poisson distribution. Emphasizes practical applications. Prerequisites: one year of high school algebra, or MATH 101 with a grade of “C” or better, or consent of the instructor.

Fall, Spring, and Summer

3 hours lecture and discussion

3 credits

MATH 225 Techniques of Calculus I: Investigates limits, continuity, tangent and normal lines to curves, differentiation, chain rule, related rates, relative and absolute extrema, graphical and verbal applications, and differentials. Emphasizes differentiation of functions of a single variable. Prerequisites: four years of high school math-

ematics including Algebra II and Trigonometry, MATH 113 with a “C” or better, or consent of the instructor.

Spring and Summer

3 hours lecture and discussion

3 credits

MATH 230 Techniques of Calculus II: Investigates antidifferentiation, definite and indefinite integrals, techniques of integration of various functions: inverse, logarithmic, exponential, trigonometric, and hyperbolic. Emphasizes integration of functions of a single variable. Prerequisites: MATH 120 with a grade of “C” or better or consent of the instructor.

3 hours lecture and discussion

3 credits

MATH 314 Statistics and Research: Investigates the importance of research, variables and measurement, samples, normal distributions, and hypothesis testing. Emphasizes computers using SPSS to help organize, analyze, interpret, and present data. Prerequisite: MATH 205 with a grade of “C” or better, or consent of instructor.

Fall and Spring

3 hours lecture, discussion, and laboratory work

3 credits

Music

MUSC 101 Introduction to Music: Develops listening techniques based upon an understanding of the functional role of the elements in the organization of music.

Fall and Spring

3 hours lecture and discussion

3 credits

MUSC 105 Chorus: A study of choral music in both classical and popular styles. Practical experience in voice production and music performance. Students may take this course for credit more than once. When three credits have been earned, this course may be applied as an arts and humanities elective.

2 hours practicum

1 credit

Paralegal

PARA 101 Introduction to Paralegalism/Ethics: Introduces the student to the paralegal profession. Topics to be discussed include the structure of the course system, career opportunities, legal terminology, and legal ethics.

3 hours lecture and discussion

3 credits

PARA 102 Legal Research and Writing I & II: Focuses on both primary and secondary research sources. Familiarizes students with statutory and case law to

better understand the legal process and gain understanding of complex legal issues. Students will be exposed to and develop a working knowledge of Federal, State, and Local Legal Reporters, along with electronically assisted research. Familiarizes students with the process of legal writing. Through various exercises, the student will draft legal correspondence, memoranda, and briefs. As the position of legal assistant requires competency in legal research and writing, the course will focus on introducing the student to both research and writing simultaneously in order to produce a coherent and efficient research and writing style.

3 hours lecture and discussion

3 credits

PARA 201 Civil Litigation: Addresses the rules governing civil litigation. Topics to be discussed include jurisdiction, state and federal rules of civil procedures and evidence, motions and discovery, and the trial process.

3 hours lecture and discussion

3 credits

PARA 303 Torts: Focuses on the major principles of tort law and personal injury litigation. Upon completion the student should be able to discuss and compare the elements of negligence, intentional torts and strict liability, as well as various types of damages available and defenses to each of these types of torts.

3 hours lecture and discussion

3 credits

PARA 304 Interviewing/Interpersonal Relationships: Acquaints the student with the general principles of interviewing clients and dealing with others in a law office or legal setting. Emphasizes obtaining necessary information and conveying that information to others.

3 hours lecture and discussion

3 credits

PARA 305 Real Estate Law: Provides the student with an overview of the role and obligations of a paralegal in residential and commercial real estate practice, with emphasis on real estate transfers, loan documents, title insurance, and the buyer/seller relationship.

3 hours lecture and discussion

3 credits

PARA 306 Domestic Relations Law: Covers the basics of laws applicable to divorce, child custody, support, and distribution of marital property. Emphasizes the role and responsibilities of the paralegal in domestic relations cases.

3 hours lecture and discussion

3 credits

Philosophy

PHIL 101 Introduction to Philosophy I: Introduces students to the foundations of philosophy, with an analysis of the Pre-Socratics, Sophists, Socrates, and Plato.

Students will also learn the basic tenets of metaphysics, ethics, and epistemology.

Fall

3 hours lecture and discussion

3 credits

PHIL 102 Introduction to Philosophy II: Surveys the early Modern period through an analysis of the ideas of five major and profoundly influential figures of the time: Bacon, Descartes, Machiavelli, Hobbes, and Locke. The course also involves students in the study of epistemology, metaphysics, ethics, and political philosophy.

Spring

3 hours lecture and discussion

3 credits

Physical Education

PHED 105 Wellness and Fitness: Intended for students of all ages and abilities. Investigates concepts and current theories of wellness and fitness. Evaluates the student's current level of fitness, then assists in designing a personal fitness prescription to improve his/her cardiovascular and/or muscular fitness level.

Fall and Spring

(\$20 fee)

2 hours lecture, discussion, and activity

2 credits

PHED 111 Health Education: Studies the principles of healthful living. Topics include: recent advances in health issues, living a balanced life, attaining emotional maturity, planning a successful marriage, understanding human reproduction, creating a healthful environment, combating biological enemies, and facing today's health hazards.

Fall

2 hours lecture and discussion

2 credits

PHED 112 Standard First Aid and Personal Safety: Prepares students to meet most real-life situations when emergency first-aid care is required and medical assistance is not immediately available. Provides knowledge and skills pertaining to personal safety and accident prevention. Successful completion results in standard Red Cross certification.

Spring

(\$20 fee)

2 hours lecture, practice

2 credits

PHED 114-146 Physical Education Activity Courses: Develops skills in and appreciation for physical education, recreation, and athletics. Rules, strategy, and techniques of various sports and games are taught on a coeducational basis. (Offered on a limited basis.)

2 hours during the first or second half of semester

0.5 credits

PHED 114 Aerobics	PHED 115 Archery
PHED 116 Badminton	PHED 117 Ballet
PHED 118 Basketball	PHED 119 Bicycling
PHED 120 Billiards	PHED 121 Bowling
PHED 123 Gymnastics	PHED 124 Horseback Riding
PHED 125 Modern Jazz	PHED 126 Orientation Training
PHED 127 Paddleball	PHED 128 Racquetball
PHED 129 Running for Fitness	PHED 131 Slimnastics
PHED 132 Body Toning	PHED 133 Softball
PHED 134 Speedball	PHED 135 Tennis
PHED 136 Touch Football	PHED 137 Volleyball
PHED 138 Walking for Fitness	PHED 139 Weight Training
PHED 140 Wrestling	PHED 142 Horseshoe Pitching
PHED 143 Golf	PHED 145 Skiing
	PHED 146 Martial Arts

Physical Science

PHSC 101 Physical Science I: Studies basic concepts and principles of the Earth, its makeup, and its place in the solar system. Focuses on methods of science, standard laboratory experiments to emphasize basic scientific facts and concepts, and nonstandard experiments to demonstrate the scientific method. Primarily for non-science majors.

Fall (\$65 fee) 4 credits
3 hours lecture and discussion, 3-hour laboratory

PHSC 102 Physical Science II: Explores matter, its basic structure, properties, and relationship to various energy forms.

Spring (\$65 fee) 4 credits
3 hours lecture and discussion, 3-hour laboratory

PHSC 103 Meteorology: Studies the composition, structure and movement of the atmosphere; primary and secondary circulation; coriolis effect; air masses, fronts and storms; weather instruments and maps; and data collection and analysis.

Spring (\$40 fee) 3 credits
3 hours lecture and discussion

PHSC 104 Astronomy: Investigates fundamental concepts of planetary and stellar astronomy: constellations, planets, sun, moon, eclipses, comets, stellar evolution, galaxies, and cosmology. Focuses on observational nature of astronomy and on procedures which lead to knowledge of the universe. Involves observations with telescopes at the College observatory.

Fall and Spring (\$50 fee) 3 credits
3 hours lecture, discussion, periodic evening observation at observatory

PHSC 108 Geology: Studies Earth's mineral composition, structure, and processes of formation; and the effect of these processes on materials and structures of the earth's crust. Focuses on plate tectonics, rocks and minerals, glaciation, flowing and ground water, and topographic and geologic maps.

Spring and Weekender

(\$40 fee)

2 hours lecture and discussion, 2-hour laboratory

3 credits

PHSC 109 Energy and the Environment: Studies the flow of energy in developed and underdeveloped countries. Examines present forms of energy sources. Compares the technological feasibility, within environmental and economic constraints, of fossil fuel, nuclear, geothermal, wind, tidal and solar energy sources. Critically reviews the environmental aspects of the utilization of such energy sources.

Fall and Weekender

3 hours lecture and discussion

3 credits

PHSC 110 Global Change - Introduction to Earth Systems: Provides an introduction to the Earth system, and to the forces and processes that shape the present-day global environment. Structured around three major themes: global change, time scales of change, and understanding the Earth system. Focuses on global-scale human-induced changes (global warming, loss of biodiversity, and ozone depletion) in the context of the long-term evolution and natural variability of the Earth system.

3 hours lecture

3 credits

PHSC 201 Physical Geology: A study of the structure of Earth and the physical and chemical processes that formed it. Topics include mineral and rock properties and classification; igneous, metamorphic and sedimentary processes; plate tectonics; weathering; erosion; glaciations; landforms; and deep time. Local geology and field activities are emphasized. A two-day field trip, for which an extra fee is collected, is required. (This course is intended for students majoring in the sciences.)

(\$65 fee)

3 hours lecture, 3-hour laboratory

4 credits

Physics

PHYS 115 Flight and Aviation: Studies the basic principles of navigation, weather patterns, air traffic control, and aircraft operations. Prepares the student to pass the Federal Aviation Administration (FAA) written examination, a requirement for the private pilot certificate. Topics of study include Newton's laws of motion involving force, weight, acceleration, velocity, vectors and their resolution; Bernoulli's principle applied to gravity, lift, thrust, and drag of aerodynamic surfaces; modes of navigation, including visual and radio/radar; and meteorology,

including pressure systems, lapse rates, frontal systems, types of precipitation, weather maps, and forecasting.
3 hours lecture and discussion 3 credits

PHYS 200 General Physics I: Discusses Newton's Laws, mechanics, statics, heat and sound, properties of matter, kinematics, dynamics, energy, momentum, rotation, vibration, fluids, temperature and expansion, calorimetry, heat transfer, kinetic theory of gasses, thermodynamics, wave motion, and sound. Prerequisite: MATH 113 with a grade of "C" or better, MATH 113 with a grade of "C" or better, or consent of the instructor.

Fall (\$65 fee)
3 hours lecture and discussion, 3-hour laboratory 4 credits

PHYS 205 General Physics II: Discusses and experiments with electricity and light. Discusses modern physics, electrostatics, electric fields, direct current circuits, electromagnetism, electrochemistry, applied electricity, alternating current theory, nature and propagation of light, geometric and physical optics, applied optics, atomic structure, and nuclear energy. Prerequisite: PHYS 200 with a grade of "C" or better or consent of the instructor.

Spring (\$65 fee)
3 hours lecture and discussion, 3-hour laboratory 4 credits

Political Science

POSC 101 American National Government: Studies the structure and operation of the American federal government. Special attention is given to an examination of the executive, legislative, and judicial branches as well as constitutional rights, elections, and voting behavior.
3 hours lecture and discussion 3 credits

POSC 201 State and Local Government: Studies the general principles and political processes of the states and their subdivisions. Emphasis will be placed on intergovernmental relations, state and local politics, and elections; and the executive, legislative, and judicial functions of states and municipalities. HIST 110 or POSC 101 is recommended prior to this course.
3 hours lecture and discussion 3 credits

POSC 203 Comparative Government: Introduces comparative political analysis with applications to political systems, processes, and issues in selected nation states, emphasizing those of the major powers of Europe and Asia. HIST 101 or POSC 101 is recommended prior to this course.
3 hours lecture and discussion 3 credits

POSC/CJ 205 Criminal Justice and Public Policy: Studies public policy and criminal justice policy concepts. Emphasis is placed on policy process, policy-makers, and contemporary criminal justice policies. HIST 110, POSC 101, or POSC 201 is recommended prior to this course.
3 hours lecture and discussion 3 credits

POSC 207 International Relations: Examines international political systems and politics among the world's nation-states. Special attention given to national interests, post WWII history, and contemporary international issues. HIST 101 or POSC 101 is recommended prior to this course.
3 hours lecture and discussion 3 credits

POSC/CJ 301 Constitutional/Criminal Law: Reviews the history and philosophy of criminal law and examines the United States Constitution, especially the Bill of Rights. Constitutional issues such as the basis for arrests, search, seizure, and disposition are explored to illustrate the court's interpretive process. Reviews law, legal institutions, criminal court procedures, and offenses against person and property. POSC 101 or POSC 201 is recommended prior to taking this course.
Fall and Spring
3 hours lecture and discussion 3 credits

POSC/HIST 302 Civil Rights in America: Examines the history and politics of the black civil rights movement from Reconstruction to the present. The contemporary civil rights issues of gender, sexual orientation, and affirmative action will also be considered. HIST 110, POSC 101, or POSC 201 is recommended prior to taking this course.
3 hours lecture and discussion 3 credits

Psychology

PSYC 101 General Psychology: Introduces the major topics, methods of study, and theoretical perspectives of contemporary psychology.
Fall and Spring
3 hours lecture and discussion 3 credits

PSYC 200 Developmental Psychology: Surveys human development covering the life-span from conception until death, including biopsychosocial and cognitive changes that occur. An examination of the major theoretical viewpoints of development is presented. Students who complete this course may take PSYC 201 and/or PSYC 202 if they wish to study these areas in more depth. Students who take PSYC 201 or PSYC 202 first may not then take PSYC 200. Prerequisite: PSYC 101.
Spring
3 hours lecture and discussion 3 credits

PSYC 201 Child Psychology: Examines the developmental characteristics, processes, and theories pertaining to children from conception to age 12 with an emphasis on understanding the influences on development, the interactions which affect development, and the problems associated with development. Prerequisite: PSYC 101.

Spring

3 hours lecture and discussion

3 credits

PSYC 202 Adolescence and Adulthood: Explores developmental characteristics, processes, and theories pertaining to individuals from age 13 to death. Emphasis is on understanding both normal development and the problems that may occur during maturation and aging. Prerequisite: PSYC 101.

Fall

3 hours lecture and discussion

3 credits

PSYC 207 Social Psychology: Introduces theories, methodology, and research of social psychology, including the areas of social perception, social cognition, attitudes, interpersonal attraction, social influence, and prosocial behavior. Prerequisite: PSYC 101.

Fall

3 hours lecture and discussion

3 credits

PSYC 210 Exceptional Children: Surveys developmental exceptionalities, including issues concerning children with mental retardation, learning disabilities, and sensory impairments. Introduces concepts of normalization, inclusion, and family involvement. Prerequisite: PSYC 201.

Fall and Spring

3 hours lecture, discussion, and field visits

3 credits

PSYC 211 Quantitative Methods for the Social and Behavioral Sciences:

Introduces the basic methods of statistically organizing and analyzing data. Descriptive and inferential statistics such as simple linear regression and correlation are included. An emphasis is placed on hypothesis testing including t-tests, f-tests, and chi-square. This course is intended for students who will major in psychology, sociology, and other disciplines which use the experimental method. Prerequisite: PSYC 101, MATH 102 or MATH 111, or consent of the instructor.

Spring

3 hours lecture and discussion

3 credits

PSYC 214 Psychopathology: Surveys mental illness with an introduction to cause, diagnosis, functional behavior, and treatment. Prerequisite: PSYC 101.

Spring

3 hours lecture and discussion

3 credits

PSYC 215 Psychology of Disability: Intensively covers, in a 10-week period, the study of the social and psychological responses of individuals to disability. Emphasis will be given to interactions between the individual and the family, partners, helping professionals, and society. Prerequisite: PSYC 101.

3 hours lecture and discussion

3 credits

PSYC/BIOL 225 Forensic Psychology: (under development) Upon completion of this course, the student will have an understanding of the roles of mental health professionals in the legal system. Course topics will include: an introduction to forensic psychology, the use of psychology in civil and criminal proceedings, intervening with offenders, and ethical issues in forensic psychology.

3 hours lecture and discussion

3 credits

PSYC/BUSN 401 Organizational Behavior: Examines the application of psychological theory and research to the study of industrial, business, profit/nonprofit, and governmental organizations. Emphasizes the interaction of individual perceptions, group dynamics, and organizational climates. Identifies strategies to maximize the satisfaction and effectiveness of stakeholders within and among complex organizations. Prerequisite: PSYC 101.

Fall

3 hours lecture and discussion

3 credits

PSYC/BUSN 402 Supervision and Leadership: Examines current supervisory and leadership perspectives and practices as they relate to the knowledge and skills needed within contemporary organizations. Illustrates the complexities of guiding and leading a work force in today's global society through the exploration of theoretical models and real-life experiences. Integrates student knowledge about organizations and organizational behavior with the day-to-day practice of supervision and leadership, with an emphasis on proactive supervision. Prerequisite: PSYC 401.

Spring

3 hours lecture and discussion

3 credits

Religion

RELG 206 Survey of World Religions: Studies major world religions, including Islam, Buddhism, Hinduism, Taoism, and Confucianism from theological, literary, and historical perspectives. Students will expand their awareness and understanding of religions around the world by studying, researching, and writing about major texts, practices, and symbol systems.

Spring

3 hours lecture and discussion

3 credits

Sociology

SOCI 101 Introduction to Sociology: Surveys the basic principles of sociology with emphasis on contemporary social organization. Material drawn from primary sources developing the scientific approach to the analysis of societal structures is stressed.

Fall and Spring

3 hours lecture and discussion

3 credits

SOCI/CJ 102 Introduction to Criminal Justice: Provides a comprehensive overview of the criminal justice system, including crime, criminal law, and constitutional implications. Examines the major components: police, courts, and corrections.

Fall, Spring, and Summer

3 hours lecture and discussion

3 credits

SOCI/CJ 201 Criminology: Studies crime and the body of knowledge regarding it as a social phenomenon. Focuses on the nature, extent, causes, and prevention of crime. Explores sociological theories to explain criminal behavior. Also examines crime's impact on society and societal reactions to crime. Prerequisites: SOCI 101 and CJ 102.

Fall

3 hours lecture and discussion

3 credits

SOCI 204 The Sociology of Social Problems: Examines social disorganization, value conflict, and personal deviation in selected problems: race, war, vested interests, crime, family, poverty, civil liberties, cities, population, and ecology. A research paper on a problem topic approved by the instructor is central to the course. Prerequisite: SOCI 101 or consent of the instructor.

Spring

3 hours lecture and discussion

3 credits

SOCI 205 The Family: Examines the family as the basic social institution in various societies, its development in American society, and the changes the family has experienced in modern society. Among the topics considered are: courtship, marriage, marital interaction, family and child relationships, and family problems. Prerequisite: ENGL 101 or consent of the instructor.

Fall and Spring

3 hours lecture and discussion

3 credits

SOCI 206 Sociology of Sport and Recreation: Examines sport from a social and cultural perspective. Emphasis is placed on examining how the institution of sport is a microcosm of American society, reflecting society's major cultural beliefs,

and how the organization of sport reflects that of society. Prerequisite: SOCI 101.

Spring

3 hours lecture and discussion

3 credits

SOCI/CJ 210 Juvenile Delinquency: Applies various theoretical perspectives to explain and prevent juvenile delinquency. Emphasis is placed on prevention and rehabilitation.

Spring

3 hours lecture and discussion

3 credits

SOCI 301 Sociology of Diversity: Examines minority groups and diverse heritages in contemporary American society from a sociological perspective.

Explores current trends and issues in contemporary society such as immigration, assimilation, and acculturation. Prerequisite: SOCI 101, or ART 101, or ART 102.

3 hours lecture and discussion

3 credits

SOCI 340 Cultural Geography: Examines trends in income, income inequality, labor force participation, and educational attainment. The changing role of women in the economy is discussed. Recent trends in marriage, divorce, remarriage, and childbearing are examined, as well as the effect these changes have had on the family and on living arrangements and the welfare of children. The economic and social impact of the growth of the elderly is discussed and the racial and ethnic makeup of the population is investigated to explore changes over time. Prerequisite: SOCI 101.

3 hours lecture and discussion

3 credits

SOCI 350 Social Deviance: Focuses on major theories of deviance and their application to forms of deviance; integration of these perspectives; and construction of more general models of deviance. Evaluates issues that touch on our most important values and beliefs, to “see” the world in different ways. Prerequisite: SOCI 101.

3 hours lecture and discussion

3 credits

Spanish

SPAN 101 Elementary Spanish I: Provides opportunities for students to develop listening, speaking, reading, and writing skills. Through listening and repetition, the student will be able to identify sounds and imitate the pronunciation of native Spanish speakers, and will engage in basic conversations using a variety of day-to-day situations as the organized focus of language learning. Also included is an introduction to Hispanic culture and customs. Upon completion of the course, the student will be able to apply active vocabulary and grammatical structures to

develop writing skills in Spanish.

Fall

4 hours lecture and discussion

3 credits

SPAN 102 Elementary Spanish II: Continues to develop the concepts from SPAN 101. Students utilize vocabulary and grammar to communicate effectively in basic survival situations, increase their comprehension of readings and their ability to answer questions, and enhance writing skills. Prerequisite: SPAN 101 or successful completion of three years of high school Spanish, or consent of the instructor.

Spring

4 hours lecture and discussion

3 credits

SPAN 201 Intermediate Spanish I: Assumes that the student has a sound background in elementary Spanish. The course includes an active review of important language facts and experiences, which lead to more complex topics. Students who have successfully attained a high level of achievement in beginning years of Spanish and who demonstrate a high level of enthusiasm toward the mastery of Spanish will continue to enhance their communicative competency and will learn new concepts to reinforce communication skills which are useful in sophisticated situations. Prerequisite: SPAN 102 or successful completion of four years of high school Spanish, or consent of the instructor.

Fall

3 hours lecture and discussion

3 credits

SPAN 202 Intermediate Spanish II: Offers a comprehensive review of grammar structure while developing students' reading, writing, listening, and speaking skills. Using Spanish appropriately in real-life situations by emphasizing oral communication skills and language skills through reinforcement and expansion of vocabulary is a major focus. Also included is the study of geography, music, art, literature, history, and everyday life of the Hispanic cultures. Students will further develop the ability to read and understand authentic texts from the Spanish-speaking world and will be able to articulate their observations, reactions, and opinions. Prerequisite: SPAN 201 or successful completion of four years of high school Spanish or consent of the instructor.

Spring

3 hours lecture and discussion

3 credits

Sport and Recreation Management

SRM 101 Introduction to Sport and Recreation Management: Explores the fundamentals of business and management in the sport and recreation fields. Examines many aspects of sport and recreation management from management strategies, marketing, program planning, risk management, advertising, budgeting,

and financial planning. Discusses a wide variety of sport and recreation-related careers.

Fall and Spring

3 hours lecture and discussion

3 credits

SRM 201 Program Development and Planning: Provides the student with a sequential model for sport and recreational program planning, developing philosophies and goals, designing program needs, group leadership, problem solving, risk management and safety, and program facilitation, implementation, and evaluation.

Spring

3 hours lecture and discussion

3 credits

SRM 202 Facilities Management: Develops the strategies and skills necessary for effective athletic and recreational facilities design and management. Discusses fields, flooring, lighting, equipment, traffic flows, safety concerns, legal issues, basic planning and design, and scheduling.

Fall

3 hours lecture and discussion

3 credits

SRM 223P Field Experience Preparation: Introduces students to professions in the sport and recreation fields. Assembles students' professional portfolios by completing a resume with supporting documentation. Practices the process of applying for job placement.

Spring

1 hour lecture and discussion

0 credits

SRM 223 Internship: A 320-hour internship/practicum at an approved site must be completed to fulfill graduation requirements in the SRM curriculum. Approval for the internship must be granted by the curriculum coordinator prior to beginning the experience. Prerequisites: SRM 101, SRM 201, and SRM 223P.

Fall, Spring, and Summer

320 hours practicum

0-6 credits

SRM 250 Bridge Experience in Sport and Recreation Management: Requires students to assimilate and integrate material from all of their major courses. Provides students opportunities for synthesis and application of the knowledge learned in previous courses through project and/or presentation. Prerequisite: open only to second-year students.

Spring

2 hours lecture and discussion

2 credits

SRM 303 Legal Issues in Sport: Provides students with background in the legal system, constitutional law, contract law, tort law, risk management, product liability,

and administrative and statutory law as it pertains to sport, recreation, and fitness. Explores pertinent topics such as coed competitions, anti-trust laws, equal opportunities, and Title IX.

Fall

3 hours lecture and discussion

3 credits

SRM 305 Sport Promotion and Marketing: Provides students with an in-depth view of marketing practices, procedures and operations as they pertain to professional, college and recreational sport organizations and enterprises. Familiarizes students with the challenges of fundraising, sponsorship, merchandising, sport consumer demographics, and behavior. Explores the role of the media, promotions of special events, and venue and event management.

Fall

3 hours lecture and discussion

3 credits

SRM 307 Principles of Coaching: Explores non-sport specific coaching principles from youth sports through the collegiate level. Includes the growth and development of players, the psychology of coaching, risk management techniques, program administration, and social and ethical issues. Students will explore coaching as a career (both full-time and part-time). Examines practice and game philosophies.

Fall and Spring

3 hours lecture and discussion

3 credits

SRM 311 Economics of Sport Tourism: Examines the basic principles of tourism, the growth of the industry, and the importance of tourism to the national economy. Explores the impact of television and the Internet on the tourism industry and takes an in-depth look at the consumers who travel for sport and recreational opportunities.

Fall

3 hours lecture and discussion

3 credits

SRM 313 Facilitation of Leadership Activities: Examines the theoretical and practical foundations of facilitating recreational activities designed to develop leadership skills. Emphasizes experiential learning concepts, activity components, and categories of activities including self-awareness, initiative games, simulations, adventure activities, and service.

Fall

3 hours lecture and discussion

3 credits

SRM 315 Commercial Recreation: Explores different types of commercial recreation enterprises such as sports clubs, fitness centers, country clubs and health clubs. Examines specific applications of business, management, marketing, and

finance as they pertain to this segment of the industry.

Spring

3 hours lecture and discussion

3 credits

SRM 401 Governance of Sports and Athletics: Studies the bodies that govern both professional and amateur sports. Examines the organizational structure, authority and influence of various governing bodies on sport and recreational activities; including, but not limited to, High School Athletic Associations (PIAA), the NCAA, the NBA, Professional Baseball, the NFL, the NHL, the US and International Olympic Committees and FIFA World Cup Soccer.

Spring

3 hours lecture and discussion

3 credits

SRM 403 Resort Recreation: Explores the relationship of travel and tourism to sport and recreation, and the historical development of the resort recreation concept. Examines many aspects of resort property operations, the ecological and technological changes occurring in resort management, and the impact of time shares on the industry. Thoroughly discusses concepts of leisure activities for a variety of ages.

Fall

3 hours lecture and discussion

3 credits

SRM 405 Organizational Aspects of Community Recreation: Investigates and analyzes the organizational structure of community recreation settings including city, town, and county parks and recreation departments, as well as youth service organizations. Explores current issues and trends as they pertain to this segment of the industry.

Spring

3 hours lecture and discussion

3 credits

SRM 423 Senior Internship: A 400-500 hour internship/practicum at an approved site must be completed to fulfill graduation requirements in the SRM curriculum. Approval for the internship must be granted by the curriculum coordinator prior to beginning the experience. Prerequisite: 90 credits including SRM 223P or SRM 423P.

400-500 hours practicum

8 credits

SRM 423P Senior Internship Preparation: Prepares students for their senior internship and assists students in finding and selecting an appropriate placement.

Spring

1 hour lecture and discussion

1 credit

SRM 450 Senior Seminar: Explores current trends and issues in the sport and recreation industry. Assimilates and integrates material from all major courses. Guest lecturers, membership in professional organizations, participation at professional conferences, professional shadowing, volunteer work, development of a professional portfolio, and a culminating project may be included in the course format. Prerequisite: 90 credits, including 18 credits in SRM or consent of instructor.

Spring

4 hours lecture and discussion

4 credits

May be handled online based upon the location of the Senior Internship.

Theatre

THEA 104 Introduction to Theatre: Introduces elements of theatre, including audience, playwriting, directing, designing, acting, crewing, and critiquing productions. Students will examine current production practices, complete a collaborative theatre project, and participate in the College productions. Students will work collaboratively to learn theatrical concepts and elements.

Fall

3 hours lecture, discussion, and 2-hours laboratory

3 credits

THEA 105 Acting I: The Basics of Performance: Introduces basic acting skills and techniques, including physical relaxation and warm-up, vocal production and diction, stage geography and movement, audition and rehearsal expectations, and theatre culture. Students are required to participate in Actor's Showcase. Demonstrates memory, emotion, listening skills, responding skills, and basic character analysis skills in pantomime, improvisation, and monologue work.

Fall

3 hours lecture and workshop

3 credits

THEA 204 Survey of Technical Theatre: Introduces technical elements of theatre production, including set design and construction techniques, stage lighting, sound, and costume and make-up design through research projects and hands-on laboratory experiences. Explores technical production and basic stagecraft. Prerequisite: THEA 104.

Spring, even-numbered years

3 hours lecture, discussion, and workshop

3 credits

THEA 205 Acting II: Techniques and Styles: Concentrates on internal, external, and other acting techniques, script and character analyses, and introduces specific acting techniques for one or more historical periods, for example, Greek, Renaissance, and/or Restoration, in addition to Realism. Monologue and scene work, research projects, and mandatory participation in Actor's Showcase are

required. Enhances a student's ability to analyze and perform varied roles and styles.

Prerequisite: THEA 105 or consent of instructor.

Spring

3 hours lecture, discussion, and workshop

3 credits

THEA 304 Directing for the Stage: Introduces students to the concepts, theories, and practices of theatrical direction and examines the director's interaction with the script, the actors, and the designers. Students will learn how to select and analyze plays, conduct auditions and rehearsals, and collaborate with design and technical staff. During lab sessions, students will put theory into practice as they select, cast, and direct short plays, culminating in a public presentation.

Spring

2 hours lecture, 2 hours laboratory

3 credits

Trustees, Faculty, and Administration

Trustees

Albert G. Albert, Wilkes-Barre, Pa.
Marilyn Barbe, Beach Lake, Pa.
Susan S. Belin, Waverly, Pa.
William H. Bender, Wilkes-Barre, Pa.
Dr. Edward G. Boehm, Jr., La Plume, Pa.
Jack C. Cassell, Jupiter, Fl.
The Honorable Trish Corbett, Scranton, Pa.
Thomas W. Davis '52, Factoryville, Pa.
Janet L. DeAndrea '69, La Plume, Pa.
Harry E. Dowling '69, Wilkes-Barre, Pa.
Joseph X. Garvey, Jr., CPA '70, La Plume, Pa.
George W. Ginader '56, Scranton, Pa.
Dr. C. Richard Hartman, Scranton, Pa.
Bruce Jennings, Clarks Summit, Pa.
Howard Jennings, La Plume, Pa.
Dr. Lee Jones, Tallahassee, Fla.
Robert L. Kagler '57, Hudson, Ohio
Donald Kalina, Clarks Summit, Pa.
William A. Lees '51, Clarks Summit, Pa.
Dorothy DeWitt Mackie '52, Clarks Summit, Pa.
Gretchen Z. Miller '51, Camp Hill, Pa.
Dr. Gino Mori '51, Scranton, Pa.
Peter F. Moylan '65, Scranton, Pa.
Gabriel J. Noto, Clarks Summit, Pa.
Gerard T. O'Donnell, Wilkes-Barre, Pa.
Charles B. O'Hara, Mehoopany, Pa.
Jane Oppenheim, Scranton, Pa.
Diane Paparo '76, New York, N.Y.
Charlotte M. Ravaioli, La Plume, Pa.
William C. Reed, Wilkes-Barre, Pa.
Gail Rees '72, Dalton, Pa.
Letha W. Reinheimer, Clarks Summit, Pa.
Carol Sherwood '61, Tunkhannock, Pa.
Howard Trauger, Lake Winola, Pa.
David L. Tressler, Clarks Summit, Pa.
Dr. Betty J. Turock '53, Somerset, N.J.
Dr. David Turock '77, Upper Montclair, N. J.

MEMBERS EX OFFICIO

Dr. John A. Farkas, La Plume, Pa.
Robert J. Iannuzzo, La Plume, Pa.

MEMBERS EMERITI

Sergius Gambal '47, Washington, D.C.
Mary L. Graham, Clarks Summit, Pa.
Charles F. Kennedy, Factoryville, Pa.
Bertram N. Linder, New York, N.Y.
James J. McLaughlin, Scranton, Pa.
Adrian E. Ross, Clarks Green, Pa.

Faculty

Division of Business, Management, and Technology

Cynthia Ashby, Adjunct Faculty
A.S., Keystone College; B.S., Mansfield University

Francine Black, Adjunct Faculty
A.A.S., Broome Community College; B.S., Wilkes University; M.B.A., University of Phoenix

Michael Caracappa, Chef Instructor
A.A.S., Paul Smith's College

Mary Ann Carroll, Professor of Hospitality Management
B.S., Marywood College; M.S., University of Scranton

Kasey Chermak, Adjunct Faculty
B.S., Cedar Crest College

Charles Consagra, Adjunct Faculty
B.A., University of Scranton; M.Div., M.A., St. Joseph's College; M.S., Marywood University;
J.D., Seton Hall University of Law

Patricia A. Davis, Professor of Business and Accounting
A.A., Keystone Junior College; B.S., Wilkes University; M.B.A., University of Scranton

Janet L. DeAndrea, Professor of Business
A.A., Keystone Junior College; B.S., Bloomsburg University; M.A., Marywood College

Mary R. Dower, Adjunct Faculty
B.A., College Misericordia

Tim Farrell, Adjunct Faculty
B.S., University of Scranton

Anthony Fiala, Adjunct Faculty
B.A., King's College; M.A., Binghamton University

Wilma Gay, Adjunct Faculty
A.A., Keystone Junior College; B.S., Wilkes College

Elizabeth A. Jackson, Associate Professor of Business
B.S., M.B.A., University of Scranton

David J. Jobson, Associate Professor of Business
B.S., Rider College; M.S., Bucknell University

Melodie J. Jordan, Assistant Professor of Culinary Arts
A.A.S., B.A., M.A.T., Johnson and Wales University

Mark D. Law, C.P.A., Assistant Professor of Information Technology
A.S., Keystone Junior College; B.S., Bloomsburg University; M.B.A., Wilkes University

Sonji Lee, Ph.D., Instructor of Business
B.A., College Misericordia; M.A., Marywood University; Ph.D., Capella University

Brenda A. Lidy, CHE, Assistant Professor of Hospitality
B.S., Marywood University

Patricia Lock, Ph.D., Assistant Professor of Business
B.S., St. Mary's College of Notre Dame; M.B.A., Boston College; Ph.D., Marywood University

Lynn Lubinski, Adjunct Faculty
A.S., Keystone College; B.B.A., Wilkes University

Dolores Notari, Adjunct Faculty
M.B.A., Marywood University

Susan Phillips, Assistant Professor of Information Technology
B.S., Boston College

Jeffrey Reim, Instructor of Information Technology
A.S., Community College of Allegheny County; B.S., Point Park College

Marc L. Smith, Instructor of Sport and Recreation Management
A.A.S., Hamilton Institute of Business; A.A., Black Hawk Community College;
B.A., Lincoln Memorial University; M.Ed., Ashland University

Cliff Valentine, Adjunct Faculty
A.A., Keystone Junior College; B.S., Marywood University

Kevin Vinson, Assistant Professor of Business
B.A., M.B.A., University of Scranton

Betty Vinti, Adjunct Faculty
B.S., Mansfield State University

Therese Nichols Wise, Assistant Professor of Sport and Recreation Management
B.S., West Chester University; M.Ed., Temple University

Karen K. Yarrish, Ph.D., SPHR, Associate Professor of Business
B.S., King's College; M.S., University of Scranton; Ph.D., Pennsylvania State University

Division of Natural Sciences and Mathematics

Robert D. Cook, Ph.D., Assistant Professor of Environmental Resource Management
B.A., Kutztown University; M.A., Ph.D., Bryn Mawr College

Thomas G. Cupillari, Professor of Physical Science and Mathematics
A.A., Keystone Junior College; B.S., University of Scranton; M.A., Drake University

Mellinda C. Curis, Assistant Professor of Biology and Chemistry
B.A., Saint Francis College; M.S., University of North Carolina/Charlotte

Joseph Falcone, Ph.D., Assistant Professor of Physics and Chemistry
B.S., Manhattan College; Ph.D., State University of New York/Buffalo

Howard D. Jennings, Professor of Biology
A.A., College of Albemarle; B.S., M.Ed., East Carolina University

Stephen T. Kostage, Ph.D., Professor of Biology
A.A., Keystone Junior College; B.S., Pennsylvania State University
M.S., Wilkes University; Ph.D., State University of New York/Binghamton

Patricia Bederman Miller, Ph.D., Professor of Mathematics
B.S., Bloomsburg University; M.S., Marywood University; Ph.D., Marywood University

Dennis M. Mishko, Professor of Health and Physical Education
B.S., M.Ed., East Stroudsburg University

Mary A. Morasky, Associate Professor of Mathematics and Physical Science
B.S., Villanova University; M.S., Marywood College

Youyou Phillips, Ph.D., Instructor of Mathematics
B.S., Shanghai Teachers College of Technology, China; M.S. East China University of Science and Technology; Ph.D., University of Ottawa, Canada

Jerry M. Skinner, Ph.D., Associate Professor of Biology
B.S., B.A.Ed., University of Akron; M.S., Ph.D., Ohio State University

Vicki Stanavitch, Adjunct Faculty/Laboratory Supervisor
A.A., Keystone College; B.S., Marywood University; M.S., University of Scranton

Monica S. Thomas, Ph.D., Instructor; Head Coach - Women's Basketball
B.S., Slippery Rock University; M.S.Ed., Elmira College; Ph.D., Marywood University

Division of Communication Arts and Humanities

Carolyn S. Elliott, Adjunct Faculty

B.A., M.A., Syracuse University; M.I.S.P., State University of New York/Albany

David L. Elliott, Ph.D., Professor of English

B.A., Middlebury College; M.A., Ph.D., Syracuse University

Melany S. Fedor, Professor of Education/English

B.S., M.S., University of Scranton

Nanine Gramigna, Adjunct Faculty

B.S., M.S., University of Scranton

Paul E. Granahan, Adjunct Faculty

B.A., University of Scranton; M.A., A.B.D., Boston College

Richard F. M. Hickey, Adjunct Faculty

B.A., M.A., University of Scranton

Lloyd Hildebrand, Adjunct Faculty

B.A., Glassboro State College; M.S., James Madison University

Jane J. Honchell, Associate Professor of Communications

B.A., Moravian College; M.A., University of Scranton

Michael Huff, Ph.D., Assistant Professor of English

B.F.A., Brigham Young University; M.A., East Carolina University;

Ph.D., Binghamton University

Patricia A. Jennings, Assistant Professor of English

B.A., M.S., Marywood College

Ellen Kanavy, Adjunct Faculty

B.A., Marywood College; M.S., University of Scranton

Jan E. Kaskey, Professor of Education; Director, Chamberlin Center for Student Services

B.S., Pennsylvania State University; M.S., State University of New York/ Binghamton

Judy Kennedy, Adjunct Faculty

B.A., Newton College; M.A., University of Scranton

Dawn E. Middleton-Paradise, Instructor of Communications

A.A., Keystone Junior College; B.S., University of Scranton; M.Ed., University of Alaska

A.B.D., The Pennsylvania State University

Julia Peterson, Assistant Professor of Communications
B.A., Sarah Lawrence College; M.A., New York Institute of Technology;
M.S., Lehigh University

Lynn Marie Petrillo, Ph.D., Assistant Professor of English
B.A., Lafayette College; M.A., University of California, Davis; Ph.D., Binghamton University

Cecelia D. Taylor, Adjunct Faculty
B.A., University of Scranton; M.A., Bloomsburg State University

Betty J. Vinti, Adjunct Faculty
B.S., Mansfield University; M.S., Elmira College

Sara White, Instructor of English
B.A., Marywood University; M.A., University of Scranton

Division of Fine Arts

Stephen J. Colley, Adjunct Faculty
B.F.A., Swain School of Design; M.F.A., Parsons School of Design

Mark A. Giocca, Adjunct Faculty
A.F.A., Keystone Junior College; B.S., Kutztown University

Stacey A. Donahue-Semenza, Art Department Coordinator; Adjunct Faculty
A.F.A., Keystone Junior College; B.F.A., Temple University Tyler School of Art

Drake Gomez, Assistant Professor
B.F.A., University of Central Florida; M.F.A., Cranbrook Academy of Art

Frank Goryl, Adjunct Faculty
B.A., Slippery Rock State College; M.A., Marywood College; A.B.D., Rutgers University

Judith Keats, Instructor of Fine Arts
B.A., Wilkes University

Karl O. Neuroth, Professor of Fine Arts
B.A., Kutztown State University; M.Ed., Temple University

Kevin O'Neill, Adjunct Faculty
B.F.A., Rochester Institute of Technology

David W. Porter, Assistant Professor of Fine Arts
B.F.A., Temple University Tyler School of Art; M.A., Marywood University

Clifton A. Prokop, Professor of Fine Arts
B.S., Mankato State College; M.F.A., University of North Carolina

Ward V. Roe, Associate Professor of Fine Arts
B.F.A., M.F.A., Marywood College

John F. Rogers, Adjunct Faculty
B.A., Blackburn College; M.A., M.F.A., Northern Illinois University

William J. Tersteeg, Professor of Fine Arts
B.A., M.F.A., Southern Illinois University

Sally T. Tosti, Assistant Professor of Fine Arts
B.S., Indiana University of Pennsylvania; M.F.A., Marywood College

Travis Williams, Adjunct Faculty
B.F.A., The Art Academy of Cincinnati

Division of Social and Behavioral Sciences

Walter B. Barbe, Ph.D., Adjunct Faculty
Professor and Fellow, American Psychological Association; B.S., M.A.,
Ph.D., Northwestern University

Deborah Doyle Belknap, Esquire, Instructor of Criminal Justice
B.A., Pennsylvania State University; Ph.D. and J.D., Catholic University

Trent D. Bocan, Adjunct Faculty
B.A., Indiana University of Pennsylvania; M.Ed., University of Pittsburgh

Kevin Boyle, Adjunct Faculty
B.S., Trenton State University; M.S., Marywood College

Jeffrey M. Brauer, Assistant Professor of Social and Behavioral Sciences
B.S., University of Scranton; M.A., The College of St. Rose

Charles L. Consagra, Esquire, Adjunct Faculty
B.A., University of Scranton; M.Div., St. Joseph's College; M.A., M.S., Marywood University;
J.D., Seton Hall University School of Law

Sandra W. Dempsey, Adjunct Faculty
B.S., Bethel College; M.A., Marywood University

Henri Deutsch, Ph.D., Adjunct Faculty
B.A., Temple University; M.S., Ph.D., The Ohio State University; Ph.D., Temple University

Carol P. Fontana, Associate Professor of Early Childhood Education
A.A., Keystone Junior College; B.A., M.S., Marywood College

Patricia Fox, Instructor of Psychology
B.A., The Pennsylvania State University; M.A., Marywood University

Thomas Gilhooley, Adjunct Faculty
B.S., University of Scranton; M.S.W., Marywood University

Raymond T. Hayes, Instructor of Criminal Justice
B.S., M.S., University of Scranton

Todd A. Johns, Esquire, Adjunct Faculty
A.A., Keystone Junior College; B.A., West Chester University;
J.D., The Dickinson School of Law

Robert J. Kopacz, Esquire, Adjunct Faculty
B.A., University of Scranton; J.D., Widener University School of Law

Frances G. Langan, Ed.D., Professor of Education
B.S., Wilkes University; M.S., Marywood College; Ed.D., Temple University

Sonji Lee, Ph.D., Instructor of Social and Behavioral Sciences
B.A., College Misericordia; M.A., Marywood University; Ph.D., Capella University

Nancy McCormack, Adjunct Faculty
B.A., M.A., Marywood University

Nancy H. Merryman, Ph.D., Associate Professor of Anthropology
B.A., Wilkes University; M.A., State University of New York/ Binghamton; M.A., Ph.D.,
Northwestern University

Patricia J. Popeck, Adjunct Faculty
B.S.N., University of Virginia; B.S., University of Scranton

Frank J. Ruggiero, Esquire, Adjunct Faculty
A.A., Keystone Junior College; B.S., Pennsylvania State University, J.D., City University of New
York Law School/Queens College

Lansdale D. Shaffmaster, Ph.D., Professor of Early Childhood Education
B.S., Juniata College; M.S., University of Wisconsin; Ph.D., Pennsylvania State University

Heather A. Shanks-McElroy, Ph.D., Assistant Professor of Social and Behavioral Sciences
B.A., B.Ed., Queen's University; M.S.W., Ph.D., Marywood University

Judith H. Sweeney, Coordinator of Field Placement in Education
B.A., Marywood University

James R. Williamson, Ph.D., Adjunct Faculty
B.A., King's College; M.A., University of Notre Dame; M.A., Butler University;
M.S., M.Phil., Ph.D., The George Washington University

Janet C. Wrightnour, Associate Professor of Government and Political Science
B.A., Skidmore College; M.A., Marywood College

Faculty Emeriti

Anita S. Appleton, Professor
B.S., Marywood College; M.S., University of Scranton

Robert E. Cormier, Professor of English
B.S., University of Maine; M.A., University of Iowa

Arline G. Evans, Professor
A.A., Keystone Junior College; B.S., Bucknell University; M.S., Marywood College

Edward A. Gelb, Associate Professor of Psychology
A.B., Rutgers University; M.A., Ohio State University

Mary K. Hart, Professor of English
B.A., College of New Rochelle; M.A.T. in English, Radcliffe College

Keith E. Miller, Professor
B.S., Grove City College; M.Lit., University of Pittsburgh

Lawrence D. Newman, Professor of Speech
B.S., St. Benedict's College; M.A., St. Louis University

Margaret F. Philbin, Associate Professor of Physical Education
B.S., Marywood College; M.S., University of Scranton

C. G. Vlassis, Ed.D., Professor of Chemistry
B.S., M.S., Drake University; Ed.D., University of the Pacific

Administration

Edward G. Boehm, Jr., Ed.D., President
B.S.Ed., Frostburg State College; M.Ed., Ed.D., The American University

John A. Farkas, Ph.D., Vice President for Development & College Relations
B.S., M.S., University of Scranton; Ph.D., Georgia State University

Joseph X. Garvey, Jr., CPA, Vice President/Finance & Administration
A.A., Keystone Junior College; B.S., Susquehanna University; M.S., University of Maryland – University College

Robert J. Iannuzzo, Vice President for Enrollment
B.A., St. John's University; M.S., Long Island University

Charlotte M. Ravaioli, Vice President of Academic and Student Affairs & Dean of the College
B.A., Marywood College; M.A., University of Scranton

Professional Staff

Edward D. Adams, Registrar

B.A., Queens College, The City University of New York

Marie C. Andreoli, Interim Director of Residence Life and Student Activities

B.S., M.A., Marywood University

Barbara M. Arnold, Teacher I – Children's Center

B.S., Madison College; M.S., Marywood University

Joyce M. Avila, Coordinator of Diversity

A.S., B.S., Boricua College; M.A., Immaculata University

Jenny S. Blanchard, Grants Writer

B.A., Middlebury College; M.Ed., Boston University

Evan Boehm, MCSE, Network Specialist

B.S., Texas Christian University; M.S., Marshall University

Lori A. Brauer, ACT 101/College Counselor

B.S., M.S., University of Scranton

Jack M. Carr, Site Coordinator Towanda Weekender Program

B.S., Bloomsburg University

Sharon L. Clark, Director of ACT 101 and Academic Advising

A.S., Keystone Junior College; B.S., Wilkes University;

M.A., State University of New York at Binghamton

Donna L. Clemens, Director of Scholarships, Planned Giving and Stewardship

B.S., Marywood College

Sherry M. Collins, Residence Area Coordinator

B.S., Keystone College

Kevin P. Connolly, Library Systems Coordinator

A.S., Keystone College; B.S., East Stroudsburg University

Susan Hull Constantine, Director of International Student Programs

B.A., Bryn Mawr College; M.S.Ed., University of Pennsylvania

Carol A. Davis, Director of the Children's Center

B.S., Pennsylvania State University; M.S., Marywood College

Stacey A. Donahue-Semenza, Coordinator/Fine Arts Division

A.F.A., Keystone College; B.F.A., Temple University Tyler School of Art

Elizabeth A. Dorn, C.R.N.P., Clinician, Health Services
B.S.N., Niagara University; M.S.N., University of Scranton

P. Michael Dornisch, Admissions Counselor and Co-Coordinator of Summer Programs
B.S., Gettysburg College

Mary R. Dower, Director of Human Resources
B.A., College Misericordia

Timothy L. Eichner, Director, Willary Water Resource Center
A.A., Keystone College; B.S., SUNY College of Environmental Science and Forestry

Maria V. Fanning, Director of Career Services
B.A., Hunter College; M.A., State University of New York at Binghamton

Mari A. Flynn, Director, Miller Library
B.A., M.A., University of Scranton; M.L.S., State University of New York at Albany

Lisa S. Fuller, Assistant Director of Admissions
B.S., Lock Haven University

Edward J. Gallagher, MCSE, Network Specialist
A.A., Keystone Junior College

Jennifer L. Garnecki, Assistant Director of Admissions
B.A., The Pennsylvania State University

Mark C. Gowarty, College Webmaster
B.S., Keystone College

Carole A. Green, Cataloger
B.S., Prairie Bible College

Linda J. Hollenback, Residence Area Coordinator
B.A., Boston University

Patrice K. Igoe, Senior Financial Aid Counselor and Coordinator of Student Employment
B.S., Keystone College

Elizabeth (Stasi) Jackson, Peer and Professional Tutor Coordinator and
Information Systems Specialist
B.S., Keystone College

Thomas R. James, Plumber and Sewage Treatment Plant Operator

Mary Kathryn Dempsey Jones, Director of Conferences & Special Events
B.A., Bloomsburg University

Scott G. Jones, Director of Athletics
B.A., Providence College; M.Ed., Springfield College

Robert M. Karuzie, Jr., Associate Director of Physical Facilities
A.S., Luzerne County Community College

Sarah S. Keating, Director of Admissions
B.A., Colby College

James F. Kelly, Jr., Residence Area Coordinator
A.A.S., Keystone College

Barbara Kislus, Executive Assistant to the President
A.A., Keystone College

Ginger B. Kline, Acting Director of Financial Aid
A.A.S., Luzerne County Community College; B.S., King's College

Michelle R. La Coe, Associate Director of Admissions
B.S., East Stroudsburg University; M.S., West Chester University

Randall H. Light, Director of Drug & Alcohol Prevention
B.S.W., M.Ed., Ohio University

Patricia L. Lione, Director of College Administrative Affairs

Katrina Kovacs Maurer, Director of Health Services
R.N., Community Medical Center; B.A., Wilkes University; M.S.N., DeSales University;
Post-Master's Certificate, Geriatric Nurse Practitioner, Neumann College

Thomas J. McGroarty, Director of Physical Facilities & Grounds

Kathleen M. Merritt, MCSE, MOUS, Systems Technician
A.S., Keystone Junior College

Lori Ann Mulhern, Teacher II, Children's Center
B.S., Bloomsburg University

Kate Owens, Assistant Registrar
B.S., Frostburg State University

Gayle Parker, Director of Weekender and Adult Student Education
B.A., Fairmont College; M.A., West Virginia University

Maryann Polanichka, Executive Assistant to the President and Board of Trustees
A.B., University of Scranton

Charles L. Prothero, IV, Director of Information Technology and Telecommunications
B.A., M.B.A., University of Scranton

Jeffrey Pry, Programmer/Analyst
B.S., University of Scranton

Leon J. Rudzinski, Director of Grants & Budget Management
B.S., University of Scranton

J.R. Rupp, Associate Athletic Director
B.A., Wilkes University

Beth C. Rydzik, Assistant Director of College Relations
B.S., Cedar Crest College

Susan Shaffer, Director of Corporate & Continuing Education
B.A., Marywood University

Nicholas D. Shaffmaster, Residence Area Coordinator
A.S., Keystone College

Jamie Shevchik, Recreation & Intramural Coordinator/Head Baseball Coach
A.S., Keystone Junior College; B.S., East Stroudsburg University

Frank T. Shylkofski, Jr., MCSE, Network/PC Specialist
B.S., University of Scranton

Todd A. Sloan, Director of Development & College Relations
B.A., The Pennsylvania State University

Barry L. Spriggs, Ph.D., Dean of Students
B.S., M.S., Shippensburg University; Ph.D., South Dakota State University

Vicki A. Stanavitch, Laboratory Assistant; Head Coach/Cheerleading
A.A., Keystone Junior College; B.S., Marywood College; M.S., University of Scranton

Sherry S. Strain, Ph.D., Assistant to the President for Institutional Planning and Research
B.A., West Texas State University; M.A., University of Denver;
Ph.D., Southern Illinois University

Melissa A. Telesk, Teacher II, Children's Center
B.S., Marywood University

Bridget Thomas, Interim Coordinator of Student Activities
A.A., Keystone College

Marisa A. Thomas, Director of Alumni Relations
B.S., Mansfield University

Kevin M. Tierney, Director of Public Safety

Ruth E. Tylutki, Teacher I, Children's Center
B.S., Mansfield University

Joanne Wisniewski, Teacher II, Children's Center
A.S., Keystone College

Linda J. Wozniak, Computer Programmer/Institutional Researcher
B.A., Hartwick College

Sharon Yanik, Senior Admissions Counselor and Co-Coordinator of Summer Programs
B.S., The Pennsylvania State University

William J. Zeranski, Reference and Technology Librarian
A.S., Keystone College; B.S., The Pennsylvania State University

Alumni Association

The Keystone College Alumni Association has more than 10,000 members, which include graduates of Keystone Academy, Keystone Junior College, Keystone College, and all students who have completed two semesters (24 credits) at the College.

The Association strives to connect alumni to each other and to their alma mater.

Alumni Association Executive Officers:

President: Frank J. Ruggiero, Esquire '91

Vice President: Todd A. Johns, Esquire '91

Treasurer: Gail Rees '72

Secretary: Lisa Marie Hall Buranich '96, '02

Activities of the Alumni Association include:

- ◆ The Keystone Open
- ◆ Alumni Association Scholarship
- ◆ Alumni Student Book Raffle
- ◆ Reunion/ Homecoming Weekend

Alumni are informed of campus and alumni activities through *Keynotes* and *The Keystonean*, the annual alumni magazine.

Information concerning specific programs may be obtained from the Office of Alumni Relations at One College Green, La Plume, PA 18440, 1-800-824-2764, option 5, or by e-mail at alumnirelations@kstone.edu.

Visit the Alumni Association on the Web at www.keystone.edu.

Campus Directory

General Information

(570) 945-5141

Toll-Free Numbers

1-877-4-COLLEGE

1-800-824-2764

Athletic Department

Gambal Athletic Center

(570) 945-6959

Campus Shoppe

Hibbard Campus Center

(570) 945-5141, ext. 3752

Career Action Center

Ward Hall

(570) 945-5141, ext. 3500

Chamberlin Center for Student Services

Hibbard Campus Center

(570) 945-5141, ext. 2800

Academic Advising

ACT 101 Program

Personal Counseling

Transfer Counseling

Vocational Education

Information Technology

Computer Center

(570) 945-5141, ext. 2200

Institutional Research

(570) 945-5141, ext. 2201

Miller Library

(570) 945-6965

Office of Academic Affairs and

Dean of the College

Academic Affairs Center

(570) 945-6958

Office of Admissions

Sisson Hall

(570) 945-6953

Office of Campus Life

Hibbard Campus Center

(570) 945-5141, ext. 2854

Campus Life

New Student Orientation

Student Activities

Student Senate

Office of Corporate and Continuing Education

Sabiston Hall

(570) 945-8009

Office of Development and College Relations

Harris Hall

Annual Fund

(570) 945-5141, ext. 2020

Grants

(570) 945-5141, ext. 2003

Scholarships & Planned Giving

(570) 945-5141, ext. 2006

Alumni Hall

Alumni Relations

(570) 945-6952

Public Relations

(570) 945-6951

Special Events

(570) 945-6894

Office of Finance and Administration
Ward Hall

(570) 945-6950
Business Office
Human Resources Office
Student Accounts

Office of Financial Aid
Sabiston Hall

(570) 945-6955

Office of Health Services
(570) 945-5141, extension 4022

Office of the Registrar
Sabiston Hall

(570) 945-6956
Registration
Transcripts
Veteran's Certification Official

Office of the President
Harris Hall

(570) 945- 6957

Office of Public Safety

(570) 945-6980
Parking
Safety and Security

Office of Residence Life
(570) 945-5141, ext. 2852
Student Housing

Physical Facilities
Physical Facilities Building

(570) 945-6981
Housekeeping
Maintenance

Traditional Calendar

Fall 2003

August 20	International students arrive on campus
August 21 - 25	Final New Student Orientation
August 25	Residence halls open for returning students
August 26	Registration and drop/add
August 26	Fall classes begin
August 28	President's Convocation
September 1	College closed - no classes/offices closed
September 3	Last day to register/add a course
September 19	Last day to drop a first-half course
October 1	Last day to withdraw from a first-half course
October 13	Fall Break Day - no classes
October 6 -10	Midterm exam week
October 15	Last day to drop a full-semester course
October 17	First-half classes end
October 17 - 19	Autumn Homecoming & Reunion Weekend/Family Day
October 21	Second-half semester classes begin
November 3 - 21	Spring 2004 Registration
November 5	Last day to drop a second-half course
November 7	Last day to withdraw from a full-semester course
November 14	Last day to withdraw from a second-half course
November 25	Residence halls close at 5 p.m.
November 26 - 30	Thanksgiving Break - College closed
November 30	Residence halls open at 1 p.m.
December 1	College reopens - classes resume
December 5	Fall classes end
December 8 - 12	Final exam week
December 12	Residence halls close at 5 p.m.
December 23	College closes at 5 p.m.

Spring 2004

January 1	First day to file FAFSA - Academic year 2004 - 2005
January 5	College reopens
	Athletes return
January 17 - 18	International Student Orientation
January 18	Residence halls open at 1 p.m.
January 19	Registration and drop/add
January 20	Spring classes begin
January 28	Last day to register/add a course
February 16	Winter Break Day - no classes
February 20	Last day to drop a first-half course
March 2	Last day to withdraw from a first-half course
March 4	Last day to drop a full-semester course
March 8 - 12	Midterm exam week

March 7	First-half classes end Residence halls close at 5 p.m.
March 15 - 19	Spring Break - no classes
March 21	Residence halls open at 1 p.m.
March 22	Classes resume/Second-half classes begin
March 31 - April 15	Preregistration for the fall 2003 semester
April 1	Last day to withdraw from a full-semester course
April 5	Summer Session I and II Registration begins
April 12	College closed
April 14	Last day to drop a second-half course
April 23	Last day to withdraw from a second-half course
April 29	All-College Honors Convocation
May 7	Spring classes end
May 10 - 14	Final exam week
May 14	Residence halls close at 5 p.m.
May 22	Commencement
May 31	College closed

**Summer 2004
(tentative dates)**

May 27	Last day to register for a Summer Session I course
June 7	Summer Session I classes begin
June 16	Last day to drop a Summer Session I course
June 28	Last day to withdraw from a Summer Session I course
July 5	College closed
July 2	Last day to register for a Summer Session II course
July 9	Summer Session I ends
July 12	Summer Session II final registration Summer Session II classes begin
July 21	Last day to drop a Summer Session II course
August 2	Last day to withdraw from a Summer Session II course
August 13	Summer Session II ends

Weekender Calendar - La Plume and Towanda

Fall 2003

August 28	President's Convocation
September 1	College closed - no classes/offices closed
September 3	New Student Orientation and registration
September 5	Final Registration for all Weekender students
September 5 - 7	Weekender number 1 - classes begin
September 19 - 21	Weekender number 2
October 10	Last day to drop a Weekender course
October 10 – 12	Weekender number 3
October 17 - 19	Autumn Homecoming & Reunion Weekend/Family Day
October 31	Last day to withdraw from a Weekender course
October 31 - November 2	Weekender number 4
November 1	Spring 2004 Weekender on-line registration begins
November 21 - 23	Weekender number 5
November 26 - 30	Thanksgiving Break - College closed
December 12 - 14	Weekender number 6 – classes end
December 23	College closes at 5 p.m.

Spring 2004

January 5	College reopens
January 1	First day to file FAFSA - academic year 2004-2005
January 7	New Student Orientation and registration
January 9	Final Registration for all La Plume Weekender students
January 9 – 11	Weekender number 1 - classes begin
January 23 - 25	Weekender number 2
February 20	Last day to drop a Weekender course
February 20 - 22	Weekender number 3
March 12	Last day to withdraw from a Weekender course
	Summer 2004 Weekender registration begins
March 12 - 14	Weekender number 4
April 2 - 4	Weekender number 5
April 12	College closed
April 23 - 25	Weekender number 6 – classes end
April 29	All-College Honors Convocation
May 1	Academic year 2004 – 2005 FAFSA
	Filing deadline for PHEAA Grants
May 22	Commencement
May 31	College closed

Summer 2004

(tentative)

March 12	Summer 2004 registration begins
May 12	New student orientation and registration
May 14	Final Registration for all Weekender students
May 14 – 16	Weekender number 1 - classes begin

June 4 - 6	Weekender number 2
June 25	Last day to drop a Weekender course
June 25 – 27	Weekender number 3
July 5	College closed
July 9	Last day to withdraw from a Weekender course
	Fall 2004 Weekender registration begins
July 9 - 11	Weekender number 4
July 23 - 25	Weekender number 5
August 13 - 15	Weekender number 6 – classes end

Index

A

Academic Advising.....	75
Academic Definitions	63
Academic Grievance Policy	68
Academic Honesty	72
Academic Information	55
Academic Probation	70
Academic Standing	70
Academic Suspension	70
Accounting Courses	212
Accounting AAS	143
Accounting BS	95
Accreditation and Memberships	13
ACT 101	76
ACT 120	22
Adding Courses	71
Administration Directory	300
Admissions	
Admissions Decisions	18
Application Procedures	14
Early Admission Program	16
High School Preparation	16
Part-Time	17
Transfer Students	14
Advanced Placement	20
Air Force ROTC	205
Alumni Association	306
Allied Health Curricula	
Nursing.....	145
Occupational Therapy	147
Physical Therapy Emphasis	149
Radiological Technology/Diagnostic Imaging	151
Anthropology Courses	215
Army ROTC	207
Art Courses	215
Art AFA	153
Art Education Certification Program.....	202
Articulation Agreements	20, 75
Astronomical Observatory	
Descripton	9
Directions	323
Athletic Eligibility	73
Athletics	60
Attendance	71
Auditing a Course	64

B

Billing Statements	30
Biological Science: Pre-Medicine, Biology, and Chemistry AS	155
Biological Science: Natural Science BS	98
Biology Courses	221
Board of Trustees Directory	292
Business Administration AS	157
Business: Individually Designed BS	102
Business Administration: Human Resource Management BS	125
Business Courses	226

C

Calendars	
Traditional Calendar	309
La Plume Weekender Calendar	311
Towanda Weekender Calendar	311
Campus History	8
Campus Directory	307
Campus Map	322
Career Action Center	76
Certificate Programs	92
Challenging a Course	65
Chamberlin Center for Student Services	75
Chemistry Courses	231
Class Attendance Regulations	71
Class Standing	66
Clubs and Organizations	57
College Employment Programs	41
College Level Examination Program (CLEP)	20
College Mission Statement	10
Communications Courses	232
Communications AA	159
Communications BA	106
Commuter Council	57
Computer Information Systems Certificate Program	193
Computer Information Systems Courses	236
Computer Information Systems AS	162
Convocations	12
Cooperative Education	76
Cooperative Education Courses	237
Cooperative Transfer Agreements	20, 75
Corequisite	64
Correspondence Courses	21
Counseling Services	76
Course Audit	64
Course Challenge	65
Course Descriptions	211
Course Levels	63

Credits	64
Credit by Assessment/Examinations	65
Credit Limitations	
On Academic Probation	70
Maximum Allowed per Semester	64
Maximum Allowed Through Transfer	19
Criminal Justice Courses	237
Criminal Justice AA	164
Criminal Justice Administration BS	111
Culinary Arts Certificate Program	194
Culinary Arts Courses	241
Culinary Arts AAS	166
Curricula Descriptions and Requirements	
Accounting AAS	143
Accounting BS	95
Allied Health AS	145
Art AFA	153
Biological Science AS	155
Biological Science: Natural Science BS	98
Business: Individually Designed BS	102
Business Administration AS	157
Business Administration: Human Resource Management BS	125
Communications AA	159
Communications Arts and Humanities BA	106
Computer Information Systems AS	162
Criminal Justice AA	164
Criminal Justice Administration BS	111
Culinary Arts AAS	166
Early Childhood Education AS	169
Early Childhood Education BS	114
Elementary Education BS	118
Environmental Resource Management BS	122
Environmental Studies AA	171
Forestry/Resource Management AA	173
Hotel and Restaurant Management AAS	175
Human Resource Management AS	177
Information Technology AAS	179
Information Technology BS	128
Landscape Architecture AA	181
Liberal Studies AA	183
Liberal Studies - Education AA	185
Pre-Major	187
Sport and Recreation Management AS	188
Sport and Recreation Management BS	132
Teaching - Art Education BS	135
Visual Art BA	139
Wildlife Biology AA	190

D

Degree, second	63
Developmental Education Courses	245
Directories	
Administration	300
Board of Trustees	292
Campus Offices	307
Faculty	293
Professional Staff	301
Distribution Requirements	91
Diversity Office	55
Double Majors	62
Dropping Courses	71
Dual Admission	16

E

Early Admission	16
Early Childhood Education Certification Program	203
Early Childhood Education Courses	245
Early Childhood Education AS	169
Early Childhood Education BS	114
Economics Courses	247
Education, Liberal Studies AA	185
Education Courses	248
Elementary Education Certification Program	204
Elementary Education BS	118
Eligibility	
Athletics	73
Extracurricular Activities	73
Financial Aid	34
Engineering Courses	254
English Courses	254
Environmental Science Courses	258
Environmental Resource Management BS	122
Environmental Studies AA	171
Expenses	
Full-Time	27
Miscellaneous Fees	28
Part-Time	29
Required Fees	27
Tuition, Room, and Board	27
Withdrawals and Refunds	31

F

Faculty Directory	293
Fees	
Full-Time	27
Miscellaneous Fees	28
Part-Time	29
Required Fees	27
Tuition, Room, and Board	27
Withdrawals and Refunds	31
Film Courses	260
Financial Aid	34
Academic Progress	35
College Employment Program	41
Deadlines	34
Eligibility	34
Grants	39
Loans	40
Refund Policy	38
Reinstatement Procedures	37
First-Year Class Standing	66
Forestry/Resource Management AA	173
Full-Time Status	66

G

General Education Program	78
Grade Point Average (GPA)	67
Grade Reports	68
Grading Policy	66
Graduation Honors	70
Graduation Requirements	61
Grants - Financial Aid	39

H

Health Fee	28
Health Insurance	29
Health Services	56
High School Preparation	16
History Courses	260
History of the College	8
Honor Society (Phi Theta Kappa)	59
Honors	70
Hospitality Management Courses	261
Hotel and Restaurant Management AAS	175
Human Resource Management Courses	264
Human Resource Management AS	177
Human Resource Management BS	125

I	
Incomplete Grades	67
Independent Study Courses	267
Information Technology Certificate Program	198
Information Technology Courses	268
Information Technology AAS	79
Information Technology BS	128
Insurance, Health	29
Interdisciplinary Studies Courses	273
International Student Programs	23
Internships	76
J	
Junior Class Standing	66
K	
Keystone Promise	7
L	
Landscape Architecture AA	181
Leave of Absence	74
Levels of Courses	63
Liberal Studies AA	183
Liberal Studies Curriculum - Education AA	185
Library	9
M	
Map	322
Mathematics Courses	273
Microsoft® Certified Systems Administrator Certificate Program	199
Microsoft® Certified Systems Engineer Certificate Program	200
Military Science - ROTC	205
Minors	62, 208
Mission Statement	10
Multiple Majors	62
Music Courses	275
N	
Nursing Emphasis Curriculum	145
O	
Observatory	
Description	9
Directions	323
Occupational Therapy Emphasis Curriculum	147
Organizations and Clubs	57

P

Paralegal Certificate Program	201
Paralegal Courses	275
Part-Time Studies	
Academic Probation	70
Admission	17
Fees	29
Financial Aid, Academic Progress	35
Honors	70
Majors in Weekender	25
Student Status	66
Tuition	29
Pass/Fail Grade	64
Peer and Professional Tutoring	77
Pell Grants	39
Phi Theta Kappa	59
Philosophy Courses	276
Physical Education Courses	277
Physical Science Courses	278
Physical Therapy Emphasis Curriculum	149
Physics Courses	279
PLUS/SLS Loans	40
Political Science Courses	280
Post-Baccalaureate, Certificate, and Transfer Programs	192
Pre-Major Program	187
Prerequisite	64
President's Message	6
Prior Learning Assessment	21
Probation, Academic	70
Professional Staff Directory	301
Psychology Courses	281
Publications	60
Public Safety	56

R

Radiological Technology/Diagnostic Imaging Emphasis Curriculum	151
Readmission	18
Refunds	31
Religion Courses	283
Repeating Courses	65
Requisite Courses	93
Reserve Officers Training Corps (ROTC)	205
Room and Board	27

S

Schedule Changes	71
Scholarships and Awards	42
Senior Class Standing	66
Sociology Courses	284
Sophomore Class Standing	66
Spanish Courses	285
Sport and Recreation Management Courses	286
Sport and Recreation Management AS	188
Sport and Recreation Management BS	132
Stafford Student Loan Program	40
Student Activities and Services	55
Student Government	57
Student Life	55
Student Organizations	57
Student Status	66
Summer Sessions	24
Suspension, Academic	70

T

Table of Contents	4
Teaching - Art Education BS	135
Term Honors	70
Theatre Courses	290
Thomas G. Cupillari '60 Astronomical Observatory	
Description	9
Directions	323
Traditions	12
Transcripts	69
Transfer of Credit	19
Transfer Agreements	20, 75
Transfer Programs	192
Trustee Listing	292
Tuition and Fees	27
Tuition Refund Schedules	33
Tutoring	77

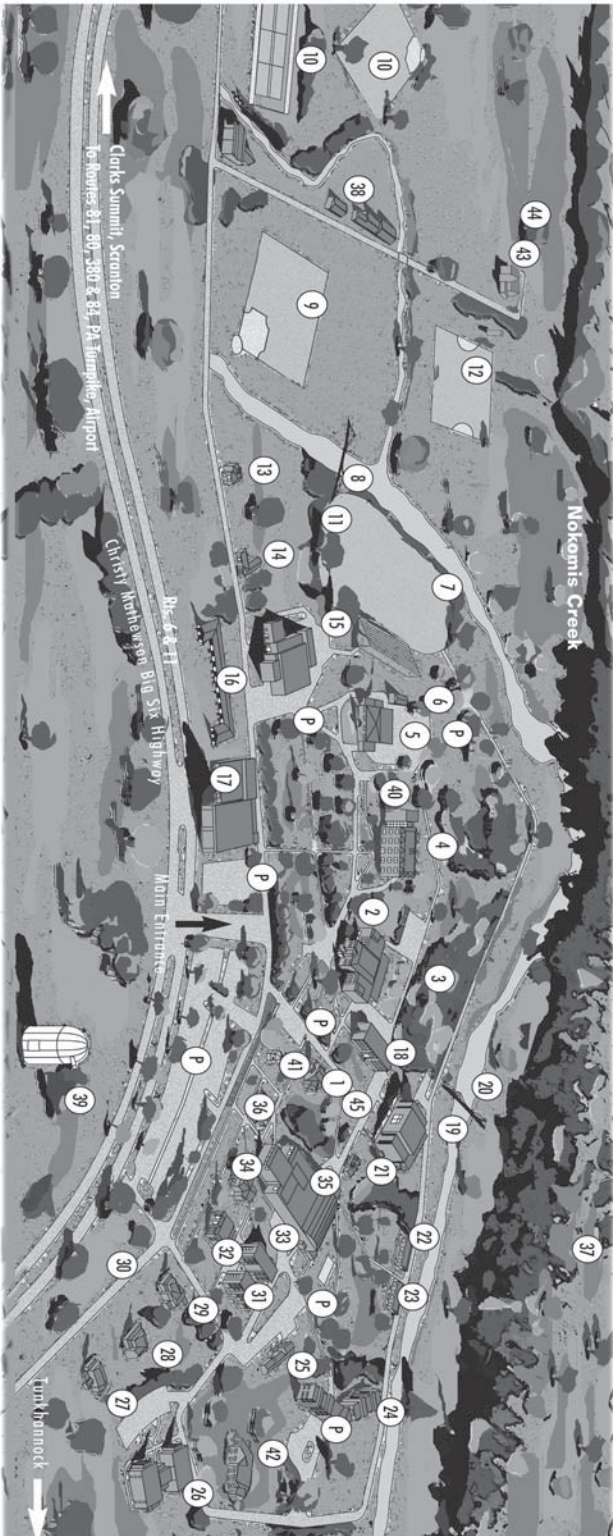
V

Veterans	16
Visual Art BA	139
Vocational Education Program	77

W

Weekender Calendar - La Plume	311
Weekender Calendar - Towanda	311
Weekender Program	25
Wildlife Biology AA	190
Withdrawal from the College	74
Withdrawal from Courses	71

CAMPUS MAP



1. Sisson Hall - Admissions and Visitor Center
2. Capwell Science Hall
3. Children's Center/Forrest Green House -
Foster Site of Student Life Center
4. Harris Hall - Faculty Office, Classroom, Development,
President's Office
5. Art Center - Drawing Studio, Ceramic Studio,
Sculpture Studio
6. Holman Design Studio
7. Bailey Field
8. Suspension Bridge - Fenced by Nokomis Stadium, 1987
9. Christ Mathewson Field
10. Community Grove - Many Tennis Courts, Edwards
Field, Baseball Court
11. Crestside Grove
12. Ned Bechem Field
13. Kerstin Art Center
14. Information Technology Center
15. Brinkley - 23,000 sq. ft. in Brinkley, Kyrsten Plaster, The
Design, Design Lab, Faculty Office
16. Gardner Hall - Institute for Technology and Learning
17. Academic Athletic Center - Athletic Training,
Basketball Gym, Weight Training Room, Classroom,
Locker Room, Faculty Office, Physical Wellness Center
18. Weid Hall - Photographic, Graphic, and Technology
Facilities, Career Action Center, Business Office, Human
Resources, Express Registration, Institute for Professional
Development, Faculty Office
19. Miller Library - Under Art Gallery, Plant Learning
Center, Classroom, Faculty Office, Bio Capital
Innovation Planning Office, International Student
Programs Office, Ruth Ross Reading Room and Garden
Room
20. Suspension Bridge -
Fenced by Nokomis Stadium 1986
21. Academic Athletic Center - One of the College
Lockers
22. Larkwood Hall - Willy Weller Discovery Center
23. Weid Hall - US Middle Eastern Urban Forestry Center
and Community Observatory
24. Fraser/Ryanville Residence Hall
25. Health Services/Pediatric Safety Office
26. Miller Residence Hall
27. Patrick Hall - Foster Site of ECE Center
28. Hedgewood House - Residence of the President
29. Davis Hall
30. Parking
31. Tenbury Residence Hall
32. Student Student Life Center
33. Holliswood Residence Hall
34. Alumni Hall - Alumni Relations, College Relations,
Special Events
35. Hilford Campus Center - Grants, Gift, Grants, Dev.
Grants, Community Service, Computer Lounge, Counseling
Center, Shop, Prior Shop, Computer Lab, Office, Residence
Lab, Office, Student Activities, Academic Advising, Prior
Office, Food Lab, Food Service, Radio Station, Dining
Hall, President's Dining Room, Event Dining Hall,
ACT 101, Transfer Advising, Tutoring Services,
Campus Restaurant
36. Seabrook Hall - Financial Aid, Registrar, Veterans
Services, Career Center, Career Center Learning, Computer
& Counseling Education
37. Woodlands Campus - Nokomis Interpretive Trail
38. Physical Facilities Complex
39. Thomas G. Capillari Astronomical Observatory
Room 81, Ed. 202
40. Moore Hall Alumni Garden
41. Garabito
42. Kyrsten Commons Residence Hall
43. Seamus Farmhouse - Quinn's Center for the
Lupin Foundation and AMEC
44. The Sugar Shack
45. The Celebration of Excellence Truck

Directions to Keystone College

To La Plume

From the North: Route 81 South to Exit 202, Fleetville/Tompkinsville; West 8 miles on Route 107, left on Routes 6 and 11 to Keystone College.

From the South: Route 81 North to Exit 194, Clarks Summit; North 8 miles on Routes 6 and 11 to Keystone College **or** Pennsylvania Turnpike (Northeast Extension - Route 476): north to Exit 131, Clarks Summit; North 8 miles on Routes 6 and 11 to Keystone College.

From New York City area: Route 80 West to 380; West to Route 81; North to Exit 194, Clarks Summit; North 8 miles on Routes 6 and 11 to Keystone College.

From the West: Route 80 East to 81; North to Exit 194, Clarks Summit; North 8 miles on Routes 6 and 11 to Keystone College.

From the East: Route 84 West to 380; West to Route 81; North to Exit 194, Clarks Summit; North 8 miles on Routes 6 and 11 to Keystone College.

To Towanda

From New York's Southern tier: Route 117 to Route 220 South to Route 6 East. In Towanda, go right on State Street, right on Third Street. St. Agnes School is on the left, with parking lot adjacent to the school.

From Northeastern Pennsylvania: Route 6 West to Towanda, cross bridge and turn right. Go left at State Street, turn right on Third Street. St. Agnes School is on the left, with parking lot adjacent to the school.

Directions to the Keystone College Observatory

From Interstate 81: Route 81 to Exit 202, Fleetville/Tompkinsville. Take Route 107 West 1.5 miles. Turn left on Hack Road.

From Routes 6 & 11: Take Route 107 East to Fleetville Corners (red blinking light). Continue on Route 107 for approximately 3 miles and turn right on Hack Road.

Notes
