

***“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

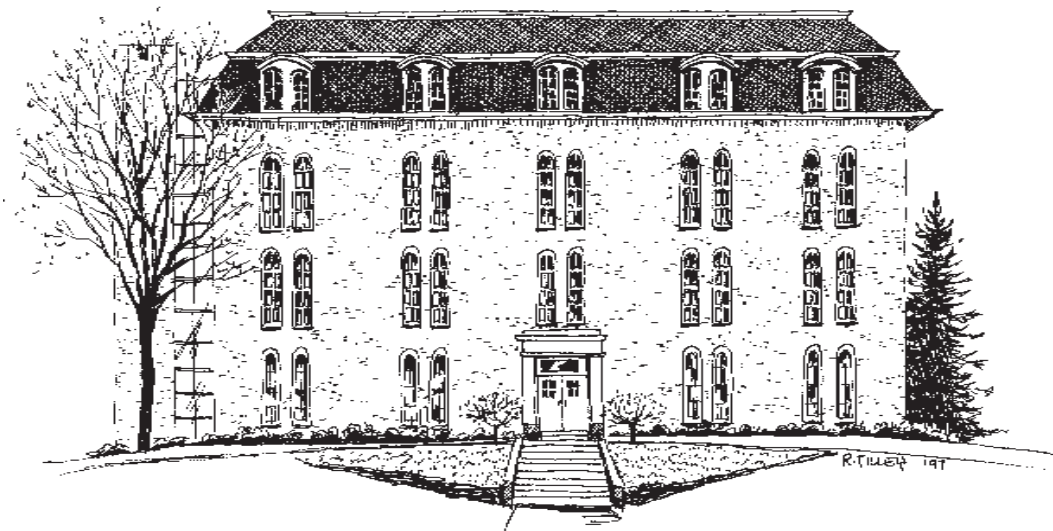
Keystone College is committed to providing equal education and employment opportunities for all qualified persons without regard to race, color, national origin, sex, age, religion, ancestry, sexual orientation, disability, or any legally protected classification.

Inquiries may be directed to:  
Keystone College  
Director of Admissions  
One College Green  
La Plume, PA 18440-1099  
(570) 945-8000  
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](http://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 2004-2005 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.



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

# **Keystone College**

## **2004-2005**

### **Catalog**



|                   |   |
|-------------------|---|
| <b>Phone:</b>     | <b>(570) 945-8000</b>   |
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## 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 within six months of 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 academic and financial 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, including a state-of-the-art media lab. 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 Poinard 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. The new instrumental science labs enrich the Water Resource Management and Biology programs. New instruments include: a Varian 1200L mass spectrometer with gas chromatograph and liquid chromatograph interfaces, a Varian Vista inductively coupled plasma optical emission spectrometer, a Cary 50 UV-Visible spectrophotometer, and a Cary Eclipse fluorescence spectrophotometer. These instruments will allow for sensitive detection of trace organic molecules and trace metals in water, soil, biological and forensic samples. Students will have the opportunity to use these instruments in their research. Keystone College's Lake Manataka Environmental Field Station offers a 27-acre lake for students, faculty, staff, and the community to engage in lake ecosystem investigations.

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 Student Restaurant, 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](http://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.

**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.

**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 22. 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.

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.

\*A score of 500 (173 computer-based) on the TOEFL is required for admission to full-time academic programs. Students whose TOEFL is between 500-550 may be considered for admission into the Keystone ESL Connection program (see page 286).

### **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 should contact the Keystone College Institute for Training and Lifelong Learning. See pages 225 and 226 for more information regarding these programs.

### **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.

### **Honors Program**

The Director of Admissions will invite students to participate in the Honors program, once a formal acceptance to the College is granted. Students who desire to participate are encouraged to submit a completed application for admissions no later than April 1 of their senior year. In order to be eligible to participate in the Honors Program, students must place in the top ten percent of their high school graduating class or have a 3.3/4.0 GPA. Students must also achieve a minimum 1100 combined SAT or 24 composite ACT score.

### **Veterans**

Students who are eligible for veterans' education benefits 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 24. 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 18 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 74.)**

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 was 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 demon-

strate 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 the 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.

| <b>480 Hours</b>    | <b>580 Hours</b>    | <b>760 Hours</b>    |
|---------------------|---------------------|---------------------|
| 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*         | 20 Credits*         |

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

## **International Student Programs**

International students are invited 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. A student must achieve a TOEFL score of 550 within two semesters to maintain F-1 status. Students who enter with a TOEFL score of 500 will enroll in ESL Connection 101 and 102 and take two other academic classes chosen by the student and an academic adviser. ESL Connection 101 and 102 (see page 286) are offered concurrently based on assessment of English skill level as determined by a TOEFL (Test of English as a Foreign Language).

International students comprise 5 percent of Keystone's student population. Keystone College is committed to an internationalized campus sensitive to all aspects of cultural diversity.

### **Office of International Student Programs**

The Office of International Student Programs provides year-round support 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 several campus events that have an international focus.

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;
- 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 deposit, refundable if the student does not secure the I-20. 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 44.

## **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, every second or 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 assistance should refer to the academic progress requirements on page 41 and speak with a financial assistance and planning staff member before determining whether to take courses in a given trimester. Students should schedule an informational interview with the appropriate Weekender Coordinator before starting Weekender.

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. No classes are held on Saturday night.

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
- \*Information Technology
- \*Professional Studies: Communication Arts/Humanities
- \*Professional Studies: Information Technology
- \*Teaching: Child and Society (non-certification program)



Associate Degrees

- \*Business Administration
- \*Communications
- \*Criminal Justice
- \*Early Childhood Education
- \*Human Resource Management
- \*Information Technology
- \*Liberal Studies

Certificate Programs

- \*Microsoft® Certified Systems Engineer
- \*Microsoft® Certified Systems Administrator
- \*Human Resource Management

Towanda Weekender

Bachelor's Degrees

- \*Accounting
- \*Criminal Justice Administration
- \*Early Childhood Education
- \*Elementary Education
- \*Human Resource Management
- \*Information Technology
- \*Teaching: Child and Society (non-certification program)

Associate Degrees

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

Certificate Programs

- \*Human Resource Management

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

|                         | <b>Resident</b><br>(per semester) | <b>Commuter</b><br>(per semester) | <b>Resident</b><br>(per academic year) | <b>Commuter</b><br>(per academic year) |
|-------------------------|-----------------------------------|-----------------------------------|--|--|
| <b>Tuition*</b>         | \$6,725.00                        | \$6,725.00                        | \$13,450.00                            | \$13,450.00                            |
| <b>Room and Board**</b> | \$3,780.00                        | 0                                 | \$ 7,560.00                            | 0                                      |

\* Full-time tuition covers 12-20.5 credits per semester. This tuition does not cover summer sessions or intersessions. Credits in excess of 20.5 per semester incur charges at the current per credit rate.

\*\*Room and Board based on double room rate in all residence halls except Keystone Commons, which is an additional \$200 per semester, and the 19 meals per week board plans.

\*\*\*Optional commuter meals plans available.

### Resident Student Board Plans

|   |            |
|---|------------|
| 19 meal plan (includes 100 KC\$ Dining Dollars) | \$1,840.00 |
| 12 meal plan (includes 100 KC\$ Dining Dollars) | \$1,790.00 |
| 10 meal plan (includes 200 KC\$ Dining Dollars) | \$1,790.00 |

*All resident students must participate in a meal plan,*

\*First year students are required to have the 19 meal per week meal plan; upper classmen may choose between the 19 meal plan and 14 meal plans. Seniors only may choose the 10 meal plan.

### Commuter Student Meal Plans

5 square plan (includes 75 meals per semester, 100 KC\$ Dining Dollars) \$500.00  
 On the move (includes 30 meals per semester, 100 KC\$ Dining Dollars) \$260.00  
 Commuter meal plans are available to both full-time and part-time commuter students.

### 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 operating expenses for student government and clubs, publication of the yearbook a, special student services such as trips and excursions, and the purchase of new equipment to improve the overall activities 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 latest software from Microsoft® and other vendors, 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.

|                           | <b>Cost</b>    | <b>Special Considerations</b>                                |
|---------------------------|----------------|--|
| 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              | \$160/credit   | See <b>page 68</b> of this catalog                           |
| Credit by Assessment      | \$ 75/course   | See <b>page 68</b> of this catalog                           |
| Transcript                | \$ 5           | See <b>page 73</b> 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, Cisco 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 236 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 diplomas 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. All full-time students must submit this insurance information each school year.

#### **Part-Time Tuition and Fees for the Traditional Schedule**

|                              |                    |
|------------------------------|--------------------|
| General College Fee          | \$ 50 per term     |
| Tuition                      | \$315 per credit   |
| Co-Op/Internship Tuition Fee | \$315 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                      | \$315 per credit    |
| Co-Op/Internship Tuition Fee | \$315 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 20.5 credits will be charged the comprehensive tuition charge of \$6,530.00. Financial aid will be based on their cost of attendance. Only Weekender credits are eligible for Weekender discounts.*

### **Required Fees - Part-Time Students**

**General College Fee:** \$50 - The general college fee is used to maintain and upgrade facilities used by the students while they attend Keystone.

**Activities Fees:** \$10 - The activities fee helps to support the extracurricular activities of the student body. This fee is charged each semester/trimester and 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.

**Technology Fee:** The technology fee is charged each semester/trimester. This 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.

## **Towanda Center Tuition and Fees**

### **Part-Time Tuition and Fees**

|                      |                     |
|----------------------|---------------------|
| General College Fee  | \$50 per term       |
| Tuition              | \$315 per trimester |
| Co-Op/Internship Fee | \$315 per credit    |
| Technology Fee       | \$25 per semester   |
| Activities Fee       | \$10 per trimester  |

### **Full-Time Tuition and Fees**

|                     |                          |
|---------------------|--------------------------|
| Tuition             | \$6,725.00* per semester |
| Activities Fee      | \$10 per trimester       |
| General College Fee | \$50 per term            |
| Technology Fee      | \$25 per trimester       |

*Towanda Center students will be charged at the per credit rate up to 13 credits per semester.*

*\*Towanda Center students taking more than 13 credits and up to 20.5 credits per semester will be charged the full-time comprehensive tuition charge of \$6,725.00. Part-time fees apply to all students taking classes exclusively at the Towanda Center.*

*Financial aid will be based on their cost of attendance. Students billed at the part-time rate are not eligible for institutional grants; however, students taking more than 6 credits may be eligible for a Towanda Center discount.*

## Billing Statements

The Student Business Services Office, 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) 945-8375 or by e-mailing [StudentAccounts@keystone.edu](mailto:StudentAccounts@keystone.edu).

It is the student's responsibility to obtain, complete, and return the Financial Responsibility Agreement prior to the beginning of each academic year at Keystone College. 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 Student Business Services Office 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 Student Business Services Office 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 uncollectible.

## **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 Financial Assistance and Planning Office 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 Center 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 board credits are prorated as of the end of the calendar week of withdrawal.*

## Refund Policy

If a student completes the official withdrawal process 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.**



After the last day to add classes, no reduction is granted 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 Financial Assistance and Planning Office.

## Tuition Refund Schedules

### Traditional Fall and Spring Semesters

| <i>Segment of Spring 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 Assistance and Planning**

### **Eligibility and Deadlines**

Keystone College is committed to helping as many eligible students as possible earn their degrees at our institution. 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 Financial Assistance and Planning Office at Keystone. Further information regarding financial aid may be obtained by calling (570) 945-8134 or 1-800-824-2764, option 2, or by writing to: Financial Assistance and Planning Office, Keystone College, One College Green, La Plume, PA 18440-1099, or by e-mailing: [financialaid@keystone.edu](mailto:financialaid@keystone.edu).

### **Eligibility**

To be eligible for financial assistance, 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 Financial Assistance and Planning Office 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 Financial Assistance and Planning Office 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.

## **Financial Assistance Program Descriptions**

### **Federal Aid Programs**

Students must meet the following requirements to be considered for any of the federal financial aid programs:

- \*Must have a high school diploma or GED
- \*Must be enrolled as a matriculating student in an eligible degree program or a certificate program
- \*Must be a U.S. citizen or eligible non-citizen
- \*Must maintain satisfactory academic progress
- \*Must not already hold a bachelor's degree (this requirement does not apply to the Stafford, Federal Work Study, or Perkins Loan program)
- \*If required, must be registered with Selective Service
- \*Must not owe any refund on Federal Aid and not be in default on Federal education loans
- \*Must not have been convicted of any illegal drug offense that would make you ineligible for Federal Aid.

### **Federal Pell Grant**

The federal Pell Grant is considered to be the foundation of financial aid. Eligibility for this program is determined before aid from other sources (federal and non-federal) is awarded. The Pell Grant does not have to be paid back, unlike loans. Awards are made according to the EFC calculated for the student. The Pell Grant for the 2004-2005 academic year (July 1, 2004 to June 30, 2005) will depend on program funding. The maximum Pell Grant for the 2003-2004 academic year was \$4,050. The amount you receive will depend not only on your demonstrated financial need, but also on your costs to attend Keystone College, your status as a full-time or part-time student, and your plans to attend Keystone College for a full year or less.

### **Supplemental Educational Opportunity Grant (SEOG)**

The Supplemental Educational Opportunity Grant or SEOG is a grant awarded to students with exceptional financial need. Students who are Pell Grant eligible with the lowest EFCs will be the first to receive SEOGs, which do not have to be paid back. Keystone College bases its SEOG awards on the EFC, demonstrated financial need, and funding available in the program.

### **Federal Carl D. Perkins Loan**

The Carl D. Perkins Loan is a low interest (5%) loan that is administered

by Keystone College for students who demonstrate financial need. This loan is made through the Financial Assistance and Planning Office. Keystone College is the lender and the loan is made with federal funding. You must repay this loan. Repayment begins nine months after graduation, withdrawal, or change to less than half-time status. Interest accrues in the student's name beginning in the tenth month after the student ceases to be enrolled on at least a half time basis. The maximum repayment schedule is ten years.

### **Federal Stafford Student Loan**

Stafford Student Loans are available to students enrolled at least half time (at least 6 credits) in their program of study. In order to determine eligibility for federal interest subsidy, all applicants must file the FAFSA. Additionally, a student must complete a Master Promissory Note (MPN) if they have never received a Stafford loan previously and the student must receive Entrance Loan Counseling, which will be discussed later. If you have financial need remaining after your EFC, the amount of any federal Pell Grant, the amount of any state grant assistance, and aid from all other sources are subtracted from your cost of attendance, you can now borrow a "subsidized" Stafford Loan to cover some or all of the remaining need. If you are eligible for a subsidized loan, the government will pay the interest while you are in school, for the first six months after you leave school, and when you qualify to have your payments deferred.

Depending on your financial need, you may borrow subsidized loan money for up to the annual loan limit for your grade level in school.

You might also be able to borrow loan funds beyond your subsidized loan amount or even if you do not have any demonstrated need. Keystone College will subtract the total amount of your other aid, if any, from your cost of attendance to determine the amount of an unsubsidized loan. Unlike the subsidized loan, you are responsible for the interest from the time the unsubsidized loan is disbursed until it is paid in full. You can choose to pay the interest or allow it to accumulate and be capitalized (that is, added to the principle amount of your loan).

You can receive a subsidized loan and unsubsidized loan for the same enrollment period as long as the loans do not exceed the annual loan limit or your cost of attendance.

Annual loan limits are determined by grade level and if a student is dependent or independent.

Dependent Student Loan Limits are:

- \*\$2,625 for a Freshman (0 to 29 credits completed)
- \*\$3,500 for a Sophomore (30 to 59 credits completed)
- \*\$5,500 for a Junior and/or Senior (60 credits completed or more)

Independent Student Loan Limits are:

- \*\$6,625 for a Freshman (0 to 29 credits completed) and at least \$4,000 of this amount must be in subsidized loans.

- \*\$7,500 for a Sophomore (30 to 59 credits) and at least \$4,000 of this amount must be in unsubsidized loans.

- \*\$10,500 for a Junior and/or Senior (60 completed credits or more) and at least \$5,000 of this amount must be in unsubsidized loans.

Loan proceeds are sent directly to the Student Business Services Office at Keystone College and will be credited to a student's account. Two disbursements will be made for each approved loan. If disbursed by check, proceeds cannot be credited to the account until the student endorses the check. Students will be notified when the check or EFT has arrived or the loan has been disbursed to the account. Keystone College participates with some lenders in the Electronic Funds Transfer (EFT) of Stafford and/or Plus Loans, thereby eliminating the disbursement of loan checks and the need for borrower endorsement.

#### **Entrance/Exit Interview Requirement for Stafford and Perkins Borrowers**

The Higher Education Amendments of 1986 stipulates that schools must conduct entrance and exit interviews for all students borrowing from the Stafford and Perkins Loan programs.

Entrance interviews are conducted prior to the certification and crediting of the student's first loan. These interviews are intended to give new student loan borrowers pertinent information about the terms and conditions of the loan, the borrower's responsibilities, and the importance of meeting repayment obligations. During entrance interview counseling, students will also receive sample repayment tables that can be used to estimate monthly payments and information on when loan repayment begins.

Prior to graduation or upon withdrawal from the College, all Stafford and Perkins borrowers must attend an exit interview. Exit interviews are designed to prepare the student loan borrower for repayment. During the interview, the borrower will receive information on repayment options, consequences of default, deferments, loan consolidation, and communication with the lender and/or loan servicer.

To satisfy the entrance interview requirement, Keystone College conducts entrance loan counseling sessions at all New Student Orientations. A borrower may also complete this requirement on-line through the internet at [www.aesuccess.org](http://www.aesuccess.org) and click on Entrance Loan Counseling. Be sure to select Keystone College from the list of participating schools. Read and complete all required information. You may also complete your exit loan interview on-line at the same Web site. Exit loan counseling sessions are conducted each semester. The Financial Assistance and Planning Office receives a list each semester of those students eligible for graduation, which we use to contact each graduate to attend. Those students who withdraw will see their counselor as they come around

with the withdrawal form and receive their counseling.

### **Work Study**

Keystone College is proud to provide two types of work study. The first is the Federal work study program which is need-based. As the Financial Assistance and Planning Office prepares your financial assistance package, if there is need available, a student will receive an estimated federal work study award in the package. The second type is the Keystone work study that is funded solely by Keystone College. If a student does not have any available need, they will be awarded an estimated Keystone work study amount. Please keep in mind that even though a work study award is included in your financial assistance package, there is not a guarantee for employment. There are a variety of jobs available to students with various hours and responsibilities. Job descriptions can be viewed by making an appointment with the Coordinator of Student Employment who is located in the Financial Assistance and Planning Office.

Work study awards do not get credited to a student's account. It is a job that the student will receive a paycheck for bi-weekly that can be used to cover educational and/or personal expenses while enrolled at least half time.

All students who are new to the work study program must first document that they are eligible to work in the United States by completing the U.S. Department of Justice Form I-9. At the time they are completing the I-9 form, students must have two forms of identification with them. Acceptable forms of identification include: the student's drivers license and social security card; or birth certificate and drivers license; or social security card and student picture ID card.

### **Pennsylvania State Financial Aid Programs**

#### **PHEAA State Grant**

The Pennsylvania State Grant Program is administered by the Pennsylvania Higher Education Agency (PHEAA) and provides grant assistance to undergraduate students enrolled in at least a two-year program and who are Pennsylvania residents. Student must be enrolled in at least half time (at least 6 credits) in order to qualify for the program as well. Eligibility is determined by PHEAA, and awards range between \$200 and \$3,300. Recipients must also be high school graduates or have a Pennsylvania GED. Receipt of the PHEAA State Grant assistance may not exceed the equivalent of eight semesters of full time award for a four-year program or four semesters of full time award for a two-year program. The deadline for the 2004-2005 academic year is May 1, 2004.

#### **Pennsylvania New Economy Technology Scholarship Program**

Scholarships are awarded to students who are at least a sophomore and enrolled as a full-time student pursuing a bachelor's degree in an approved science or technology field at an approved institution. Scholarships provide up to \$3,000 per year based on the total educational costs (tuition, mandatory fees, room, board,

and an allowance for books) to students who are enrolled full-time, for a maximum of three years. For additional information and criteria contact the Financial Assistance and Planning Office or PHEAA's Web site at [www.pheaa.org](http://www.pheaa.org) or 1-800-692-7392.

### **State Work Study Program (SWSP)**

The State Work Study Program, administered by PHEAA, provides eligible Pennsylvania students with opportunities to earn money for college education while working for a high tech or community development employer. Participating agencies include non-profit organizations, private businesses, and industry. Students must be enrolled in an eligible program of study to be considered. Applications and further information are available on PHEAA's Web site, which is [www.pheaa.org](http://www.pheaa.org).

### **Program Scholarships**

Keystone College offers a variety of scholarships that are both need-based and program specific. That is to say that the scholarships are awarded to students in a particular major and have demonstrated need available. The scholarships are:

- \*Professional Accounting Scholarship
- \*Drinko Criminal Justice Scholarship
- \*Information Technology Scholarship
- \*Professional Human Resource Management Scholarship
- \*Shoney's Culinary Arts Scholarship
- \*Sports and Recreation Management Scholarship

Please refer to page 45 for a complete description of each scholarship.

### **Office of Vocational Rehabilitation (OVR)**

OVR provides educational assistance to medically qualified students. When determining the amount of assistance, OVR requests information from the Financial Assistance and Planning Office pertaining to the student's eligibility for state and federal grant assistance. To find out more about OVR requirements, contact the OVR representative in your area.

### **Veterans' Benefits**

If you are an eligible veteran or dependent of an eligible veteran, you may be eligible for Veteran's Educational Benefits. For further information on the program, contact the Registrar's Office.

## **Financing Your Education at Keystone College**

Keystone College provides several options to assist in covering the cost of education. Understandably, the financial assistance package developed may not cover the entire cost to attend. We understand and offer several options for payment.

### **Federal Parent Loan (PLUS)**

PLUS loans are available to parents of dependent students to meet educational costs. Through the PLUS program, parents may borrow the difference between a student's cost of attendance less any financial aid.

Eligibility for a PLUS loan is based on credit-worthiness of the parent borrower. The interest rate is variable and will not exceed 9%. PLUS loan proceeds are sent in two disbursements and are made co-payable to the parent and to the school. If the parent has authorized EFT, loan proceeds will be credited directly to the student account and the parent will be notified. If the funds are issued by check, the Student Business Services Office will contact the parent borrower for endorsement and then credit the funds to the student account.

### **Tuition Management Systems (TMS)**

Keystone College participates in the Tuition Management Systems (TMS) payment program. This program offers families the ability to make monthly payments while the student is in college. This eliminates the need to make lump sum payments prior to the beginning of each semester. Families can budget an amount not to exceed total yearly charges less any financial aid that will be received. No interest is charged by TMS, rather there is a one time minimal fee to participate each year.

You may contact the Student Business Services Office for more information or TMS directly. You may contact TMS at 1-888-895-9061 or through the internet at [www.afford.com](http://www.afford.com).

### **Alternative Loan Programs**

Many programs are available through lending institutions to families in need of additional funding for education. These alternative sources may be a line of credit to cover educational costs for four years, a supplemental loan processed on a yearly basis, or a home equity loan.

In most cases, eligibility for supplemental loan programs is based on the personal credit history and financial circumstances of the student. Usually a debt-income analysis is performed to determine the applicant's ability to repay the loan. Some applicants may find they need a co-borrower to gain approval for a supplemental loan. For additional information on these programs, contact



the Financial Assistance and Planning Office.

#### **Payment/Aid Disbursement**

Students receive a statement of account for each semester they are enrolled or plan to enroll. The statement reflects tuition, mandatory fees, room, and board. The statement will also include financial aid awards that are complete and/or have been received by the Student Business Services Office. Any balance due must be paid prior to the start of classes.

### **Satisfactory Academic Progress Requirements**

Federal regulations require that educational institutions measure students' progress toward a declared educational objective, both quantitatively and qualitatively.

In accordance to the above requirements, Keystone College has established the following standards to measure a student's academic progress for each academic year. These standards will be applied uniformly to all students when determining their eligibility for federal and/or Keystone College funds **regardless of whether the student previously received these funds.**

#### **Maximum Semester of Aid Eligibility**

The maximum time frame that a full-time baccalaureate student may take to complete the program of study at Keystone College is not to exceed 12 full semesters. A part-time baccalaureate student may not take more than 12 academic years to complete the program.

The maximum time frame that a full-time student seeking an associate degree from Keystone College has to complete the program is six semesters. A part-time student must complete the associate degree within five academic years. Students enrolled in an eligible certificate program should consult the Financial Assistance and Planning Office for the maximum time frame allowed for their program.

Students who change their majors are responsible for completing the degree requirements within the time frame specified above.

#### **PHEAA State Grant**

PHEAA state grant recipients who received assistance as full-time students must complete a minimum of twenty-four (24) credits for every two terms of state grant assistance while those who received assistance as part-time students must complete a minimum of twelve (12) credits for every two terms of state grant assistance. This requirement must be met even if the state grant was received for attendance at another institution.

#### **Credits - Quantitative Requirements**

The federal regulation regarding Satisfactory Academic Progress stipulates that students must successfully complete a minimum number of credits per academic year based on their enrollment. The following is a breakdown of the requirement:

If a student is full term (12 or more credits per semester), the student must have completed at least 24 credits at the end of the academic year.

If a student is a three-quarter time (9 to 11 credits per semester), the student must complete at least 18 credits at the end of the academic year.

If a student is half time (6 to 8 credits per semester), the student must complete at least 12 credits at the end of the academic year.

Students whose enrollment status varies during the academic year or are in the Weekender Trimester program must earn a proportionate amount of credits.

### **Grade Point Average Requirements**

In addition to the minimum number of credits to be completed each year, all students must maintain a minimum Grade Point Average (GPA) in order to continue to receive federal and Keystone College funding. Please keep in mind that the merit scholarships have certain GPA requirements each and students should refer to the College Catalog for those requirements. The following are the guidelines for minimum GPA requirements per academic grade level:

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

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

### **Prior Institutional Course Work**

Course work 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 federal or institutional financial assistance.

### **Incomplete Work and Withdrawals**

Incomplete work in a course, resulting in an “I” on the grade report, will 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 assistance 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 assistance.

## 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 institution 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 Scholarship:** 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 "Administrator of the Year" and "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.

**Mr. and Mrs. Benton Coleman Scholarship:** 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.

**Frank "Chick" DePietro, Sr., Memorial Scholarship:** Established by his grandson and supported by friends and family, this scholarship is annually awarded to a student in good academic standing with financial need, enrolled in Keystone College's Culinary Arts program, and serves as a lasting tribute to Mr. DePietro's generosity to his community and passion for the food service industry.

**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.

**Joseph and Louise Finetti Scholarship:** This scholarship was established by alumna, Louise Finetti '53 and her husband Joseph, in honor of the fifty year anniversary of her graduation from Keystone College, and is awarded annually to a student in good academic standing and financial need.

**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 Scholarship:** A scholarship 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 Scholarship:** 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 trustee and 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 Water 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 of Native American descent and second preference to a student 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 Scholarship:** 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 Scholarship:** 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 Scholarship:** 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., Scholarship:** The annual earnings of this fund, established by the Schautz family in memory of the former Dunmore, Pa., industrialist, provide a scholarship 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., 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.

**Scranton Times-Tribune Scholarship:** Established by the Lynett family, this scholarship is annually awarded to a full or part-time student in good academic standing, financial need and an employee, or child of an employee of *The Scranton Times*, *The Tribune*, *The Citizens' Voice*, or local radio station affiliates of Times-Shamrock Communications. Candidates must self-identify as an applicant to Keystone College's Financial Assistance and Planning Office and obtain written employment verification on an annual basis through *The Scranton Times-Tribune* Personnel Office.

**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 Scholarship:** Funded by the United Parcel Service Foundation and administered by the Association of Independent Colleges & Universities of Pennsylvania, an annual scholarship is awarded to a student in good academic standing and financial need.

**Lynn E. VanGorder Scholarship:** 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 Scholarship:** 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  
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  
Tunkhannock Junior Women's Club Scholarship  
Katherine O'Dea Van Deusen Scholarship for the Arts  
Mark Vanko, Jr. Memorial Scholarship  
Murray Weinberger Leadership 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

#### Residence Life

The Office of Housing and Residence Life at Keystone College strives to create an environment that fosters the holistic development of each residential student within the context of building a healthy residential community. The foundation of residence life at Keystone College is respect: respect for others, respect for self, and respect for the living environment. It is within this environment of respect that an optimal residential community is created. To live on campus, all students MUST:

1. Carry a minimum of twelve (12) credit hours to live in a College owned residence hall. Residents who drop below twelve (12) credit hours after add/drop period will be removed from the residence halls.
2. Receive or be prepaid and scheduled to receive the meningitis vaccination prior to moving onto campus. This is not only a Keystone College policy but also a Pennsylvania State Law.

#### 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 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.

Students who are enrolled part-time at Keystone College may elect to voluntarily obtain health insurance through the College at the rate charged by the carrier for that year. Part-time students who are currently not covered by any health benefits, may seek medical care through Keystone College Health Services for a walk-in charge of \$25.00. Payment is due at the time services are rendered, unless other arrangements are made. Lab and x-ray fees are not included. Fees for follow-up visits will be determined by the nurse practitioner based on clinical diagnosis. These fees apply only to Health Care Services on campus. If a student elects to seek medical care through the College Physician, Dr. Patrick Murray, fees may vary.

College Immunization Requirements: Keystone College Health Services requires proof of the following immunizations for all full-time students:

1. Meningitis Vaccination as required by Pennsylvania Law
2. Evidence of childhood immunizations:
  - Mumps, Measles and Rubella, I and II
  - Polio Series
  - Tetanus Booster, within the last 10 years
  - Yearly Tuberculosis Test

We highly recommend the following immunizations:

1. Meningitis for commuter students
2. Hepatitis B Series
3. Flu shot every year, especially if you are a resident student.

**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 Activities Board

The Campus Activities 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 Activities 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:** While designed for ACT 101 students, membership is open to any interested student. The ACT 101 Club sponsors social, cultural, and academic events for club members. See page 80 for a detailed description of the ACT 101 program.

**Art Society:** While consisting primarily of members of the art history and studio classes, this society is open to all students. It sponsors lectures, demonstrations, seminars, and field trips. Anyone interested in broadening his or her world perspective can join the Keystone Art Society.

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

**Co-op Club:** The purpose of this organization is to provide a support network for students participating in the cooperative education program at Keystone College, to better prepare students for the work world through interaction with the business community, and to promote 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. F.A.D.E. promotes programs that educate campus members on the dangers of substance use. F.A.D.E. also sends a message that you can enjoy college life on "natural highs."

**The 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.

**Intercollegiate Leadership:** Intercollegiate is a program designed to bring together students from six local colleges and universities. Programs are held once a month at the various institutions to focus on topics such as Interpersonal and Leadership Skills, Government and Justice, Community Issues, Diversity and Community Service.

**Inter-Hall Council:** Each residence hall elects two representatives to assist with residence hall administration and sponsor social activities.

**Jr. Professional Chefs of NEPA (formerly Society of Hosteurs):** An on campus club for those interested in the Culinary Arts field, joining together with the local branch of the American Culinary Federation (ACF). The ACF mission is to make a positive difference for Culinaricians through education, apprenticeship and certification, while creating a fraternal bond of respect and integrity among Culinaricians.

**The Keystone Players:** The Keystone Players produce 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:** The Keystone Service 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. The club also gives members the opportunity to meet new friends and participate in social activities.

**Keystone Society for Human Resource Management (SHRM):** 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 purpose of the Multi-Ethnic Cultural Association is to promote 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 - The Business Club:** 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.

**S.I.F.E.:** Students in Free Enterprise is an international, collegiate organization with a mission of "providing college students the best opportunity to make a difference

and to develop leadership, teamwork, and communication skills through learning, practicing, and teaching the principles of free enterprise.” Working together as a team, S.I.F.E. students apply their experiences from the classroom to develop and implement programs that will educate the community about the value of entrepreneurship, ethics, principle of market economics, and financial issues.

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

**Student Senate:** Student Senate is the executive and legislative agency of the student body and liaison between the College administration and the student body. It allocates student activity funds, supervises elections, coordinates social activities, and charters campus organizations. Through Student Senate, students also serve as appointed or exofficio members of certain college committees.

**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:** The College’s radio station provides radio broadcasts to the residence halls via a transmitter on FM 89.1 and AM 530. WKEY is committed to diversity in terms of both member composition and programming formats.

**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.

Keystone College is a provisional member of the NCAA Division III and is also a new member of the Eastern College Athletic Conference (ECAC), and the North Eastern Athletic Conference (NEAC). Keystone's intercollegiate teams compete with other four-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, men's and women's outdoor 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 99. 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.

At the beginning of their final semester of study, students must apply for degree candidacy 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**

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. 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 232 for a list of minors currently available. Consult with curriculum coordinators to determine additional minors that may be added throughout the 2004-2005 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 courses 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 236. 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**

Currently enrolled Keystone College students 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" above.) 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 Financial Assistance and Planning Office 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. Courses completed at other institutions are not accepted as repeated courses.

## **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*     |

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

### **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 229.)

## Grading Policy

### Grades

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

| <i><b>Grade</b></i> | <i><b>Quality Points</b></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                         |

### Other Grades

#### I (Incomplete)

This grade indicates that the student has not completed the course requirements at the time that 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, do not constitute valid reasons for a student to be awarded a grade of "I." The deadline for the completion of the coursework 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. The deadline for completion of the course is four weeks into the

next semester. If the coursework is not completed within the specified time frame, the in-progress grade will become an "F."

### **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 (Withdraw)**

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 letter grades of "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," or "F" have 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 letter grades of "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," or "F" have 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 the 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 to the Board. The student may support his/her position with relevant witnesses and support material.
4. The faculty member shall then make their presentation 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 0.75 at the end of their first full-time semester, below 1.85 at the end of the second full-time semester, below 1.90 at the end of the third full-time semester and/or below 2.00 at the end of any subsequent full-time semester. Students on academic probation may not take more than 15 credits for the semester. Once students are on academic probation, they must earn at least a 2.00 GPA in subsequent semesters or be subject to possible academic suspension from the College for a lack of academic progress.

All students on academic probation will be required to participate in special academic programs, such as Success Group classes. Students who do 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 will be removed from academic probation 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 with junior or senior class standing who have a cumulative GPA less than 2.00 are subject to academic suspension. Students who have served their suspension must apply for readmission to the College (page 18).

### **Academic Dismissal**

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

### **Academic Fresh Start**

The Academic Fresh Start policy is designed to forgive the grades of those students who attended college and were not ready for the rigors of higher education at that time.

1. The student must formally request the fresh start, in writing, to the dean of the college, who will then bring the request to the Standing of Students committee.
2. The student must have been separated from Keystone College for a minimum of seven years.
3. The forgiven courses must have been taken before the separation from Keystone College. They do not apply to courses taken after the Academic Fresh Start.
4. The entire term or terms are forgiven. A student may not choose individual courses or semesters. It is an all-or-nothing policy.
5. The forgiven grades remain on the academic transcript, but the grades are not factored in the grade point average.
6. The student must achieve a grade point average of 2.00 or higher in their first semester of Academic Fresh Start or suspension will result.

## **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 seven weeks of the term. A student may withdraw from a course (with a "W") prior to the completion of the withdrawal period (see academic calendar p. 341.) 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 permis-

sion 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 (ENGL 101).

Students receiving financial assistance, including loans, should consult the Office of Financial Assistance and Planning 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 seven weeks of the term, the course is not recorded on the student’s official Keystone transcript. If a course is dropped during the withdrawal period (see academic calendar p. 341), 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.

### **Corequisites and Prerequisites**

Only curriculum coordinators or division chairs may waive prerequisites or corequisites.

### **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). The complete codes of eligibility standards are available for review in the Athletic Department and in publications distributed by the NCAA. 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 “T” as the grade for all current courses. (See page 70 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 Assistance and Planning 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 Assistance and Planning, the Student Business Service Office, 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 32.

No withdrawal may occur after the official “last day to withdraw,” which is stated in the academic calendar (beginning on page 341), unless the dean of the college grants special permission due to extraordinary circumstances.

## **Honors Program**

The Honors Program at Keystone benefits students of intellectual promise and high motivation who seek increasing challenge at the undergraduate level. The program is designed to recognize and encourage academic excellence, to stimulate students to work at their own pace, and to facilitate the exchange of ideas and information among students with different interests and in different disciplines. Honors students are placed in a challenging yet supportive environment within which they can develop their critical and creative thinking skills and find ways to use

these skills to make a difference in the larger community. The Honors Program provides co-curricular activities, service opportunities, and intellectual and social support, adding significant dimensions to the students' academic program.

Students admitted to the Honors Program will be enrolled in a special, enriched section of English 101 (College Writing I - The Basics of Academic Writing). In later semesters, students enrolled in a baccalaureate degree program must acquire an additional 21 Honors-designated credits, and students pursuing an associate degree program must acquire an additional 9 credits (an average of one course per semester). A contract will be signed by the students and faculty for each Honors-designated course, outlining additional requirements. Students must have a minimum of "B" in the course for Honors designation on their transcript. As seniors, Honors students will complete a senior thesis project and presentation.

Students must maintain a 3.5 cumulative GPA to graduate with Honors designation. At commencement and on their diplomas, students in the Honors Program will be identified as Honors Scholars.

Honors Program students will also attend at least two Honors Seminars per semester, which will include guest speakers, cultural events, and other activities. In addition, the Presidential Book Club will meet each semester with the president, Dr. Edward G. Boehm, Jr., to discuss an assigned book.

Honor Program students enrolled on a full-time basis may be eligible for scholarships from one-half (plus fees) up to full-tuition, including fees.

## 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 and academic 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 are: Allied Health fields: College Misericordia, Thomas Jefferson University - College of Allied Health, State University of New York (SUNY): Upstate Medical University; Art: Atlanta College of Art, Alfred University, University of Arts, Fashion Institute of Technology (toy design), The School of Visual Arts; Environmental Science: SUNY College of Environmental Science and Forestry at Syracuse; Pre-Medical: King's College (Physician Assistant), SUNY: Upstate Medical, Logan College, New York College of Chiropractic, Parker College of Chiropractic. (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 in most courses. **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 enrolled in two-year career-oriented programs.

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**

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### **The Keystone College Philosophy of General Education**

As a college that 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. General Education at Keystone is integrated with our major curricula; each supports and reinforces the other. General Education courses provide skills and perspectives 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 for lifelong learning, growth and development.
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. Think clearly, logically, critically, and creatively;
2. Solve problems;
3. Interact productively with technology;
4. Conduct research and use information appropriately;
5. Manage and take responsibility for their own education and lives;
6. Communicate clearly through writing, interpersonal interactions,

- and presentation skills;
- 7. Behave in an informed and ethical manner;
- 8. Demonstrate an appreciation of and respect for the physical world;
- 9. Demonstrate an appreciation of and respect for human cultures, and/or societies;
- 10. Demonstrate an appreciation of creative, artistic works.

The College uses a wide variety of methods to measure and determine student success in achieving these objectives, with appropriate measurements and criteria on the associate degree level and an advanced set of measurements and criteria on the bachelor's degree level.

Students transferring 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. See the Course Descriptions section of the Catalog beginning on page 236 for details on course content.

|      |     |                        |
|------|-----|------------------------|
| IDS  | 101 | The First-Year Seminar |
| ENGL | 101 | College Writing I      |
| ENGL | 102 | College Writing II     |
| 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   |
| ENGL | 102 | College Writing II  |
| 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   |
| ENGL | 102 | College Writing II  |
| 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 Distribution 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   |
| ENGL               | 102 | College Writing II  |
| 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 disci-

plines:

- 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 in-

cluded 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   |
| ENGL             | 102 | College Writing II  |
| 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            |
| ENGL             | 102 | College Writing II           |
| 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 requirements, 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, 309, 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  
Leadership 110, 310, 410  
Music 101, 105, 301  
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, 210, 307, 311, 314, 315, 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\*, 108, 109, 110\*, 111\*, 112\*, 113\*, 114\*, 130, 200, 211\*, 213, 214\*, 315\*, 328\*

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

Environmental Science 101, 305, 328\*

Mathematics 102, 110, 111, 113, 200, 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**

Art 301

Communications 212, 301, 305, 310, 328, 410, 428

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

History 302

Political Science 303

### **Diversity Awareness**

Business 330

Communications 428

Education 320

English 222, 328

Environmental Science 215

History 302

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

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## **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 (see page 236). 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 87)

#### **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<sup>1</sup>  
Arts and Humanities Elective (200-level or higher)<sup>1</sup>  
Economics (ECON) 201 - Principles of Economics I  
Economics (ECON) 202 - Principles of Economics II  
Mathematics (MATH) 205 - Statistics  
Mathematics (MATH) 314 - Statistics and Research<sup>2</sup>  
Science Elective - Laboratory Course<sup>2</sup>

#### **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 Internship<sup>3</sup>  
 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) 120 - Web Programming I  
 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 Applications<sup>1</sup>  
 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 Elective<sup>1</sup>  
 (200-level or higher)  
 ECON 202 Principles of Economics II  
 MATH 205 Statistics  
 IT 120 Web Programming I

**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 Accounting  
ACCT 423 Accounting Internship<sup>3</sup>  
BUSN 401 Organizational Behavior  
Science Elective - Laboratory Course<sup>2</sup>

**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:**

<sup>1</sup>Please refer to page 96 for a list of courses fulfilling this requirement.

<sup>2</sup>Please refer to page 97 for a list of courses fulfilling this requirement.

<sup>3</sup>Students 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.

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  
Environmental Biology Concentration  
Bachelor of Science**

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

The biological science major is offered in several tracks. The environmental biology track is available for those students interested in environmental issues as applied to biology. The goals of this program are to provide students with a solid scientific background in the field of environmental biology, to introduce them to some useful tools that they can use in their careers (e.g. statistics, sampling methodology, GIS) and to allow them to explore applied aspects of the scientific theory that they have learned.

**Graduation Requirements**

Developmental Education (DVED) 108 – Critical and Analytical Reading (see page 87)

**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 Elective<sup>1</sup>  
Arts and Humanities Elective<sup>1</sup>  
Arts and Humanities Elective – 200-level<sup>1</sup>  
Social and Behavioral Science Elective<sup>1</sup>  
Social and Behavioral Science Elective – 200-level<sup>1</sup>  
Biology (BIOL) 105 – Anatomy and Physiology I  
Biology (BIOL) 106 – Anatomy and Physiology II  
Mathematics (MATH) 205 – Statistics

**Curriculum Courses:**

Biology (BIOL) 108/109 - Introduction to Field Biology<sup>2</sup>  
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) 355 - Immunology  
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  
 Chemistry (CHEM) 204 – Organic Chemistry II  
 Cooperative Education Experience (COOP)<sub>3</sub>  
 Environmental Science (ENVT) 210 - GIS/GPS  
 Environmental Science (ENVT) 225 - Environmental Policy and Management  
 Environmental Science (ENVT) 305 - Soils Science  
 Environmental Science (ENVT) 328 - Hydrology  
 Mathematics (MATH) 113 - Pre-Calculus  
 Mathematics (MATH) 225 - Calculus I  
     or Mathematics (MATH) 230 - Calculus II  
 Mathematics (MATH) 314 – Statistics and Research  
 Natural Science Elective<sub>3</sub>  
 Natural Science Elective<sub>3</sub>  
 Physical Science (PHSC) 110 - Global Change: Introduction to Earth Systems  
 Physical Science (PHSC) 201 - Physical Geology  
 Physics (PHYS) 200 – General Physics I  
 Physics (PHYS) 205 - General Physics II

**Free Electives:**

Sufficient free electives must be taken to ensure the student has 132 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  
 ENGL 101 College Writing I  
 IDS 101 The First-Year Seminar  
 PHED 105 Wellness and Fitness

**Third Semester (Fall)**

Arts and Humanities Elective<sup>1</sup>  
 BIOL 105 Anatomy and Physiology I  
 BIOL 213 Heredity and Evolution  
 CHEM 203 Organic Chemistry I  
 MATH 225 Calculus I  
     or MATH 230 Calculus II

**Second Semester (Spring)**

BIOL 114 General Biology II  
 CHEM 106 General Chemistry II  
 COMM 107 Speech Communication  
 ENGL 102 College Writing II  
 MATH 113 Pre-Calculus  
     or MATH 225 Calculus I

**Fourth Semester (Spring)**

Arts and Humanities Elective<sup>1</sup>  
 BIOL 106 Anatomy and Physiology II  
 BIOL 211 Microbiology  
 CHEM 204 Organic Chemistry II  
 ENVT 210 GIS/GPS  
 PHSC 110 Global Change



**Fifth Semester (Fall)**

BIOL 108/109 Introduction to Field Biology<sup>2</sup>  
BIOL 310 Cell Biology  
BIOL 325 Biochemistry  
PHSC 201 Physical Geology  
PHYS 200 General Physics I  
Social and Behavioral Science Elective<sup>1</sup>

**Seventh Semester (Fall)**

BIOL 355 Immunology  
BIOL 445 Biology Seminar and Research  
COOP Cooperative Education Experience<sup>4</sup>  
ENVT 305 Soils Science  
MATH 314 Statistics and Research  
Social and Behavioral Science Elective 200-level<sup>1</sup>

**Sixth Semester (Spring)**

BIOL 108/109 Introduction to Field Biology<sup>4</sup>  
BIOL 214 Introductory Ecology  
ENVT 215 Environmental Ethics  
MATH 205 Statistics  
Natural Science Elective<sup>3</sup>  
PHYS 205 General Physics II

**Eighth Semester (Spring)**

Arts and Humanities Elective  
200-level<sup>1</sup>  
BIOL 450 Biology Capstone Project  
ENVT 225 Environmental Policy  
and Management  
ENVT 328 Hydrology<sup>3</sup>  
Natural Science Elective

**Footnotes:**

<sup>1</sup>Please see page 96 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, see page 98.

<sup>2</sup>Students must complete at least 2 credits of Field Biology.

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

<sup>4</sup>Students must complete a minimum of 1 credit of COOP.

**Biological Science  
Professional Studies: Natural Science  
Forensic Biology Concentration  
Bachelor of Science**

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

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 within 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 criminal and civil law. The objective of the program is to prepare students for medical school or graduate school to become: medical examiner or coroner, crime scene investigator, forensic biologist, anthropologist, toxicologist, or prepare for careers as laboratory technicians in private, state and federal forensic laboratories.

**Graduation Requirements**

Developmental Education (DVED) 108 – Critical and Analytical Reading (see page 87)

**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 Elective<sup>1</sup>

Arts and Humanities Elective<sup>1</sup>

Arts and Humanities Elective – 200-level<sup>1</sup>

Biology (BIOL) 105 - Anatomy and Physiology I

Biology (BIOL) 106 - Anatomy and Physiology II

Psychology (PSYC) 101 - General Psychology

Psychology (PSYC) 225 - Forensic Psychology

Mathematics (MATH) 205 - Statistics

**Curriculum Courses:**

Biology (BIOL) 113 - General Biology I

Biology (BIOL) 114 - General Biology II

Biology (BIOL) 115 - Medical Terminology

Biology (BIOL) 130 - Introduction to Forensic Biology

Biology (BIOL) 211 - Microbiology

Biology (BIOL) 213 - Heredity and Evolution

Biology (BIOL) 214 - Introductory Ecology

Biology (BIOL) 310 - Cell Biology

Biology (BIOL) 320 - Instrumental Analysis  
 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)<sup>2</sup>  
 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) 113 - Pre-Calculus  
 Mathematics (MATH) 225 - Calculus I  
 Mathematics (MATH) 230 - Calculus II  
 Mathematics (MATH) 314 - Statistics and Research  
 Natural Science Elective<sup>3</sup>  
 Natural Science Elective<sup>3</sup>  
 Physics (PHYS) 200 – General Physics I

#### **Free Electives:**

Sufficient free electives must be taken to ensure the student has 133 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  
 ENGL 101 College Writing I  
 IDS 101 The First-Year Seminar  
 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  
 or MATH 230 Calculus II

##### **Fifth Semester (Fall)**

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

##### **Second Semester (Spring)**

BIOL 114 General Biology II  
 CHEM 106 General Chemistry II  
 COMM 107 Speech Communication  
 ENGL 102 College Writing II  
 MATH 113 Pre-Calculus  
 or MATH 225 Calculus I

##### **Fourth Semester (Spring)**

Arts and Humanities Elective<sup>1</sup>  
 BIOL 106 Anatomy and Physiology II  
 BIOL 115 Medical Terminology  
 BIOL 130 Introduction to Forensic Science  
 BIOL 211 Microbiology

##### **Sixth Semester (Spring)**

BIOL 214 Introductory Ecology  
 ENVT 215 Environmental Ethics  
 MATH 205 Statistics  
 Natural Science Elective<sup>3</sup>  
 PSYC 101 General Psychology

**Seventh Semester (Fall)**

Arts and Humanities Elective<sup>1</sup>  
BIOL 445 Biology Seminar and Research  
CJ 302 Criminal Evidence and Court Procedures  
COOP Cooperative Education Experience<sup>2</sup>  
MATH 314 Statistics and Research  
PSYC 225 Forensic Psychology

**Eighth Semester (Spring)**

Arts and Humanities  
Elective 200-level<sup>1</sup>  
BIOL 450 Biology Capstone Project  
CJ 305 Criminal Investigation  
MATH 230 Calculus II  
or Free Elective  
Free Elective  
Natural Science Elective<sup>3</sup>

**Footnotes:**

<sup>1</sup>Please see page 96 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, see page 98.

<sup>2</sup>Students must complete a minimum of 1 credit of COOP.

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

**Biological Science**  
**Professional Studies: Natural Science**  
**General Biology Concentration**  
**Bachelor of Science**

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

The general biology track is a traditional biology curriculum with emphasis on modern biological technology. The goal of this program is to provide students with a solid scientific background in the field of biology, to introduce them to some useful tools that they can use in their careers (e.g. statistics, spectroscopy) and to allow them to explore applied aspects of the scientific theory that they have learned. This rigorous program will prepare students for graduate studies in science, medicine, dentistry, chiropractic, physician's assistant, pharmacy, and biochemistry, to name a few. There is sufficient flexibility to allow students to minor in one of several disciplines.

**Graduation Requirements**

Developmental Education (DVED) 108 – Critical and Analytical Reading (see page 87)

**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 Elective<sup>1</sup>  
Arts and Humanities Elective<sup>1</sup>  
Arts and Humanities Elective - 200-level<sup>1</sup>  
Biology (BIOL) 105 - Anatomy and Physiology I  
Biology (BIOL) 106 - Anatomy and Physiology II  
Mathematics (MATH) 205 - Statistics  
Social and Behavioral Science Elective<sup>1</sup>  
Social and Behavioral Science Elective - 200-level<sup>1</sup>

**Curriculum Courses:**

Arts and Humanities Elective<sup>1</sup>  
Biology (BIOL) 108/109 - Introduction to Field Biology<sup>4</sup>  
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) 320 - Instrumental Analysis  
 Biology (BIOL) 325 - Biochemistry  
 Biology (BIOL) 355 - Immunology  
 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  
 Chemistry (CHEM) 204 - Organic Chemistry II  
 Cooperative Education Experience (COOP)<sup>3</sup>  
 Mathematics (MATH) 113 - Pre-Calculus  
 Mathematics (MATH) 225 - Calculus I  
     or Mathematics (MATH 230) - Calculus II  
 Mathematics (MATH) 314 - Statistics and Research  
 Natural Science Elective<sup>2</sup>  
 Natural Science Elective<sup>2</sup>  
 Physics (PHYS) 200 - General Physics I  
 Physics (PHYS) 205 - General Physics II

#### **Free Electives:**

Sufficient free electives must be taken to ensure the student has 132 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  
 ENGL 101 College Writing I  
 IDS 101 The First-Year Seminar  
 PHED 105 Wellness and Fitness

##### **Third Semester (Fall)**

Arts and Humanities Elective<sup>1</sup>  
 BIOL 105 Anatomy and Physiology I  
 BIOL 213 Heredity and Evolution  
 CHEM 203 Organic Chemistry I  
 MATH 225 Calculus  
     or MATH 230 Calculus II

##### **Fifth Semester (Fall)**

BIOL 108/109 Introduction to Field Biology<sup>4</sup>  
 BIOL 310 Cell Biology  
 BIOL 325 Biochemistry  
 Free Elective  
 PHYS 200 General Physics I  
 Social and Behavioral Science Elective<sup>1</sup>

##### **Second Semester (Spring)**

BIOL 114 General Biology II  
 CHEM 106 General Chemistry II  
 COMM 107 Speech Communication  
 ENGL 102 College Writing II  
 MATH 113 Pre-Calculus  
     or MATH 225 Calculus I

##### **Fourth Semester (Spring)**

Arts and Humanities Elective<sup>1</sup>  
 BIOL 106 Anatomy and Physiology II  
 BIOL 211 Microbiology  
 BIOL 320 Instrumental Analysis  
 CHEM 204 Organic Chemistry II

##### **Sixth Semester (Spring)**

BIOL 108/109 Introduction to Field Biology<sup>4</sup>  
 BIOL 214 Introductory Ecology  
 ENVT 215 Environmental Ethics  
 MATH 205 Statistics  
 Natural Science Elective<sup>2</sup>  
 PHYS 205 General Physics II

**Seventh Semester (Fall)**

Arts and Humanities Elective<sup>1</sup>  
BIOL 355 Immunology  
BIOL 445 Biology Seminar and Research<sup>3</sup>  
COOP Cooperative Education Experience  
MATH 314 Statistics and Research  
Social and Behavioral Science Elective 200-level<sup>1</sup>

**Eighth Semester (Spring)**

Arts and Humanities  
Elective 200-level<sup>1</sup>  
BIOL 450 Biology Capstone Project  
Free Elective  
Free Elective  
Natural Science Elective<sup>2</sup>

**Footnotes:**

<sup>1</sup>Please see page 96 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, see page 98.

<sup>2</sup>To be chosen from the following disciplines: Biology, Chemistry, Environmental Science, Physical Science, Physics, or a course approved by the academic adviser.

<sup>3</sup>Students must complete a minimum of 1 credit of COOP.

<sup>4</sup>Students are required to complete a minimum of 2 credits of Field Biology.

**Biological Science  
Professional Studies: Natural Science  
Physical Therapy Concentration  
Bachelor of Science**

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

The physical therapy track in biology is intended for students planning for continued doctoral studies in physical therapy at one of many universities offering that concentration of study. The curriculum is modified to meet the needs for transfer into most doctoral programs in physical therapy including Thomas Jefferson University in Philadelphia. This program offers flexibility so that one may accommodate the requirements of transfer institutions.

**Graduation Requirements**

Developmental Education (DVED) 108 – Critical and Analytical Reading (see page 87)

**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 Elective<sup>1</sup>  
Arts and Humanities Elective<sup>1</sup>  
Arts and Humanities Elective - 200-level<sup>2</sup>  
Biology (BIOL) 105 - Anatomy and Physiology I  
Biology (BIOL) 106 - Anatomy and Physiology II  
Mathematics (MATH) 205 - Statistics  
Psychology (PSYC) 101 - General Psychology  
Psychology (PSYC) 200 - Developmental Psychology

**Curriculum Courses:**

Anthropology (ANTH) 101 - Introduction to Cultural Anthropology  
Arts and Humanities Elective<sup>2</sup>  
Biology (BIOL) 108/109 - Introduction to Field Biology<sup>5</sup>  
Biology (BIOL) 113 - General Biology I  
Biology (BIOL) 114 - General Biology II  
Biology (BIOL) 115 - Medical Terminology  
Biology (BIOL) 210 - Nutrition  
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) 355 - Immunology  
 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  
 Chemistry (CHEM) 204 - Organic Chemistry II  
 Cooperative Education Experience (COOP)  
 Mathematics (MATH) 113 - Pre-Calculus  
 Mathematics (MATH) 225 - Calculus I  
     or Mathematics (MATH) 230 - Calculus II  
 Mathematics (MATH) 314 - Statistics and Research  
 Natural Science Elective<sup>3</sup>  
 Natural Science Elective<sup>3</sup>  
 Physics (PHYS) 200 - General Physics I  
 Physics (PHYS) 205 - General Physics II  
 Psychology (PSYC) 314 - Psychopathology  
     or Psychology (PSYC) 315 - Psychology of Disability

#### **Free Electives:**

Sufficient free electives must be taken to ensure the student has 132 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  
 ENGL 101 College Writing I  
 IDS 101 The First-Year Seminar  
 PHED 105 Wellness and Fitness

##### **Second Semester (Spring)**

BIOL 114 General Biology II  
 CHEM 106 General Chemistry II  
 COMM 107 Speech Communication  
 ENGL 102 College Writing II  
 MATH 113 Pre-Calculus  
     or MATH 225 Calculus I

##### **Third Semester (Fall)**

Arts and Humanities Elective<sup>1,2</sup>  
 BIOL 105 Anatomy and Physiology I  
 BIOL 213 Heredity and Evolution  
 CHEM 203 Organic Chemistry I  
 MATH 225 Calculus I  
     or MATH 230 Calculus II

##### **Fourth Semester (Spring)**

Arts and Humanities Elective<sup>1,2</sup>  
 BIOL 106 Anatomy and Physiology II  
 BIOL 115 Medical Terminology  
 BIOL 211 Microbiology  
 CHEM 204 Organic Chemistry II

**Fifth Semester (Fall)**

BIOL 108/109 Introduction to Field Biology<sup>5</sup>  
BIOL 210 Nutrition  
BIOL 310 Cell Biology  
BIOL 325 Biochemistry  
PHYS 200 General Physics I  
PSYC 101 General Psychology

**Seventh Semester (Fall)**

Arts and Humanities Elective<sup>2</sup>  
BIOL 355 Immunology  
BIOL 445 Biology Seminar and Research  
COOP Cooperative Education Experience<sup>4</sup>  
MATH 314 Statistics and Research  
PSYC 200 Developmental Psychology

**Sixth Semester (Spring)**

BIOL 108/109 Introduction to  
Field Biology<sup>5</sup>  
BIOL 214 Introductory Ecology  
ENVT 215 Environmental Ethics  
MATH 205 Statistics  
Natural Science Elective<sup>3</sup>  
PHYS 205 General Physics II

**Eighth Semester (Spring)**

Arts and Humanities Elective  
200-level<sup>2</sup>  
BIOL 450 Biology Capstone Project  
PSYC 314 Psychopathology  
or PSYC 315 Psychology of  
Disability  
ANTH 101 Introduction to  
Cultural Anthropology<sup>3</sup>  
Natural Science Elective

**Footnotes:**

<sup>1</sup>To be chosen from: HIST 109, 110 or POSC 101; and PHIL 101 or 102.

<sup>2</sup>Please see page 96 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, see page 98.

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

<sup>4</sup>Students must complete a minimum of 1 credit of COOP.

<sup>5</sup>Students must complete a minimum of 2 credits of Field Biology.

## **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. Keystone College has entered into an articulation agreement with the Graduate College of Union University, NY, whereby a Keystone graduate of our Bachelor of Science Degree in Business - Individually Designed program who has met the articulation requirements can earn an MBA in one year of study.

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 233.) 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 87)

#### **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<sup>6</sup>  
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<sup>1</sup>  
Arts and Humanities Elective (200-level)<sup>2</sup>  
Economics (ECON) 201 - Principles of Economics I  
Economics (ECON) 202 - Principles of Economics II  
Mathematics (MATH) 205 - Statistics  
Science Elective - Laboratory Course<sup>2</sup>

**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 Accounting<sup>3</sup>

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  
Recreation Management

Business (BUSN) 102 - Introduction to Human Resource Management

Business (BUSN) 107 - Mentoring I<sup>4</sup>

Business (BUSN) 201 - Principles of Management

Business (BUSN) 207 - Mentoring II<sup>4</sup>

Business (BUSN) 250 - Bridge Experience in Business<sup>4</sup>

Business (BUSN) 307 - Mentoring III

Business (BUSN) 423 - Internship Experience<sup>5</sup>

Business (BUSN) 450 - Business Policy Capstone

Communications (COMM) 212 - Written Communication

Information Technology (IT) 200 - Intermediate PC Office Applications

Minor/Concentration Course<sup>7</sup>

Minor/Concentration Course<sup>7</sup>

Minor/Concentration Course<sup>7</sup>

Minor/Concentration Course<sup>7</sup>

Minor/Concentration Course<sup>7</sup>

Minor/Concentration Course<sup>7</sup>

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) 205 - Cost Accounting

Accounting (ACCT) 209 - Individual and Business Taxes

Accounting (ACCT) 305 - Advanced Cost Accounting

Art (ART) 209 - Fundamentals of Graphic Design

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) 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  
 Communications (COMM) 428 - Gender and 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 Accounting<sup>3</sup>  
 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 Elective<sup>1</sup>  
 BUSN 102 Introduction to Human  
 Resource Management  
 BUSN 207 Mentoring II<sup>4</sup>  
 COMM 212 Written Communication  
 ECON 201 Principles of Economics I  
 Science Elective - Laboratory Course<sup>2</sup>

##### **Second Semester (Spring)**

ACCT 108 Financial Accounting<sup>3</sup>  
 BUSN 107 Mentoring I<sup>4</sup>  
 BUSN 201 Principles of Management  
 COMM 107 Speech Communication  
 ENGL 102 College Writing II<sup>6</sup>  
 IT 105 PC Office Applications<sup>6</sup>

##### **Fourth Semester (Spring)**

Arts and Humanities Elective<sup>2</sup>  
 (200-level or higher)  
 BUSN 250 Bridge Experience in  
 Business<sup>4</sup>  
 ECON 202 Principles of  
 Economics II  
 IT 200 Intermediate PC Office  
 Applications  
 MATH 205 Statistics

**Fifth Semester (Fall)**

BUSN 307 Mentoring III  
 BUSN 330 Business Ethics  
 Minor/Concentration Course<sup>7</sup>  
 PSYC 101 General Psychology  
 Curricular Elective

**Seventh Semester (Fall)**

Curricular Elective  
 Curricular Elective  
 Curricular Elective  
 Curricular Elective  
 Minor/Concentration Course<sup>7</sup>

**Sixth Semester (Spring)**

BUSN 423 Internship Experience<sup>5</sup>  
 Curricular Elective  
 Minor/Concentration Course<sup>7</sup>  
 Minor/Concentration Course<sup>7</sup>  
 Minor/Concentration Course<sup>7</sup>

**Eighth Semester (Spring)**

Business (BUSN) 450 Business  
 Policy Capstone  
 Curricular Elective  
 Curricular Elective  
 Curricular Elective  
 Minor/Concentration Course<sup>7</sup>

**Footnotes:**

<sup>1</sup>COMM 104 is suggested.

<sup>2</sup>Please refer to page 96 for a list of courses fulfilling the distribution requirements.

<sup>3</sup>ACCT 105, 106, and 107 will be counted if previously completed with a grade of “C” or above.

<sup>4</sup>Waived for free elective(s) if associate degree is held.

<sup>5</sup>Internship experiences range from one to nine credits and must meet with the approval of your mentor. Students must ensure 124 credits for graduation.

<sup>6</sup>CIS 106 will substitute for returning students.

<sup>7</sup>Courses 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 selectee.

## **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.

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.

While students pursuing the Bachelor of Arts in Professional Studies: Communication Arts and Humanities are not required to identify a specialization, they may work closely with advisers to make course selections that provide emphases in Writing/Journalism, Corporate/Administrative Communication, Graphic Design, Photography, or Photo/Graphics. Each specialization consists of 18 hours of coursework chosen from approved lists that are included in this catalog.

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, and contact the Communication Arts and Humanities curriculum coordinator for a copy of the [Internship Handbook](#).

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 bachelor's 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 85)

#### **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)<sup>2</sup>  
Communications (COMM) 104 - Interpersonal Communication  
Communications (COMM) 105 - Mass Communication  
English Elective - Literature (200-level)<sup>4</sup>  
English Elective - Literature (200-level)<sup>4</sup>  
Social and Behavioral Science Elective<sup>2</sup>  
Social and Behavioral Science Elective<sup>2</sup>  
Social and Behavioral Science Elective (200-level)<sup>2</sup>  
Math/Science Elective<sup>2</sup>  
Math/Science Elective (200-level)<sup>2</sup>  
Science Elective - Laboratory Course<sup>2</sup>

**Curricular Requirements:**

Communications (COMM) 207 - Professional Speech  
Communications (COMM) 301 - Communication Theory  
Communications Elective - 400 Level  
Communications (COMM) 450A - Capstone Seminar I<sup>5</sup>  
Communications (COMM) 450B - Capstone Seminar II  
Cooperative Education (COOP) 295, 296, or 297<sup>3</sup>  
Literature Elective - 300- or 400-level  
Literature Elective - 300- or 400-level  
Writing Elective - 300-level

**Curricular Electives:**

At least 12 additional credits must be chosen from the following courses. One course must be designated Service Learning and one must be a Diversity Awareness course, see page 98 for a list of courses fulfilling these requirements. Students are responsible for meeting any prerequisites. At least 36 of the 120 credits required for the bachelor's degree must be at the 300-and/or 400-level.

|              |  |
|--------------|--|
| ART 309      | Graphic Design II                      |
| ART 321      | Photography II                         |
| ART 409      | Advanced Graphic Design/Senior Seminar |
| ART 421      | Advanced Photography/Senior Seminar    |
| 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 305     | Communication Research Skills          |
| COMM 310     | Communication Ethics                   |
| COMM 315     | Special Topics in Communication        |
| COMM 328     | Small Group Communication              |
| COMM 395/495 | Independent Study <sup>3</sup>         |
| COMM 410     | Critical Issues in Communication       |
| COMM 423     | Communication Internship               |
| 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

Sufficient free electives must be taken to ensure 120 credits for graduation.

### 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 and Behavioral Sciences Elective<sup>1</sup>

#### Second Semester (Spring)

COMM 105 Mass Communication  
 COMM 107 Speech Communication  
 ENGL 102 College Writing II  
 Social and Behavioral Sciences Elective<sup>2</sup>  
 Science Elective -Laboratory Course<sup>1</sup>

**Summer:** Cooperative Education<sup>3</sup>

#### Third Semester (Fall)

CIS 106 Introduction to Software Applications  
 Curricular Elective<sup>2</sup>  
 Curricular Elective<sup>2</sup>  
 ENGL 200-level Literature Elective<sup>4</sup>  
 Math/Science Elective<sup>1</sup>  
 Social and Behavioral Science Elective<sup>1</sup>  
 or Curricular Elective<sup>1</sup>

#### Fourth Semester (Spring)

COMM 207 Professional Speech  
 Curricular Elective<sup>2</sup>  
 ENGL 200-level Literature Elective<sup>4</sup>  
 Free Elective  
 Social and Behavioral Science Elective<sup>1</sup>  
 or Curricular Elective<sup>2</sup>

**Fifth Semester (Fall)**

Arts and Humanities Elective (200-level)<sup>1</sup>  
 COMM 301 Communication Theory  
 Curricular Elective (300- or 400-level)  
 Literature Elective (300- or 400-level)  
 Social and Behavioral Science Elective (200-level)<sup>1</sup>

**Seventh Semester (Fall)**

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

**Sixth Semester (Spring)**

COMM 310 Communication Ethics  
 or BUSN 330 Business Ethics  
 Curricular Elective (300- or  
 400-level)<sup>2,5</sup>  
 Literature Elective (300-  
 or 400-level)  
 Math/Science Elective (200-level)<sup>1</sup>  
 Writing Elective (300- or 400-level)

**Eighth Semester (Spring)**

COMM 450B Capstone Seminar II  
 Communications Elective (400-level)  
 Curricular Elective (300- or  
 400-level)<sup>2</sup>  
 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 Communication or English course.*

BUSN 315 - Workplace Environments  
COMM 328 - Small Group Communication  
CJ 333 - Business/Civil Law  
ENGL 335 - Technical Writing  
HRM 345 - Training and Development  
PSYC 401 - Organizational Behavior  
PSYC 402 - Supervision and Leadership

### **Photography, Graphic Design, and Photo/Graphics Emphases**

Students interested in pursuing an emphasis in Photography, Graphic Design, or Photo/Graphics in conjunction with the BA in Professional Studies: Communication Arts and Humanities will complete 18 credits in the appropriate ART courses identified below.

For students wishing to complete an emphasis in **Photography**, the following courses are required:

ART 109 Two-Dimensional Design  
ART 114 Electronic Media in the Arts  
ART 221 Photography I  
ART 321 Photography II  
ART 421 Advanced Photography/Senior Seminar

For students wishing to complete an emphasis in **Graphic Design**, the following courses are required:

ART 109 Two-Dimensional Design  
ART 114 Electronic Media in the Arts  
ART 209 Fundamentals of Graphic Design  
ART 309 Graphic Design II  
ART 409 Advanced Graphic Design/Senior Seminar

For students wishing to complete an emphasis in **Photo/Graphics**, the following courses are required:

ART 109 Two-Dimensional Design  
ART 114 Electronic Media in the Arts  
ART 209 Fundamentals of Graphic Design  
ART 309 Graphic Design II  
ART 221 Photography I  
ART 321 Photography II

**Footnotes:**

<sup>1</sup>Please refer to page 96 for a list of courses fulfilling the distribution requirements.

<sup>2</sup>See curricular electives as listed on page 120.

<sup>3</sup>Students must complete 3 credits of COOP.

<sup>4</sup>To be chosen from: ENGL 201, 202, 203, 204, 220, 221, or 222.

<sup>5</sup>Students are strongly encouraged to complete COMM 305 to acquire the expected understanding of thesis level communication research before enrollment in COMM 450A.

In addition, students beginning the Bachelor of Arts in Professional Studies: Communication Arts and Humanities curriculum who have not yet completed CIS 106 or IT 105, and who identify Photography, Graphic Design, or Photo/Graphics as an emphasis, should take ART 114 instead of CIS 106 or IT 105 as both a core requirement and part of the 18-credit emphasis. If a student has already completed CIS 106 or IT 105, s/he will complete ART 114 in addition to CIS 106 or IT 105. If students have completed ART 114 as listed above in the 18-credit emphasis as a Keystone core requirement, the three-credit “gap” which occurs in the emphasis will be filled with an appropriate elective suggested by the Division of Fine Arts and approved by the Bachelor of Arts in Professional Studies: Communication Arts and Humanities curriculum coordinator.

# **Criminal Justice Bachelor of Science**

Curriculum Coordinator: Stacey Wyland, Assistant Professor

The criminal justice 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 field experiences 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 87)

### **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 Elective<sup>1,4</sup>  
Arts and Humanities Elective (200-level)<sup>8</sup>  
Mathematics (MATH) 205 - Statistics  
Mathematics (MATH) 314 - Statistics and Research  
Mathematics Elective<sup>2</sup>  
Psychology (PSYC) 101 - General Psychology  
Psychology (PSYC) 202 - Adolescence and Adulthood  
Science Elective - Laboratory Course<sup>4</sup>

### **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 Preparation<sup>3</sup>  
Criminal Justice (CJ) 223 - Field Experience I<sup>3</sup>  
Criminal Justice (CJ) 423 - Field Experience II<sup>3</sup>  
Criminal Justice (CJ) 450 - Senior Seminar

Curricular Elective<sup>6</sup>  
 Curricular Elective<sup>6</sup>  
 Curricular Elective<sup>6</sup>  
 Curricular Elective<sup>6</sup>  
 Minor Elective<sup>5</sup>  
 Minor Elective<sup>5</sup>  
 Minor Elective<sup>5</sup>  
 Minor Elective<sup>5</sup>  
 Minor Elective<sup>5</sup>  
 Minor Elective<sup>5</sup>  
 Political Science (POSC) 201 - State and Local Government  
 Psychology (PSYC) 311 - Quantitative Methods for the Social and Behavioral Sciences<sup>9</sup>  
 Psychology (PSYC) 401 - Organizational Behavior<sup>9</sup>  
 Psychology (PSYC) 402 - Supervision and Leadership<sup>9</sup>  
 Sociology (SOCL) 101 - Introduction to Sociology  
 Sociology (SOCL) 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 majors are also required to take three courses in research methods and statistics. These courses are offered in sequence, third and fourth year and should be taken in sequence. The courses are MATH 205, 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  
 SOCL 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 Course<sup>4</sup>

##### **Third Semester (Fall)**

Arts and Humanities Elective<sup>1</sup>  
 CJ 201 Criminology  
 CJ 223P Field Experience Preparation<sup>3</sup>  
 Mathematics Elective<sup>2</sup>  
 POSC 201 State and Local Government  
 PHED 105 Wellness and Fitness  
 PSYC 202 Adolescence and Adulthood

##### **Fourth Semester (Spring)**

Arts and Humanities Elective<sup>1,8</sup>  
 COMM 107 Speech Communication  
 CJ 205 Criminal Justice and Public Policy  
 CJ 210 Juvenile Delinquency  
 CJ 223 Field Experience I<sup>3</sup>  
 Minor Elective<sup>5</sup>

**Fifth Semester (Fall)**

CJ 330 Professional Ethics  
 Curricular Elective<sup>6</sup>  
 MATH 205 Statistics  
 Minor Elective<sup>5</sup>  
 SOCI 301 Sociology of Diversity

**Sixth Semester (Spring)**

Curricular Elective<sup>6</sup>  
 Free Elective<sup>7</sup>  
 Minor Elective<sup>5</sup>  
 Minor Elective<sup>5</sup>  
 PSYC 311 Quantitative Methods for  
 the Social and Behavioral Sciences

**Seventh Semester (Fall)**

Curricular Elective<sup>6</sup>  
 MATH 314 Statistics and Research  
 Minor Elective<sup>5</sup>  
 Minor Elective<sup>5</sup>  
 PSYC 401 Organizational Behavior<sup>9</sup>

**Eighth Semester (Spring)**

CJ 423 Field Experience II<sup>1</sup>  
 CJ 450 Senior Seminar  
 Curricular Elective<sup>6</sup>  
 PSYC 402 Supervision and  
 Leadership<sup>9</sup>

**Footnotes:**

<sup>1</sup>Recommended: COMM 104, HIST 110, or SPAN 101.

<sup>2</sup>Recommended: MATH 102 College Algebra or MATH 111 College Mathematics.

<sup>3</sup>Students must schedule and attend field experience preparation (CJ 223P) the semester before taking the field experience class (CJ 223), which is taken during the students fourth semester. Students must take the field experience preparation class (CJ 423P) the semester before taking field experience II, (CJ 423), which is taken during the students eighth semester. Both CJ 223 and CJ 423 are 3 credit classes.

<sup>4</sup>See page 97 for a list of courses fulfilling this requirement.

<sup>5</sup>Students must take courses (18 credits) in a respective minor area. Six credits must be at 300-400 level.

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

<sup>7</sup>Recommended: SOCI 204 or 205.

<sup>8</sup>Must be Writing Intensive. Please see page 98 for a list of courses fulfilling this requirement.

<sup>9</sup>PSYC 401. Organizational Behavior must be taken before PSYC 402, Supervision and Leadership. PSYC 401 is usually offered in the fall and PSYC 402 is usually offered in the spring.

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.

Not every course is offered every semester at every location. Course offerings are dependent on enrollment.

## **Early Childhood Education Bachelor of Science**

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

Keystone College 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, child abuse clearances and current health appraisal including an annual TB screening, 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 Pennsylvania Department of Education Certification requirements with a GPA of 3.00 as outlined in the exit criteria, 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 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 87)

#### **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 Mathematics



or higher-level MATH course  
 Biology Laboratory Elective<sup>1</sup>  
 Physical Science (PHSC) 109 - Energy and the Environment  
     or Physical Science (PHSC) 110 - Global Change - Introduction to Earth Systems  
     or Biology (BIOL) 112 - Environmental Science  
 Psychology (PSYC) 101 - General Psychology  
 Psychology (PSYC) 201 - Child Psychology  
 Psychology (PSYC) 210 - Exceptional Children  
 Science Elective (200-level or higher)<sup>2</sup>

**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) 302A - PRAXIS I  
 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) 449 - PRAXIS II  
 Education (EDUC) 450 - Seminar: Contemporary Research, Issues, and Ethics in Education  
 Education Elective<sup>3</sup>  
 Sociology (SOC) 101 - Introduction to Sociology  
 Sociology (SOC) 205 - The Family  
 Sociology (SOC) 301 - Sociology of Diversity  
 Sociology (SOC) 340 - Cultural Geography

**Free Elective Courses:**

Sufficient free electives must be taken to ensure that the student has at least 134 credits for graduation.

**Recommended Sequence of Courses:**

**First Semester (Fall)**

**Second Semester (Spring)**

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  
SOC1 101 Introduction to Sociology

### **Third Semester (Fall)**

CIS 106 Introduction to Software Applications  
COMM 107 Speech Communication  
ECE 301 Curriculum and Program Planning: 0-3  
EDUC 216 Child, Family, and Community  
HIST 109 United States History I  
or HIST 110 United States History II  
MATH 111 College Mathematics  
SOC1 205 The Family

### **Fifth Semester (Fall)**

ART 305 Experiencing the Arts  
EDUC 302 Elementary Curriculum  
EDUC 310 Family Health and Safety  
ENGL 328 Children's Literature  
EDUC 330 Language Arts and Literacy I  
Science Elective (200-level)<sup>2</sup>

### **Seventh Semester (Fall)**

Elementary Curriculum and

Biology Laboratory Elective<sup>1</sup>  
ECE 102 Guiding Play and Learning  
ENGL 102 College Writing II  
MATH 111 College Mathematics  
PHED 105 Wellness and Fitness  
PSYC 201 Child Psychology  
*EDUC 302A Students must take and  
pass the state required PRAXIS I: Academic  
Skills Assessments. (This is not a course.)*

### **Fourth Semester (Spring)**

ECE 302 Curriculum and 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  
or BIOL 112 Environmental Science  
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 331 Language Arts and  
Literacy II  
SOC1 301 Sociology of Diversity  
SOC1 340 Cultural Geography  
*EDUC 449 Students must take and pass the  
state required PRAXIS II: Subject  
Assessments and Content Knowledge, prior to  
the beginning of the student teaching  
experiences (This is not a course).*

### **Eighth Semester (Spring)**

EDUC 303  
EDUC 402 Professional Practices:

Methods: Mathematics  
EDUC 420 Teaching in the Early Years  
EDUC 423E Student Teaching at the  
Preschool Level  
Education Elective<sup>3</sup>

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

**Footnotes:**

<sup>1</sup>To be chosen from: BIOL 101, 110, 102, 111, or a course approved by the academic adviser.

<sup>2</sup>BIOL 210 and 200 do not fulfill this requirement.

<sup>3</sup>Education 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

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 take and pass the PRAXIS I: Academic Skills Assessments (Pre-Professional Skills Tests in Reading, Writing, and Mathematics) at the completion of 36 credits. Students must obtain a 3.00 GPA in the most recent 48 credits and complete an interview with the coordinator of the elementary education program or designated faculty member to discuss formal admissions procedures.

After formal admission to the elementary education program, students must continue to maintain a 3.00 GPA and take and pass the required PRAXIS II: Subject Assessments and Content Knowledge, prior to engaging in the teaching experiences. The Field Placement Coordinator will not accept applications for the student teaching without evidence of passing PRAXIS II series speciality test(s). Traditional student teaching candidates must meet with the Field Placement Coordinator by October 1<sup>st</sup> to be eligible for a student teaching experience in the spring. Student teaching candidates must meet with the Field Placement Coordinator by February 15<sup>th</sup> to be eligible for a student teaching experience in the fall.

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 cumulative 3.00 GPA. 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 reattained, the student may be eligible to continue at Keystone College in another major.

Individuals who enroll in the College with a bachelor's degree, associate degree, or with 36 or more transfer credits must take and pass the PRAXIS I prior to consideration for acceptance to the education program.

The seventh and eighth semesters of the education program are considered professional semesters and students are participating in student teaching. Because of the intensity of the combined coursework and experiences, it is recommended that students not work.

Not every course is offered every semester at every location. Course offerings are dependent on enrollment.

## **EDUCATION PROGRAM EXIT CRITERIA**

### **Overall Graduation Requirements:**

\*Successful completion of the Exit Criteria includes completion of an admission screening, entrance essay, two letters of recommendation, portfolio review, passing PRAXIS I & II scores, completion of all coursework, a cumulative GPA of 3.0, and all Pennsylvania Department of Education requirements.

### **Semester-by-Semester Requirements:**

\*Successful completion of preadmission art portfolio review (art education only).

\*Successful completion of IDS 101 or IDS 101E for Education Majors.

\*Successful completion of the sophomore application for admission review. The sophomore education program admission requirements include the following: completion of 48 credits, passing scores on the PRAXIS I series tests, 6 credits in math, 3 credits in American Literature, 3 credits in American History, an overall GPA of 3.0, required field experiences and the reflective essay, Why I Want to Be a Teacher.

\*Successful completion of all General Education Requirements.

\*Successful completion of all Program Requirements with a "B" or better as determined by the Curriculum Coordinator.

\*Successful completion of the Fall and Spring Junior Projects as determined by the Curriculum Coordinator.

\*Successful completion of the PRAXIS II series tests prior to the professional semesters when student teaching occurs.

\*Successful completion of the applications for student teaching.

\*Successful completion of student teaching requirements with a "B" or better in each placement. (Two placements for a total of 14 weeks are required).

\*Successful evaluation on the PDE Form 430

\*Successful completion of the senior portfolio interview (for all areas of concentration).

\*Successful maintenance of the required GPA (3.0 cumulative).

\*Completion of the application for graduation including signatures from the academic adviser, curriculum coordinator and department chair(s).

\*The recommendation of the Keystone College Teacher Certification Officer.

## Elementary Education Bachelor of Science

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

Keystone College 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, child abuse clearances, and a health appraisal including an annual TB screening, 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. Students meeting all Pennsylvania Department of Education Certification requirements as outlined in the Exit Criteria, with a cumulative GPA of 3.00 receive a Bachelor of Science in Elementary Education.

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 87)

#### 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 Laboratory Elective<sup>1</sup>

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 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

or Biology (BIOL) 112 - Environmental Science

Psychology (PSYC) 101 - General Psychology  
Psychology (PSYC) 201 - Child Psychology  
Psychology (PSYC) 210 - Exceptional Children  
Science Elective (200-level)<sup>2</sup>

**Curriculum Courses:**

Concentration Elective<sup>3</sup>  
Concentration Elective<sup>3</sup>  
Concentration Elective<sup>3</sup>  
Education (EDUC) 201 - Foundations of Education  
Education (EDUC) 211 - Educational Psychology  
Education (EDUC) 216 - Child, Family, and Community  
Education (EDUC) 302A - PRAXIS I  
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) 449 - PRAXIS II  
Education (EDUC) 450 - Seminar: Contemporary Research, Issues and Ethics in Education  
Education Elective<sup>4</sup>  
Sociology (SOC) 101 - Introduction to Sociology  
Sociology (SOC) 205 - The Family  
Sociology (SOC) 301 - Sociology of Diversity  
Sociology (SOC) 340 - Cultural Geography

**Free Elective Courses:**

Sufficient free electives must be taken to ensure that the student has at least 134 credits for graduation.

**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

**Third Semester (Fall)**

COMM 107 Speech Communication  
EDUC 201 Foundations of Education  
EDUC 216 Child, Family, and Community  
ENGL 201 American Literature I  
or ENGL 202 American Literature II  
PSYC 210 Exceptional Children  
SOCI 205 Sociology of the Family

**Fifth Semester (Fall)**

ART 305 Experiencing the Arts  
Concentration Elective<sup>3</sup>  
EDUC 306 Using Computers to Support  
Classroom Learning  
EDUC 310 Family Health and Safety  
EDUC 330 Language Arts and Literacy I  
Science Elective (200-level)<sup>2</sup>

**Second Semester (Spring)**

Biology Laboratory Elective<sup>1</sup>  
ENGL 102 College Writing II  
HIST 109 United States History I  
or HIST 110 United States History II  
MATH 111 College Mathematics  
PHED 105 Wellness and Fitness  
PSYC 201 Child Psychology  
*EDUC 302A Students must take and pass  
the state required PRAXIS I: Academic  
Skills Assessments. (This is not a course.)*

**Fourth Semester (Spring)**

Concentration Elective<sup>3</sup>  
EDUC 211 Educational Psychology  
EDUC 302 Elementary Curriculum  
ENGL 328 Children's Literature  
PHSC 109 Energy and the Environment  
or PHSC 110 Global Change  
or BIOL 112 Environmental Science  
SOCI 340 Cultural Geography  
*Students must apply for formal admission to  
the baccalaureate program (portfolio review).*

**Sixth Semester (Spring)**

Concentration Elective<sup>3</sup>  
EDUC 315 Developmental Assessment  
EDUC 320 Teaching Children with  
Diverse Needs  
EDUC 331 Language Arts and  
Literacy II  
Education Elective<sup>4</sup>  
SOCI 301 Sociology of Diversity  
*EDUC 449 Students must take and pass the  
state required Praxis II: Subject Assessments and  
Content Knowledge, prior to the beginning of the  
student teaching experiences. (This is not a  
course.)*

**Seventh Semester (Fall)**

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 421 Teaching in the Elementary School - Primary Grades  
 EDUC 423T Student Teaching at the Primary Level

**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:**

<sup>1</sup>To be chosen from: BIOL 101/110, 102/111, or a course approved by the academic adviser.

<sup>2</sup>This course must be 200 level - courses currently under development. BIOL 200 and 210 do not fulfill this requirement.

<sup>3</sup>Area 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.

<sup>4</sup>Education 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

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

Students must take and pass the PRAXIS I: Academic Skills Assessments (Pre-Professional Skills Tests in Reading, Writing, and Mathematics) at the completion of 36 credits. Students must obtain a 3.00 GPA in the most recent 48 credits and complete an interview with the coordinator of the elementary education program or designated faculty member to discuss formal admissions procedures.

After formal admission to the elementary education program, students must continue to maintain a 3.00 GPA and pass the required PRAXIS II: Subject Assessments and Content Knowledge, prior to engaging in teaching experiences. The Field Placement Coordinator will not accept applications for the student teaching experience without evidence of passing PRAXIS II series specialty test(s). Traditional student teaching candidates must meet with the Field Placement Coordinator by October 1<sup>st</sup> to be eligible for a student teaching experience in the spring. Student teaching candidates must meet with the Field Placement Coordinator by February 15<sup>th</sup> to be eligible for a student teaching experience in the fall.

The seventh and eighth semesters of the education program are considered professional semesters and students are participating in student teaching. Because of the intensity of the combined coursework and experiences, it is recommended that students not work.



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 cumulative 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.

Individuals who enroll in the College with a bachelor's degree, associate degree, or with 36 or more transfer credits must take and pass the PRAXIS I prior to consideration for acceptance to the education program.

Not every course is offered every semester at every location. Course offerings are dependent on enrollment.

## **EDUCATION PROGRAM EXIT CRITERIA**

### **Overall Graduation Requirements:**

\*Successful completion of the Exit Criteria includes completion of an admission screening, entrance essay, two letters of recommendation, portfolio review, passing PRAXIS I & II scores, completion of all coursework, a cumulative GPA of 3.0, and all Pennsylvania Department of Education requirements.

### **Semester-by-Semester Requirements:**

\*Successful completion of preadmission art portfolio review (art education only).

\*Successful completion of IDS 101 or IDS 101E for Education Majors.

\*Successful completion of the sophomore application for admission review. The sophomore education program admission requirements include the following: completion of 48 credits, passing scores on the PRAXIS I series tests, 6 credits in math, 3 credits in American Literature, 3 credits in American History, an overall GPA of 3.0, required field experiences and the reflective essay, Why I Want to Be a Teacher.

\*Successful completion of all General Education Requirements.

\*Successful completion of all Program Requirements with a "B" or better as determined by the Curriculum Coordinator.

\*Successful completion of the Fall and Spring Junior Projects as determined by the Curriculum Coordinator.

\*Successful completion of the PRAXIS II series tests prior to the professional semesters when student teaching occurs.

\*Successful completion of the applications for student teaching.

\*Successful completion of student teaching requirements with a "B" or better in each placement. (Two placements for a total of 14 weeks are required).

\*Successful evaluation on the PDE Form 430

\*Successful completion of the senior portfolio interview (for all areas of concentration).

\*Successful maintenance of the required GPA (3.0 cumulative).

\*Completion of the application for graduation including signatures from the academic adviser, curriculum coordinator and department chair(s).

\*The recommendation of the Keystone College Teacher Certification Officer.

## **Human Resource Management Bachelor of Science**

Curriculum Coordinator: Patricia Kubus Lock, Ph.D., Assistant 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 human resource management major (HRM) 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.

Non-human resource management majors may minor in HRM (see page 234). 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 87)

#### **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)<sup>1</sup>  
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)<sup>1</sup>  
Mathematics (MATH) 205 - Statistics  
Science Elective - Laboratory Course<sup>1</sup>

#### **Curriculum Courses:**

Accounting (ACCT) 103 - Managerial Accounting  
Accounting (ACCT) 110 - Survey of Accounting<sup>4</sup>  
Business (BUSN) 101 - Introduction to Business<sup>4</sup>

Business (BUSN) 201 - Principles of Management  
 Business (BUSN) 250 - Bridge Experience in business<sup>4</sup>  
 Business (BUSN) 302 - Personal Finance  
 or Business (BUSN) 306 Financial Management  
 Business (BUSN) 450 - Business Policy Capstone  
 Communications (COMM) 212 - Written Communication  
 Curricular Elective<sup>3</sup>  
 Curricular Elective<sup>3</sup>  
 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 - Internship<sup>2</sup>  
 Human Resource Management (HRM) 445 - Current Topics in Human Resources  
 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

**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

**Third Semester (Fall)**

ACCT 110 Survey of Accounting  
 BUSN 201 Principles of Management  
 COMM 107 Speech Communication  
 Science Elective - Laboratory Course<sup>1</sup>  
 Social and Behavioral Science Elective (200-level)<sup>1</sup>

**Fourth Semester (Spring)**

ACCT 103 Managerial Accounting  
 Arts and Humanities Elective  
 (200-level)<sup>1</sup>  
 BUSN 250 Bridge Experience in  
 Business<sup>4</sup>  
 COMM 212 Written Communication  
 HRM 230 Employment Law

**Fifth Semester (Fall)**

Curricular Elective<sup>3</sup>

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

**Seventh Semester (Fall)**

BUSN 401 Organizational Behavior

Free Elective

HRM 400 Organizational Development

HRM 423 Internship<sup>2</sup>

HRM 445 Current Topics in Human Resources

**Eighth Semester (Spring)**

BUSN 402 Supervision and

Leadership

BUSN 450 Business Policy Capstone

Curricular Elective<sup>3</sup>

Free Elective

Free Elective

**Footnotes:**

<sup>1</sup>Please refer to page 96 for a list of courses fulfilling the distribution requirements.

<sup>2</sup>Students 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.)

<sup>3</sup>To be chosen from the accounting, computer science, business disciplines, or a course approved by the academic adviser.

<sup>4</sup>Waived for free elective(s) if associate degree in Business field is held.

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 designed for individuals interested in professional careers in the IT field. The network engineer specialization is designed to prepare students for successful completion of both the Cisco Certified Network Associate (CCNA) and the Microsoft® Certified Systems Engineer (MCSE) exams. In addition to instruction in Cisco and Microsoft® curriculum, students receive instruction in management, programming concepts, and database administration to help them achieve success in today's ever changing business environment.

### **Graduation Requirements**

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 87)

#### **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) 101 - Introduction to Information Technology  
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar  
Mathematics (MATH) 101 - Basic Algebra or higher-level MATH course  
Physical Education (PHED) 105 - Wellness and Fitness

#### **Distribution Courses:**

Arts and Humanities Elective<sup>1</sup>  
Arts and Humanities Elective (200-level)<sup>1</sup>  
Distribution Elective<sup>1</sup>  
Social and Behavioral Sciences Elective<sup>1</sup>  
Social and Behavioral Sciences Elective (200-level)<sup>1</sup>  
Mathematics (MATH) 102 - College Algebra  
or Mathematics (MATH) 111 College Mathematics  
Mathematics (MATH) 205 - Statistics  
Science Elective - Laboratory Course<sup>1</sup>

#### **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) 215 - Visual Programming  
Computer Information Systems (CIS) 315 - Advanced Visual Programming  
Information Technology (IT) 120 - Web Programming I  
Information Technology (IT) 125 - Web Programming II  
Information Technology (IT) 205 - Database Management Systems I

Information Technology (IT) 206 - Database Management Systems II  
 Information Technology (IT) 225 - Spreadsheets and Databases  
 Information Technology (IT) 235 - Programming with Scripting Languages  
 Information Technology (IT) 240 - CCNA I<sup>2</sup>  
 Information Technology (IT) 245 - CCNA II<sup>2</sup>  
 Information Technology (IT) 310 - Electronic Commerce

**Concentration Courses - Network Engineer Specialization:**

Information Technology (IT) 401A - MCSE - Implementing and Supporting Microsoft® Windows® XP Professional<sup>1</sup>  
 Information Technology (IT) 402A - MCSE - Managing a<sup>2</sup> Microsoft® Windows® Server® 2003 Environment  
 Information Technology (IT) 402B - MCSE - Maintaining a Microsoft® Windows® Server® 2003 Environment<sup>2</sup>  
 Information Technology (IT) 403A - MCSE - Implementing a Microsoft® Windows® Server® Network Infrastructure - Network Hosts<sup>2</sup>  
 Information Technology (IT) 403B - MCSE - Implementing a Microsoft® Windows® Server® Network Infrastructure - Network Services<sup>2</sup>  
 Information Technology (IT) 404A - MCSE - Planning, Implementing and Maintaining a Microsoft® Windows® Server® 2003 Active Directory Infrastructure<sup>2</sup>  
 Information Technology (IT) 405A - MCSE - Planning and Maintaining a Microsoft® Windows® Server 2003 Network Infrastructure  
 Information Technology (IT) 406A - MCSE - Designing Security<sup>2</sup> for a Microsoft® Windows® Server® 2003 Network  
 Information Technology (IT) 407A - MCSE - Deploying and Managing Microsoft® Internet Security and Acceleration Server 2003<sup>2</sup>  
 Information Technology (IT) 420 - System Analysis and Design  
 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)**

ENGL 101 College Writing I  
 IDS 101 The First-Year Seminar  
 IT 101 Introduction to Information Technology  
 IT 120 Web Programming I  
 MATH 101 Basic Algebra  
 or a higher-level MATH

**Second Semester (Spring)**

ACCT 110 Survey of Accounting  
 ENGL 102 College Writing II  
 IT 125 Web Programming II  
 IT 225 Spreadsheets and Databases  
 MATH 102 College Algebra  
 or MATH 111 College Mathematics  
 PHED 105 Wellness and Fitness

**Third Semester (Fall)**

COMM 107 Speech Communication  
 IT 235 Programming with Scripting Languages  
 IT 205 Database Management Systems I  
 IT 240 CCNA I<sup>2</sup>  
 Science Elective - Laboratory Course<sup>1</sup>

**Fifth Semester (Fall)**

BUSN 201 Principles of Management  
 BUSN 330 Business Ethics  
 CIS Visual Programming  
 COMM 212 Written Communication  
 IT 310 Electronic Commerce

**Seventh Semester (Fall)**

IT 401A MSCE - Implementing and Supporting  
 Microsoft® Windows® XP Professional<sup>2</sup>  
 IT 402A MSCE - Managing a Microsoft®  
 Windows® Server® 2003 Environment<sup>2</sup>  
 IT 402B MSCE - Maintaining a Microsoft®  
 Windows® Server® 2003 Environment<sup>2</sup>  
 IT 403A MSCE - Implementing a Microsoft®  
 Windows® Server® 2003 Network Infrastructure  
 Network Hosts<sup>2</sup>  
 IT 403B MSCE - Implementing a Microsoft®  
 Windows® Server® Network Infrastructure  
 Network Services<sup>2</sup>  
 IT 420 Systems Analysis and Design

**Fourth Semester (Spring)**

Arts and Humanities Elective<sup>1</sup>  
 IT 206 Database Management  
 Systems II  
 IT 245 CCNA II<sup>2</sup>  
 MATH 205 Statistics  
 Social and Behavioral Sciences  
 Elective<sup>1</sup>

**Sixth Semester (Spring)**

ACCT 103 Managerial Accounting  
 Arts and Humanities  
 Elective (200-level)<sup>1</sup>  
 CIS 315 Advanced Visual  
 Programming  
 Distribution Elective  
 Social and Behavioral Sciences  
 Elective (200-level)<sup>1</sup>

**Eighth Semester (Spring)**

IT 404A MSCE - Planning,  
 Implementing and Maintaining a  
 Microsoft® Windows®  
 Server® 2003 Active Directory<sup>2</sup>  
 IT 405A MSCE - Planning and  
 Maintaining a Microsoft®  
 Windows® Server® 2003 Network<sup>2</sup>  
 IT 406A MSCE - Designing Security  
 Security for a Microsoft®  
 Windows® Server® 2003 Network<sup>2</sup>  
 IT 407A MSCE - Deploying and  
 Managing Microsoft® Internet  
 Security and Acceleration Server 2000<sup>2</sup>  
 IT 450 Current Topics in Information  
 Technology

**Footnotes:**

<sup>1</sup>Please refer to page 96 for a list of courses fulfilling the distribution requirements.

<sup>2</sup>CCNA and MCSE courses must be taken at the main campus facility.

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-Medical Professional Programs

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

Traditionally, students seeking careers in medicine, dentistry, chiropractic, physical therapy, pharmacy, optometry, podiatry, veterinary medicine, and other health-related areas have chosen to major in the biological or natural sciences. However, it is possible to select a major in *non-science* areas, provided a solid grounding in sciences is achieved. Generally, professional schools define such grounding to be one year each of college inorganic chemistry, organic chemistry, physics, biology, and English. Some schools also require a year of calculus or college mathematics.

The pre-medical professions adviser offers further advice and recommendations on course work over the course of your studies, suggests summer cooperative work and/or internships, and provides information about health professional schools. As a service to Keystone College students, the medical professions adviser maintains a file containing letters of recommendation, evaluations from professors, and other materials necessary for professional school applications.

### Curriculum

*Minimum* science requirements should be completed as soon as possible, preferably by the end of junior year so that recommendations can be solicited and application deadlines will be met for fall of the senior year.

The courses required for admission to doctoral level health professions programs include:

- One year - Biological Science: BIOL 113, BIOL 114
- One year - Inorganic Chemistry: CHEM 105, CHEM 106
- One year - Organic Chemistry: CHEM 203, CHEM 204
- One year - Physics: PHYS 200, PHYS 205
- One year - College Mathematics\*: MATH 225, MATH 230, MATH 205
- One year - English: two courses at ENGL 200 level

*\*Mathematics requirements differ between schools and fields of study. See your adviser for details.*

### Special Agreements

There are several special programs available to pre-medical professional students attending Keystone College. Students who follow a prescribed sequence of courses, and maintain good academic standing, may take advantage of one of several articulation agreements with other universities:

- King's University, Physician's Assistant Program
- Logan College of Chiropractic
- New York Chiropractic College
- Parker College of Chiropractic
- State University of New York Upstate Medical University - Physical Therapy Program
- Thomas Jefferson University, Physical Therapy Program\*
- Wilkes University, Nesbitt School of Pharmacy

Detailed information on the programs listed above is available from the pre-medical professions adviser.



*\*Thomas Jefferson University requires 59 credits in prerequisites and 50 volunteer hours for placement in Doctor of Physical Therapy program (DPT). Students must have completed a baccalaureate degree. Keystone students may opt to major in biology or sport and recreation management/therapeutic recreation concentration.*

## **Sport and Recreation Management Professional Studies Bachelor of Science**

Curriculum Coordinator: Terry Wise, Assistant Professor

The Bachelor of Science - 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 87)

#### **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)<sup>1</sup>  
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)<sup>1,3</sup>  
Science Elective - Laboratory Course<sup>1,3</sup>

#### **Curriculum Courses:**

Accounting (ACCT) 110 - Survey of Accounting  
Business (BUSN) 201 - Principles of Management  
Communications (COMM) 212 - Written Communication  
Curricular Elective<sup>2,4</sup>  
Curricular Elective (200-level or higher)<sup>2,4</sup>  
Curricular Elective (300-level or higher)<sup>2</sup>  
Economics (ECON) 201 - Principles of Economics I  
Human Resource Management (HRM) 320 - Selection and Placement  
Information Technology (IT) 200 - Intermediate PC Office Applications  
Physical Education (PHED) 112 - Standard First Aid & Personal Safety  
Psychology (PSYC) 101 - General Psychology

Sport and Recreation Management (SRM) 101 - Introduction to Sport & Recreation Management  
Sport and Recreation Management (SRM) 201 - Program Development and Planning  
Sport and Recreation Management (SRM) 202 - Facilities Management  
Sport and Recreation Management (SRM) 250 - Bridge Experience in Sport and Recreation Management  
Sport and Recreation Management (SRM) 303 - Legal Issues in Sport  
Sport and Recreation Management (SRM) 305 - Sport Promotion and Marketing  
Sport and Recreation Management (SRM) 423P - Senior Internship Preparation  
Sport and Recreation Management (SRM) 423 - SRM Internship (minimum 400 hours)  
Sport and 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

**Track D - Therapeutic Recreation**

Students may also come to this option through the Pre-Medical Professionals Advisory track. Completion of this track prepares students for the Certified Therapeutic Recreation Specialist examination.

SRM 301 Foundations of Therapeutic Recreation  
SRM 402 Client Assessments in Therapeutic Recreation  
SRM 404 Therapeutic Recreation Techniques and Delivery Methods

**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

**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  
Curricular Elective<sup>2,4</sup>  
SRM 303 Legal Issues in Sport  
SRM 305 Sport Promotion & Marketing

**Seventh Semester (Fall)**

Curricular Elective (300-level)<sup>2,4</sup>  
Curricular Elective (300-level)<sup>2</sup>  
HRM 320 Selection and Placement  
Track Course  
Track Course

**Footnotes:**

<sup>1</sup>Please refer to page 96 for a list of courses fulfilling the distribution requirements.

<sup>2</sup>Chosen 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, or a course approved by the academic adviser.

<sup>3</sup>Therapeutic Recreation students must take BIOL 105 and 106.

<sup>4</sup>Therapeutic Recreation students must take PSYC 200 and PSYC 315.

**Second Semester (Spring)**

ENGL 102 College Writing II  
IT 105 PC Office Applications  
PHED 112 Standard First Aid and Personal Safety  
Science Elective – Laboratory Course<sup>1</sup>  
SOC 101 Introduction to Sociology  
SRM 201 Program Development and Planning

**Fourth Semester (Spring)**

Arts and Humanities Elective (200-level)<sup>1</sup>  
Math/Science Elective (200-level)<sup>1</sup>  
PSYC 101 General Psychology  
SOC 206 Sociology of Sport  
SRM 250 Bridge Experience in Sport and Recreation Management

**Sixth Semester (Spring)**

BUSN 330 Business Ethics  
BUSN 402 Supervision and Leadership  
Curricular Elective (200-level)<sup>2,4</sup>  
ECON 201 Principles of Economics I  
SRM 423P Senior Internship Preparation  
Track Course

**Eighth Semester (Spring)**

SRM 423 Senior Internship  
SRM 450 Senior Seminar

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.

## **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.

Students completing all Pennsylvania Department of Education Certification requirements as outlined in the Exit Criteria with a cumulative GPA of 3.00 will receive a Bachelor of Science in Teaching - Art Education.

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 87)

#### **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 Laboratory Elective<sup>3</sup>  
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  
or Biology (BIOL) 112 - Environmental Science  
Psychology (PSYC) 101 - General Psychology

Psychology (PSYC) 201 - Child Psychology  
Psychology (PSYC) 202 - Adolescence and Adulthood  
Science Elective (200-level)

**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 Studio<sup>1</sup>  
Intermediate Art Studio<sup>2</sup>  
Advanced Art Studio<sup>2</sup> /Senior Seminar  
Education (EDUC) 201 - Foundations of Education  
Education (EDUC) 211 - Educational Psychology  
Education (EDUC) 302A - PRAXIS I  
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 449) - PRAXIS II  
Education (EDUC) 450 - Seminar: Contemporary Issues, Research, and Ethics  
Sociology (SOCI) 301 - Sociology of Diversity

**Free Elective Courses:**

Sufficient free electives must be taken to ensure the student has at least 131 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  
*EDUC 302A Students must take the state required PRAXIS I: Academic Skills Assessments. (This is not a course.) Students must present evidence of passing PRAXIS I in order to enroll in 300-level Education courses.*

### **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

### **Fourth Semester (Spring)**

ART 102 Art History Survey II  
ART 215 Fundamentals of Ceramics  
Biology Laboratory Elective<sup>3</sup>  
EDUC 211 Educational Psychology  
Laboratory Elective<sup>3</sup>  
PHED 105 Wellness and Fitness  
PSYC 202 Adolescence and Adulthood

### **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 II  
Fundamental Art Studio<sup>1</sup>  
*EDUC 449 Students must take the state required PRAXIS II: Subject Assessments (This is not a course). Student must present evidence of passing PRAXIS II by February 15<sup>th</sup> for seventh semester fall student teaching placement.*

### **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 II  
Intermediate Art Studio<sup>2</sup>  
PHSC 109 Energy and the Environment  
or PHSC 110 Global Change  
or BIOL 112 Environmental Science  
SOCI 301 Sociology of Diversity



**Seventh Semester (Fall)**

EDUC 423I Student Teaching at the  
Intermediate Level  
EDUC 423S Student Teaching at the  
Secondary Level

**Eighth Semester (Spring)**

Advanced Art Studio/Senior Seminar<sup>2</sup>  
ART 433 Professional Practices  
(Exhibit/Employment/Ethics)  
EDUC 450 Seminar: Contemporary  
Issues, Research, and Ethics  
Science Elective (200-level)

**Footnotes:**

<sup>1</sup>To be chosen from: ART 209, ART 210, ART 215, ART 221, ART 225, ART 228, or ART 231.

<sup>2</sup>Intermediate 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.

<sup>3</sup>To be chosen from BIOL 101/110, 102/111, 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.

**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 cumulative 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 reattain a 3.00 GPA in order to continue in the program. If the 3.00 GPA is not reattained, the student may be eligible to continue at Keystone College in another major.

After formal admission to the art education teaching program, students must continue to maintain a 3.00 GPA and take and pass the required PRAXIS II: Subject assessments and Content Knowledge, prior to engaging in the second student teaching experience. The Field Placement Coordinator will not accept applications for the second student teaching experience without evidence of passing PRAXIS II Series specialty test(s). Traditional student teaching candidates must meet with the Field Placement Coordinator by October 1<sup>st</sup> to be eligible for a student teaching experience in the spring. Student teaching candidates must meet with the Field Placement coordinator by February 15<sup>th</sup> to be eligible for a student teaching experience in the fall.

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.

## **EDUCATION PROGRAM EXIT CRITERIA**

### **Overall Graduation Requirements:**

\*Successful completion of the Exit Criteria includes completion of an admission screening, entrance essay, two letters of recommendation, portfolio review, passing PRAXIS I & II scores, completion of all coursework, a cumulative GPA of 3.0, and all Pennsylvania Department of Education requirements.

### **Semester-by-Semester Requirements:**

\*Successful completion of preadmission art portfolio review (art education only).

\*Successful completion of IDS 101 or IDS 101E for Education Majors.

\*Successful completion of the sophomore application for admission review. The sophomore education program admission requirements include the following: completion of 48 credits, passing scores on the PRAXIS I series tests, 6 credits in math, 3 credits in American Literature, 3 credits in American History, an overall GPA of 3.0, required field experiences and the reflective essay, Why I Want to Be a Teacher.

\*Successful completion of all General Education Requirements.

\*Successful completion of all Program Requirements with a “B” or better as determined by the Curriculum Coordinator.

\*Successful completion of the Fall and Spring Junior Projects as determined by the Curriculum Coordinator.

\*Successful completion of the PRAXIS II series tests prior to the professional semesters when student teaching occurs.

\*Successful completion of the applications for student teaching.

\*Successful completion of student teaching requirements with a “B” or better in each placement. (Two placements for a total of 14 weeks are required).

\*Successful evaluation on the PDE Form 430

\*Successful completion of the senior portfolio interview (for all areas of concentration).

\*Successful maintenance of the required GPA (3.0 cumulative).

\*Completion of the application for graduation including signatures from the academic adviser, curriculum coordinator and department chair(s).

\*The recommendation of the Keystone College Teacher Certification Officer.

## **Bachelor of Science in Teaching: Child and Society**

*(non-certification program)*

Curriculum Coordinator: Heather Shanks-McElroy, Ph.D., M.S.W., B.Ed.,  
Assistant Professor

This bachelor of science degree program provides students with the foundation of a social sciences background, combined with the theoretical context for understanding the theories and process of education. Each concentration consists of 18 hours of coursework chosen from an approved list of courses.

Because it is intended as a completion degree, the Bachelor of Science in Teaching: Child and Society is individualized, with students working closely with advisers to select courses most beneficial for career choices, life endeavors, and/or advanced studies. This individualization can help students who wish to design their own curriculum within an overall education context, with guidance from the student's academic adviser and/or curriculum coordinator.

Students who qualify may complete up to an eight-credit-hour internship in their senior year. Please see the Course Description section of 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 HIST 109, PSYC 210, and EDUC 201. An interview between the student and the curriculum coordinator must also be completed before acceptance into the bachelor's program.

The academic adviser assists the student in planning his/her curriculum and in pre-registration; 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 87)

#### **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) 101 - Basic Algebra or higher-level MATH course  
Physical Education (PHED) 105 - Wellness and Fitness

#### **Distribution Courses:**

Biology (BIOL) 101 or 110 - Newsworthy Topics in Biology  
or Biology (BIOL) 102 or 111 - Human Health Issues  
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  
Mathematics (MATH) 205 - Statistics  
Psychology (PSYC) 101 - General Psychology  
Psychology (PSYC) 201 - Child Psychology  
Psychology (PSYC) 311 - Quantitative Methods for the Social and Behavioral Sciences  
Sociology (SOCI) 101 - Introduction to Sociology  
Sociology (SOCI) 340 - Cultural Geography  
Science Elective

**Curriculum Requirements:**

Concentration Elective  
Concentration Elective  
Concentration Elective  
Concentration Elective  
Concentration Elective  
Concentration Elective  
Education (EDUC) 201 - Foundations of Education  
Education (EDUC) 211 - Educational Psychology  
Education (EDUC) 216 - Child, Family, and Community  
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) 315 - Developmental Assessment  
Education (EDUC) 320 - Teaching Children with Diverse Needs  
Education (EDUC) 450 - Seminar: Contemporary Research, Trends, and Issues  
English (ENGL) 328 - Children's Literature  
Human Services (HSER) 210 - The Helping Relationship  
Human Services (HSER) 212 - Human Services Systems  
Human Services (HSER) 423 - Field Experience  
Psychology (PSYC) 210 - Exceptional Children  
Psychology (PSYC) 314 - Psychopathology  
Psychology (PSYC) 401 - Organizational Behavior  
Psychology (PSYC) 402 - Supervision and Leadership  
Sociology (SOCI) 205 - Sociology of the Family  
Sociology (SOCI) 301 - Sociology of Diversity

**Education Concentration Electives:**

Students must complete a minimum of 18 credits from the following list of courses:  
Art (ART) 305 - Experiencing the Arts  
Early Childhood Education (ECE) 101 - Introduction to Early Childhood Education  
Early Childhood Education (ECE) 102 - Guiding Play and Learning  
Early Childhood Education (ECE) 235 - Special Studies in ECE: Emergent Literacy  
Early Childhood Education (ECE) 250 - Early Childhood Education Seminar  
Early Childhood Education (ECE) 301 - Curriculum and Program Planning (Ages 0-3)  
Early Childhood Education (ECE) 302 - Curriculum and Program Planning (Ages 3-8)  
Education (EDUC) 302 -Elementary Curriculum  
Education (EDUC) 303 - Elementary Curriculum and Methods: Math

Education (EDUC) 304 - Elementary Curriculum and Methods: Citizenship and Social Sciences  
 Education (EDUC) 305 - Elementary Curriculum and Methods: Science  
 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) 411 - Creating Education Materials  
 Physical Science (PHSC) 109 - Energy and the Environment  
 Physical Science (PHSC) 110 - Global Change: Introduction to Earth Systems  
 Psychology (PSYC) 200 - Developmental Psychology  
 Psychology (PSYC) 202 - Adolescence and Adulthood  
 Religion (RELG) 206 - Survey of World Religions  
 Sociology (SOCI) 350 - Social Deviance  
 Spanish (SPAN) 101 - Elementary Spanish I  
 Spanish (SPAN) 102 - Elementary Spanish II  
 Spanish (SPAN) 201 - Intermediate Spanish I  
 Spanish (SPAN) 202 - Intermediate Spanish II

**Human Services Concentration Electives:**

Students must complete a minimum of 18 credits from the following list of courses:

Anthropology (ANTH) 101 - Introduction to Cultural Anthropology  
 Anthropology (ANTH) 212 - People and Cultures of Africa  
 Biology (BIOL) 200 - Biological Dimensions of Human Sexuality  
 Communications (COMM) 104 - Interpersonal Communication  
 Communications (COMM) 105 - Mass Communication  
 Communications (COMM) 328 - Small Group Communication  
 Criminal Justice (CJ) 201 - Criminology  
 Criminal Justice (CJ) 205 - Criminal Justice and Public Policy  
 Criminal Justice (CJ) 210 - Juvenile Delinquency  
 Criminal Justice (CJ) 317 - Juvenile Justice System  
 Early Childhood Education (ECE) 101 - Introduction to Early Childhood Education  
 Early Childhood Education (ECE) 102 - Guiding Play and Learning  
 Education (EDUC) 320 - Teaching Children with Diverse Needs  
 Paralegal (PARA) 102 - Legal Research and Writing I and II  
 Paralegal (PARA) 304 - Interviewing and Interpersonal Relationships  
 Paralegal (PARA) 306 - Domestic Relations Law  
 Political Science (POSC) 101 - American National Government  
 Political Science (POSC) 201 - State and Local Government  
 Political Science (POSC) 302 - Civil Rights in America  
 Psychology (PSYC) 200 - Developmental Psychology  
 Psychology (PSYC) 202 - Adolescence and Adulthood  
 Psychology (PSYC) 225 - Forensic Psychology  
 Psychology (PSYC) 307 - Social Psychology  
 Psychology (PSYC) 315 - Psychology of Disability  
 Religion (RELG) 206 - Survey of World Religions  
 Sociology (SOCI) 206 - Sociology of Sport and Recreation  
 Sociology (SOCI) 350 - Social Deviance  
 Spanish (SPAN) 101 - Elementary Spanish I

Spanish (SPAN) 102 - Elementary Spanish II  
Spanish (SPAN) 201 - Intermediate Spanish I  
Spanish (SPAN) 202 - Intermediate Spanish II

**Criminal Justice Concentration Electives:**

Students must complete a minimum of 18 credits from the following list of courses:

Anthropology (ANTH) 101 - Introduction to Cultural Anthropology  
Anthropology (ANTH) 212 - People and Cultures of Africa  
Biology (BIOL) 130 - Introduction to Forensic Science  
Biology (BIOL) 200 - Biological Dimensions of Human Sexuality  
Communications (COMM) 104 - Interpersonal Communication  
Communications (COMM) 105 - Mass Communication  
Communications (COMM) 328 - Small Group Communication  
Criminal Justice (CJ) 102 - Introduction to Criminal Justice  
Criminal Justice (CJ) 201 - Criminology  
Criminal Justice (CJ) 205 - Criminal Justice and Public Policy  
Criminal Justice (CJ) 210 - Juvenile Delinquency  
Criminal Justice (CJ) 302 - Criminal Evidence and Court Procedures  
Criminal Justice (CJ) 317 - Juvenile Justice System  
Paralegal (PARA) 102 - Legal Research and Writing I and II  
Paralegal (PARA) 304 - Interviewing and Interpersonal Relationships  
Paralegal (PARA) 306 - Domestic Relations Law  
Political Science (POSC) 301 - Constitutional/Criminal Law  
Political Science (POSC) 302 - Civil Rights in America  
Political Science (POSC) 303 -Comparative Government  
Psychology (PSYC) 200 - Developmental Psychology  
Psychology (PSYC) 202 - Adolescence and Adulthood  
Psychology (PSYC) 225 - Forensic Psychology  
Psychology (PSYC) 307 - Social Psychology  
Psychology (PSYC) 315 - Psychology of Disability  
Religion (RELG) 206 - Survey of World Religions  
Sociology (SOCL) 350 - Social Deviance  
Spanish (SPAN) 101 - Elementary Spanish I  
Spanish (SPAN) 102 - Elementary Spanish II  
Spanish (SPAN) 201 - Intermediate Spanish I  
Spanish (SPAN) 202 - Intermediate Spanish II

**Social Science Concentration Electives:**

Students must complete a minimum of 18 credits from the following list of courses:

Anthropology (ANTH) 101 - Introduction to Cultural Anthropology  
Anthropology (ANTH) 212 - People and Cultures of Africa  
Biology (BIOL) 200 - Biological Dimensions of Human Sexuality  
Communications (COMM) 104 - Interpersonal Communication  
Communications (COMM) 105 - Mass Communication  
Communications (COMM) 328 - Small Group Communication  
Criminal Justice (CJ) 102 - Introduction to Criminal Justice  
Criminal Justice (CJ) 201 - Criminology  
Criminal Justice (CJ) 210 - Juvenile Delinquency

Criminal Justice (CJ) 317 - Juvenile Justice System  
 Political Science (POSC) 101 - American National Government  
 Political Science (POSC) 201 - State and Local Government  
 Political Science (POSC) 205 - Criminal Justice and Public Policy  
 Political Science (POSC) 301 - Constitutional/Criminal Law  
 Political Science (POSC) 302 - Civil Rights in America  
 Political Science (POSC) 303 - Comparative Government  
 Political Science (POSC) 307 - International Relations  
 Psychology (PSYC) 200 - Developmental Psychology  
 Psychology (PSYC) 202 - Adolescence and Adulthood  
 Psychology (PSYC) 225 - Forensic Psychology  
 Psychology (PSYC) 307 - Social Psychology  
 Psychology (PSYC) 315 - Psychology of Disability  
 Religion (RELG) 206 - Survey of World Religions  
 Sociology (SOC) 206 - Sociology of Sport and Recreation  
 Sociology (SOC) 350 - Social Deviance  
 Spanish (SPAN) 101 - Elementary Spanish I  
 Spanish (SPAN) 102 - Elementary Spanish II  
 Spanish (SPAN) 201 - Intermediate Spanish I  
 Spanish (SPAN) 202 - Intermediate Spanish II

#### **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 101 Basic Algebra  
 PSYC 101 General Psychology  
 SOCI 101 Introduction to Sociology

##### **Second Semester (Spring)**

BIOL 101 or BIOL 111 Newsworthy  
 Topics in Biology  
 or BIOL 102 or BIOL 112  
 Human Health Issues  
 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 Mathematics  
 PSYC 210 Exceptional Children  
 SOCI 205 Sociology of the Family

##### **Fourth Semester (Spring)**

EDUC 211 Educational Psychology  
 EDUC 320 Teaching Children with  
 Diverse Needs  
 ENG 328 Children's Literature  
 Science Elective  
 SOCI 340 Cultural Geography

**Fifth Semester (Fall)**

Concentration Elective

Concentration Elective

EDUC 306 Using Computers to Support  
Classroom Learning

or EDUC 440 Electronic Media for Teachers

EDUC 310 Family Health and Safety

HSER 210 The Helping Relationship

**Sixth Semester (Spring)**

Concentration Elective

Concentration Elective

EDUC 315 Developmental  
Assessment

HSER 212 Human Service Systems

PSYC 314 Psychopathology

**Seventh Semester (Fall)**

Concentration Elective

HSER 423 Field Experience

PSYC 311 Research Methods for the  
Social and Behavioral Sciences

PSYC 401 Organizational Behavior

SOCI 301 Sociology of Diversity

**Eighth Semester (Spring)**

Concentration Elective

EDUC 402 Professional Practices:  
Ethics

EDUC 450 Seminar: Contemporary  
Research, Trends, and Issues

MATH 205 Statistics

PSYC 402 Supervision and  
Leadership

**Free Elective Courses:**

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

Not every course is offered every semester at every location. Course offerings are dependent on enrollment.



## **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 second major with additional 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 85)

#### **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 Elective<sup>1</sup>  
Social and Behavioral Sciences Elective<sup>1</sup>  
Social and Behavioral Sciences Elective (200-level or higher)<sup>1,2</sup>  
Math/Science Elective<sup>1</sup>  
Math/Science Elective (200-level or higher)<sup>1</sup>  
Science Elective – Laboratory Course<sup>1</sup>

#### **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) 110 - Three-Dimensional Design  
 Art (ART) 205 – Drawing and Composition II  
 Art (ART) 207 – Figure Drawing II  
 Art (ART) 225 – Fundamentals of Sculpture  
 Fundamental Art Studios - Students must take 15-18 credits  
 Intermediate Art Studio<sup>3</sup> - Students must take 9-12 credits  
 Advanced Studio Art Concentration/Senior Seminar<sup>3</sup>  
 Writing Intensive Elective<sup>4</sup>

**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 131 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

**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

**Fourth Semester (Spring)**

ART 207 Figure Drawing II  
 Math/Science Elective<sup>1</sup>  
 PHED 105 Wellness and Fitness  
 Social and Behavioral Sciences Elective<sup>1</sup>  
 Studio Elective  
 Studio Elective

**Fifth Semester (Fall)**

**Sixth Semester (Spring)**

ART 301 Modern and Post Modern Art  
Minor or Free Elective  
Social and Behavioral Sciences Elective<sup>1</sup>  
Studio Elective  
Studio Elective

Minor or Free Elective  
Minor or Free Elective  
Science Elective – Laboratory Course<sup>1</sup>  
Studio Elective  
Studio Elective

**Seventh Semester (Fall)**

Free Elective  
Math/Science Elective<sup>1</sup>  
(200-level or higher)  
Minor or Free Elective  
Minor or Free Elective  
Writing Intensive Elective<sup>4</sup>

**Eighth Semester (Spring)**

Advanced Studio Concentration/Senior  
Seminar  
ART 433 Professional Practices  
Social and Behavioral Sciences Elective  
(200-level or higher)<sup>1,2</sup>  
Studio Elective

**Footnotes:**

<sup>1</sup>See page 96 for a list of courses fulfilling this requirement.

<sup>2</sup>Must be a diversity awareness course. See list on page 98.

<sup>3</sup>Intermediate 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.

<sup>4</sup>See page 98 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.

## **Water Resource Management Professional Studies Bachelor of Science**

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

The water 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. Students completing all graduation requirements will earn a bachelor of science degree.

### **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  
Environmental Science (ENVT) 215 - Environmental Ethics  
Interdisciplinary Studies (IDS) 101 - The First-Year Seminar  
Mathematics (MATH) - Basic Algebra or a higher-level MATH<sup>1</sup> 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 and Humanities Elective (200-level)<sup>6</sup>  
Political Science (POSC) 101 - American National Government  
or Political Science (POSC) 201 - State and 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 - Introduction to Field Biology<sup>7</sup>  
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 Communication  
 Communications (COMM) 207 - Professional Speech  
 Curricular Elective<sup>5</sup>  
 Curricular Elective<sup>5</sup>  
 Curricular Lab Elective<sup>4</sup>  
 English (ENGL) 335 - Technical Writing  
 Environmental Science (ENVT) 210 - GSS 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 Preparation<sup>2</sup>  
 Environmental Science (ENVT) 423 - Internship (240 hours)<sup>3</sup>  
 Environmental Science (ENVT) 440 - Case Study Field Trip  
 Environmental Science (ENVT) 445 - Watershed Resource Management/Tunkhannock Creek  
 Case Study  
 Mathematics (MATH) 113 - Pre-Calculus<sup>1</sup>  
 or Mathematics (MATH) 225 - Techniques of Calculus I<sup>1</sup>  
 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 Introduction to Field Biology<sup>7</sup>  
 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 Introduction to  
 Field Biology<sup>7</sup>  
 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 I<sup>1</sup>

**Third Semester (Fall)**

BIOL 108/109 Introduction to Field Biology<sup>7</sup>  
 BIOL 214 Introduction to Ecology  
 CHEM 105 General Chemistry I  
 ECON 201 Economics I  
 or ECON 202 Economics 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 Soils Science  
 POSC 101 American National Government  
 or POSC 201 State and 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 Preparation<sup>2</sup>  
 ENVT 440 Case Study Field Trip

**Summer between junior and senior years:** ENVT 423 - 240 hour internship.<sup>3</sup> (6 credits)

**Seventh Semester (Fall)**

Arts and Humanities Elective (200-level)<sup>6</sup>  
 BIOL 108/109 Introduction to Field Biology<sup>7</sup>  
 Curricular Elective<sup>5</sup>  
 Curricular Lab Elective<sup>4</sup>  
 ENVT 215 Environmental Ethics

**Eighth Semester (Spring)**

COMM 104 Interpersonal Communication  
 COMM 207 Professional Speech  
 Curricular Elective<sup>5</sup>  
 ENVT 445 Watershed Resources  
 Management & Case Study  
 Free Elective

**Footnotes:**

<sup>1</sup>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. Students beginning with MATH 225 may not use MATH 225 as a curricular elective.

<sup>2</sup>Students must take ENVT 423P - Internship Preparation during their sixth semester.

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

<sup>4</sup>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.

<sup>5</sup>Curricular Elective to be selected from: Environmental Planning, Environmental Law (ENVT 325), Calculus I (MATH 225), Calculus II (MATH 230), Statistics and Research (MATH 314). These courses are offered on a rotating basis and may not be available every year.

<sup>6</sup>ENGL 330 - Great Themes in Literature is recommended.

<sup>7</sup>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.

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# Accounting

Curriculum Coordinator: Patti Davis, Professor

The accounting curriculum is designed to give 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. While this is a terminal degree, students wishing to pursue a bachelor's degree in accounting may enroll in Keystone's Bachelor of Science in Accounting program 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 92)

### 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<sup>1</sup>  
Arts and Humanities Elective (200-level)<sup>1</sup>  
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) 120 - Web Programming I  
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 Elective<sup>1</sup>  
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)<sup>1</sup>  
ECON 202 Principles of Economics II  
IT 120 Web Programming I  
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:**

<sup>1</sup>Please refer to page 96 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 - Medical Technology Emphasis**

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

Keystone College offers a number of pre-professional tracks in the Allied Health disciplines including; Nursing<sup>a,b</sup>, Occupational Therapy<sup>b</sup>, Radiologic Technology and Diagnostic Imaging<sup>a,b,c</sup>, Radiation Therapy<sup>c</sup>, Respiratory Care<sup>c</sup>, Cardiac Perfusion<sup>c</sup>, Medical Technology<sup>b,c</sup> and Cytotechnology<sup>c</sup>. These programs provide the first two years of study required for the respective disciplines. After successful completion of all required coursework and co-op hours of study at Keystone College, the student will have the opportunity to transfer credits to articulating schools as listed for completion of studies within the discipline. The completion phase is usually an additional two years of study at the articulating university. Students in good academic standing will have all credits taken at Keystone College transfer into their respective articulating programs. Students successfully completing all graduation requirements will receive an associate in science.

The pre-medical technology emphasis prepares students for articulation into the SUNY Upstate Medical University 2+2 program in medical technology. Medical technologists are clinical laboratory scientists. They perform and use sophisticated laboratory techniques to aid the physician in uncovering diseases and monitoring medical conditions.

<sup>a</sup>College Misericordia, Dallas, Pennsylvania

<sup>b</sup>Thomas Jefferson University, Philadelphia, Pennsylvania

<sup>c</sup>State University of New York, Upstate Medical University, Syracuse, New York

### **Graduation Requirements**

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 91)

#### **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 course<sup>3</sup>

Physical Education (PHED) 105 - Wellness and Fitness

#### **Distribution Courses:**

Arts & Humanities Elective<sup>1</sup>

Arts & Humanities Elective<sup>1</sup>

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)<sup>2</sup>  
 Mathematics (MATH) 102 - College Algebra<sup>3</sup>  
 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 Algebra<sup>3</sup>  
 PHED 105 Wellness and Fitness

**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

**Third Semester (Fall)**

Arts and Humanities Elective<sup>1</sup>  
 BIOL 105 Anatomy and Physiology I  
 COMM 107 Speech Communication  
 COOP Cooperative Education<sup>2</sup>  
 PHYS 200 General Physics I  
 PSYC 101 General Psychology

**Fourth Semester (Spring)**

Arts and Humanities Elective<sup>1</sup>  
 BIOL 106 Anatomy and Physiology II  
 MATH 205 Statistics  
 PHYS 205 General Physics II  
 PSYC 200 Developmental Psychology

**Footnotes**

<sup>1</sup>To be chosen from Philosophy 101, 102, English 201, 202, 203 or 204.

<sup>2</sup>Students must complete a minimum of 1 credit of co-op during the summer or in their third or fourth semester.

<sup>3</sup>Students 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 - Nursing/Cytotechnology Emphasis**

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

Keystone College offers a number of pre-professional tracks in the Allied Health disciplines including: Nursing<sup>a,b</sup>, Occupational Therapy<sup>b</sup>, Radiologic Technology and Diagnostic Imaging<sup>a,b,c</sup>, Radiation Therapy<sup>c</sup>, Respiratory Care<sup>c</sup>, Cardiac Perfusion<sup>c</sup>, Medical Technology<sup>b,c</sup> and Cytotechnology<sup>c</sup>. These programs provide the first two years of study required for the respective disciplines. After successful completion of all required coursework and co-op hours of study at Keystone College, the student will have the opportunity to transfer credits to articulating schools as listed for completion of studies within the discipline. The completion phase is usually an additional two years of study at the articulating university. Students in good academic standing will have all credits taken at Keystone College transfer into their respective articulating programs. Students successfully completing all graduation requirements will receive an associate in science.

The nursing curriculum prepares students to work with physicians and other health care professionals wherever health care is provided. The cytotechnology curriculum prepares students as clinical investigators specializing in identification of cellular abnormalities, and aids in the diagnosis of benign and malignant conditions. The nursing/cytotechnology emphasis prepares students for entry into baccalaureate programs in nursing<sup>a,b</sup> or cytotechnology<sup>c</sup>. The nursing curriculum is patterned after the curricula offered with our two articulating schools, College Misericordia and Thomas Jefferson University 2+3 or 2+2. The same curriculum applies for Cytotechnology articulation with SUNY Upstate Medical University 2+2.

<sup>a</sup>College Misericordia, Dallas, Pennsylvania

<sup>b</sup>Thomas Jefferson University, Philadelphia, Pennsylvania

<sup>c</sup>State University of New York, Upstate Medical University, Syracuse, New York

### **Graduation Requirements**

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 91)

#### **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<sup>1</sup>

Physical Education (PHED) 105 - Wellness and Fitness

#### **Distribution Courses:**

Arts and Humanities Elective<sup>2</sup>

Arts and Humanities Elective<sup>2</sup>

Psychology (PSYC) 101 - General Psychology

Social and Behavioral Sciences Elective<sup>3</sup>

Biology (BIOL) 113 - General Biology I

Mathematics (MATH) 102 - College Algebra<sup>1</sup>

#### **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) 115 - Medical Technology  
 Biology (BIOL) 210 - Nutrition  
 Biology (BIOL) 211 - Microbiology  
 Chemistry (CHEM) 105 - General Chemistry I  
 Chemistry (CHEM) 110 - General Organic Chemistry  
 Mathematics (MATH) 205 - Statistics  
 Psychology (PSYC) 200 - Developmental Psychology  
 Psychology (PSYC) 314 - Psychopathology  
 or Psychology (PSYC) 315 - Psychology of Disability

**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)**

BIOL 210 Nutrition<sup>4</sup>  
 CHEM 110 General Organic Chemistry  
 CIS 106 Introduction to Software Applications  
 ENGL 102 College Writing II  
 MATH 102 College Algebra<sup>1</sup>  
 PHED 105 Wellness and Fitness

**Third Semester (Fall)**

Arts and Humanities Elective<sup>2</sup>  
 BIOL 105 Anatomy and Physiology I  
 BIOL 115 Medical Terminology  
 COMM 107 Speech Communication  
 PSYC 200 Developmental Psychology  
 PSYC 314 Psychopathology  
 or PSYC 315 Psychology of Disability  
 Social and Behavioral Sciences Elective<sup>3</sup>

**Fourth Semester (Spring)**

ANTH 101 Introduction to Cultural Anthropology  
 Arts and Humanities Elective<sup>2</sup>  
 BIOL 106 Anatomy and Physiology II  
 BIOL 211 Microbiology  
 MATH 205 Statistics

**Footnotes:**

<sup>1</sup>Students 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. Students may substitute MATH 113 or MATH 225 for MATH 102.

<sup>2</sup>Please refer to page 96 for a list of courses fulfilling the distribution requirements.

<sup>3</sup>Students should check with articulating institution as to required courses.

<sup>4</sup>To be chosen from BIOL 114, BIOL 200, or BIOL 210. College Misericordia requires BIOL 210. Thomas Jefferson University requires BIOL 114.

Note: Students who successfully complete this curriculum with a 2.50 GPA can formally matricu-

late 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/ Respiratory Care Emphasis**

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

Keystone College offers a number of pre-professional tracks in the Allied Health disciplines including; Nursing<sup>a,b</sup>, Occupational Therapy<sup>b</sup>, Radiologic Technology and Diagnostic Imaging<sup>a,b,c</sup>, Radiation Therapy<sup>c</sup>, Respiratory Care<sup>c</sup>, Cardiac Perfusion<sup>c</sup>, Medical Technology<sup>b,c</sup> and Cytotechnology<sup>c</sup>. These programs provide the first two years of study required for the respective disciplines. After successful completion of all required coursework and co-op hours of study at Keystone College, the student will have the opportunity to transfer credits to articulating schools as listed for completion of studies within the discipline. The completion phase is usually an additional two years of study at the articulating university. Students in good academic standing will have all credits taken at Keystone College transfer into their respective articulating programs. Students successfully completing all graduation requirements will receive an associate in science.

Occupational therapists use goal directed activities to promote functional performance in individuals affected by physical injury, birth defects, aging, or emotional or developmental problems. Respiratory therapists perform studies of pulmonary function in patients, aid in pulmonary treatment and exercise, and assist the physician in treating patients with pulmonary disease. This emphasis prepares students for entry into articulation schools, Thomas Jefferson University and SUNY Upstate Medical University respectively. These are both 2+2 BS programs.

<sup>a</sup>College Misericordia, Dallas, Pennsylvania

<sup>b</sup>Thomas Jefferson University, Philadelphia, Pennsylvania

<sup>c</sup>State University of New York, Upstate Medical University, Syracuse, New York

### **Graduation Requirements**

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 91)

#### **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<sup>3</sup>

Physical Education (PHED) 105 - Wellness and Fitness

#### **Distribution Course:**

Arts and Humanities Elective<sup>1</sup>

Arts and Humanities Elective<sup>1</sup>

Psychology (PSYC) 101 - General Psychology

Sociology (SOCI) 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  
Biology (BIOL) 115 - Medical Terminology  
Cooperative Education (COOP)<sup>2</sup>  
Mathematics (MATH) 102 - College Algebra<sup>3</sup>  
Mathematics (MATH) 205 - Statistics  
Psychology (PSYC) 200 - Developmental Psychology  
or 200-level or higher PSYC course  
Psychology (PSYC) 314 - Psychopathology  
or Psychology (PSYC) 315 - 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

**Second Semester (Spring)**

BIOL 114 General Biology II  
BIOL 115 Medical Terminology  
CIS 106 Introduction to  
Software Applications  
ENGL 102 College Writing II<sup>3</sup>  
MATH 102 College Algebra

**Third Semester (Fall)**

Arts and Humanities Elective<sup>1</sup>  
BIOL 105 Anatomy and Physiology I  
COMM 107 Speech Communication  
COOP Cooperative Education<sup>2</sup>  
PSYC 200 Developmental Psychology  
SOCI 101 Introduction to Sociology

**Fourth Semester (Spring)**

ANTH 101 Introduction to Cultural  
Anthropology  
Arts and Humanities Elective<sup>1</sup>  
BIOL 106 Anatomy and Physiology II  
Physiology II  
Free Elective  
MATH 205 Statistics  
PSYC 200 Developmental Psychology  
PSYC 314 Psychopathology  
or PSYC 315 Psychology of  
Disability

**Footnotes:**

<sup>1</sup>To be chosen from Philosophy 101, 102, English 201, 202, 203, or 204.

<sup>2</sup>Students must earn a minimum of 1 credit of co-op during the summer.

<sup>3</sup>Students 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 - Radiotherapy/Medical Imaging/ Cardiac Perfusion Emphasis**

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

Keystone College offers a number of pre-professional tracks in the Allied Health disciplines including: Nursing<sup>a,b</sup>, Occupational Therapy<sup>b</sup>, Radiologic Technology and Diagnostic Imaging<sup>a,b,c</sup>, Radiation Therapy<sup>c</sup>, Respiratory Care<sup>c</sup>, Cardiac Perfusion<sup>c</sup>, Medical Technology<sup>b,c</sup> and Cytotechnology<sup>c</sup>. These programs provide the first two years of study required for the respective disciplines. After successful completion of all required coursework and co-op hours of study at Keystone College, the student will have the opportunity to transfer credits to articulating schools as listed for completion of studies within the discipline. The completion phase is usually an additional two years of study at the articulating university. Students in good academic standing will have all credits taken at Keystone College transfer into their respective articulating programs. Students successfully completing all graduation requirements will receive an associate in science.

Radiotherapists assist physicians in treating patients with malignancies. Radiotherapists use targeted radiation to shrink or destroy malignancies. Medical imaging technologists assist in diagnosis and treatment of medical conditions using x-ray imaging, CAT scanning, Medical Ultrasound, MRI and nuclear medicine. Cardiac perfusion technologists are operating room specialists who conduct cardiopulmonary bypass during open heart surgery. This track prepares students for entry into these 2+2 articulation programs at Thomas Jefferson University, College Misericordia, and SUNY Upstate Medical College.

<sup>a</sup>College Misericordia, Dallas, Pennsylvania

<sup>b</sup>Thomas Jefferson University, Philadelphia, Pennsylvania

<sup>c</sup>State University of New York, Upstate Medical University, Syracuse, New York

### **Graduation Requirements**

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 91)

#### **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<sup>1</sup>

Physical Education (PHED) 105 - Wellness and Fitness

#### **Distribution Courses:**

Arts and Humanities Elective<sup>2</sup>

Arts and Humanities Elective<sup>2</sup>

Psychology (PSYC) 101 - General Psychology

Social and Behavioral Sciences Elective<sup>3</sup>

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)<sup>4</sup>  
Mathematics (MATH) 102 - College Algebra<sup>1, 5</sup>  
Mathematics (MATH) 113 - Pre-Calculus<sup>5</sup>  
or Mathematics (MATH) 225 - Techniques of Calculus I  
Mathematics (MATH) 205 - Statistics  
Physics (PHYS) 200 - General Physics I  
Physics (PHYS) 205 - General Physics II  
Political Science (POSC) 101 - American National Government  
or Biology (BIOL) 114 - General Biology II<sup>7</sup>

**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 Algebra<sup>1</sup>  
PSYC 101 General Psychology

**Second Semester (Spring)**

CIS 106 Introduction to Software Applications  
Curricular Elective<sup>7</sup>  
ENGL 102 College Writing II  
MATH 113 Pre-Calculus<sup>5</sup>  
or MATH 225 Techniques of Calculus  
PHED 105 Wellness and Fitness

**Third Semester (Fall)**

Arts and Humanities Elective<sup>2</sup>  
BIOL 105 Anatomy and Physiology I  
COMM 107 Speech Communication  
COOP Cooperative Education<sup>4</sup>  
Free Elective<sup>6</sup>  
PHYS 200 General Physics I  
Social and Behavioral Sciences Elective<sup>3</sup>

**Fourth Semester (Spring)**

Arts and Humanities Elective<sup>2</sup>  
BIOL 106 Anatomy and Physiology II  
Free Elective<sup>6</sup>  
MATH 205 Statistics  
PHYS 205 General Physics II

**Footnotes:**

<sup>1</sup>Students are expected to take MATH 102 or MATH 113 in their first semester. Students who are not prepared to do so will require an extra semester or summer session to complete this degree.

<sup>2</sup>To be chosen from PHIL 101, 102, ENGL 201, 202, 203, or 204, HIST 101 or 102, POSC 101. College Misericordia requires HIST 101 and 102. Thomas Jefferson requires one literature course.

<sup>3</sup>Please refer to page 96 for a list of courses fulfilling the distribution requirements.

<sup>4</sup>Students must complete a minimum of 1 credit of co-op during the summer or in their third or fourth semester.

<sup>5</sup>Students starting their math courses with Pre-Calculus (MATH 113) must take sufficient free electives to ensure that they will have 67 credits for graduation.

<sup>6</sup>College Misericordia requires students to take ART 101.

<sup>7</sup>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: Ward Roe, Associate 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 94)

#### 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 and Behavioral Sciences Elective <sup>1</sup>  
Math/Science Elective <sup>1,2</sup>

#### Curriculum Courses:

ART 103 - Color Theory  
ART 105 - Drawing and Composition I  
ART 107 - Figure Drawing I  
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/Global Cultural Studies  
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  
ART 328 - Painting II  
ART 331 - Printmaking II

**Free Elective Courses:**

Sufficient free electives must be taken to ensure the student has at least 68.5 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<sup>1,2</sup>  
Social and Behavioral Sciences Elective<sup>1</sup>  
PHED 105 Wellness and Fitness

**Footnotes:**

<sup>1</sup>Please refer to page 96 for a list of courses fulfilling the distribution requirements.

<sup>2</sup>BIOL 101 or BIOL 200 (Newsworthy Topics in Biology or Biological Dimensions of Human Sexuality) 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

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

The biological science associate's degree curriculum is designed for students who would like to pursue a career in science or health-related fields. The program of study is rigorous enough to facilitate transfer into most science, health-related, or education baccalaureate programs, including those at Keystone College. Students meeting all graduation requirements receive an associate in science.

Students planning for medical school should enroll in the baccalaureate Biology program (see page 111).

### Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 91)

#### 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 and Humanities Elective<sup>1</sup>  
Arts and Humanities Elective<sup>1</sup>  
Social and Behavioral Sciences Elective<sup>1</sup>  
Social and Behavioral Sciences Elective<sup>1</sup>  
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 Elective<sup>2</sup>  
Curricular Elective<sup>2</sup>  
Mathematics (MATH) 102 - College Algebra<sup>3</sup>  
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 Algebra<sup>3</sup>  
PHED 105 Wellness and Fitness

#### **Second Semester (Spring)**

BIOL 114 General Biology II  
CHEM 106 General Chemistry II  
COMM 107 Speech Communication  
Curricular Elective<sup>2</sup>  
ENGL 102 College Writing II

#### **Third Semester (Fall)**

Arts and Humanities Elective<sup>1</sup>  
BIOL 214 Introductory Ecology  
CIS 106 Introduction to Software Applications  
PHYS 200 General Physics I  
Social and Behavioral Sciences Elective<sup>1</sup>

#### **Fourth Semester (Spring)**

Arts and Humanities Elective<sup>1</sup>  
BIOL 211 Microbiology  
Curricular Elective<sup>2</sup>  
PHYS 205 General Physics II  
Social and Behavioral Sciences Elective<sup>1</sup>

#### **Footnotes:**

<sup>1</sup>Please refer to page 96 for a list of courses fulfilling the distribution requirements.

<sup>2</sup>To be chosen from: MATH 113, 205, 225, 230.

<sup>3</sup>Students 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.

# 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 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 91)

### 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 Elective<sup>1</sup>  
Arts and Humanities Elective<sup>1</sup>  
Economics (ECON) 201 - Principles of Economics I  
Economics (ECON) 202 - Principles of Economics II  
Mathematics (MATH) 205 - Statistics  
Science Elective - Laboratory Course<sup>1</sup>

### 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 Elective<sup>2</sup>  
Curricular Elective<sup>2</sup>  
Curricular Elective<sup>2</sup>

### 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 and Humanities Elective<sup>1</sup>  
COMM 212 Written Communication  
Curricular Elective<sup>2</sup>  
ECON 201 Principles of Economics I  
Science Elective - Laboratory Course<sup>1</sup>

**Fourth Semester (Spring)**

Arts and Humanities Elective<sup>1</sup>  
BUSN 250 Bridge Experience in  
Business  
Curricular Elective<sup>2</sup>  
Curricular Elective<sup>2</sup>  
ECON 202 Principles of Economics II

**Footnotes:**

<sup>1</sup>Please refer to page 96 for a list of courses fulfilling the distribution requirements.

<sup>2</sup>To be chosen from the following disciplines: ACCT, BUSN, COOP, HRM, IT, MATH, PSYC, SRM, or HOSP, 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: Dawn Middleton-Paradise, Instructor

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 program. The communications curriculum is also 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 89)

#### 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 Elective<sup>1</sup>  
English 200-level Literature Elective<sup>1</sup>  
Social and Behavioral Sciences Elective<sup>2</sup>  
Social and Behavioral Sciences Elective<sup>2</sup>  
Math/Science Elective<sup>1</sup>  
Science Elective - Laboratory Course<sup>2</sup>

#### Curricular Requirements:

Communications (COMM) 207 - Professional Speech  
Cooperative Education (COOP)<sup>3</sup>

**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) 120 - Web Programming I  
Music (MUSC) 101 - Introduction to Music  
Philosophy (PHIL) 101 - Introduction to Philosophy I  
Philosophy (PHIL) 102 - Introduction to Philosophy II  
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 Elective<sup>2</sup>  
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  
Curricular Elective  
or Social and Behavioral Sciences  
Elective<sup>2</sup>  
ENGL 102 College Writing II  
PHED 105 Wellness and Fitness  
Science Elective - Laboratory Course<sup>2</sup>

**Summer:**

Cooperative Education<sup>3</sup>

**Third Semester (Fall)**

CIS 106 Introduction to Software Applications  
Curricular Elective  
Curricular Elective  
ENGL 200-level Literature Elective<sup>1</sup>  
Math/Science Elective<sup>1</sup>  
Social and Behavioral Sciences Elective<sup>2</sup>  
or Curricular Elective

**Fourth Semester (Spring)**

COMM 207 Professional Speech  
Curricular Elective  
Curricular Elective  
Free Elective  
Social and Behavioral Sciences  
Elective<sup>2</sup>  
or Curricular Elective  
ENGL 200-level Literature Elective<sup>1</sup>

**Footnotes:**

<sup>1</sup>To be chosen from ENGL 201, 202, 203, 204, 220, 221, or 222.

<sup>2</sup>Please refer to page 96 for a list of courses fulfilling the distribution requirements.

<sup>3</sup>Students must earn a minimum of three credits of co-op.

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.

# **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. Students meeting all graduation requirements receive an associate in science degree.

## **Graduation Requirements**

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 91)

### **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 Elective<sup>1,4</sup>

Arts and Humanities Elective<sup>1,4</sup>

Psychology (PSYC) 101 - General Psychology

Psychology (PSYC) 202 - Adolescence and Adulthood

Mathematics Elective<sup>2</sup>

Science Elective - Laboratory Course<sup>4</sup>

### **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 Preparation<sup>3</sup>

Criminal Justice (CJ) 223 - Field Experience I<sup>3</sup>

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 and Humanities Elective<sup>1</sup>  
CIS 106 Introduction to Software Applications  
CJ 110 Introduction to Policing  
CJ 115 Survey of Corrections  
ENGL 102 College Writing II  
Science Elective - Laboratory Course<sup>4</sup>

**Third Semester (Fall)**

Arts and Humanities Elective<sup>1,6</sup>  
CJ 201 Criminology  
CJ 223P Field Experience Preparation<sup>3</sup>  
Mathematics Elective<sup>2</sup>  
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 I<sup>3</sup>  
COMM 107 Speech Communication  
Free Elective<sup>5</sup>  
Free Elective<sup>5</sup>

**Footnotes:**

<sup>1</sup>Recommended: COMM 104, HIST 110, or a 200-level Literature course.

<sup>2</sup>Recommended: MATH 102 or 111.

<sup>3</sup>Students must attend Field Experience preparation workshop (CJ 223P) during the third semester and earn 3 credits of Field Experience during their fourth semester.

<sup>4</sup>Please refer to page 96 for a list of courses fulfilling the distribution requirements.

<sup>5</sup>Students considering the Bachelor's degree in Criminal Justice are strongly encouraged to select courses in a respective minor area or a 300-400 level CJ course.

<sup>6</sup>Select from writing-intensive courses listed on page 98.

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.

Not every course is offered every semester at every location. Course offerings are dependent on enrollment.

## Culinary Arts

(under development)

Curriculum Coordinator: Chef Melodie Jordan, Assistant Professor

The culinary arts major is based on the functions and skills required 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 (\$135) and uniform package (\$250). In the student's third semester and upon enrolling in CULN 230, students will be charged for a server and kitchen uniform package (\$350). Enrollees are also required to purchase non-skid black leather lace-up shoes. These costs are in addition to other required fees.

### Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 92)

#### 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 Elective<sup>4</sup>

#### Curriculum Courses:

Communications (COMM) 212 - Written Communication

or Communications (COMM 104) - Interpersonal 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 Desserts  
 Culinary Arts (CULN) 210 - Catering  
 Culinary Arts (CULN) 230 - Restaurant Operations  
 Culinary Arts (CULN) 236 - Advanced Restaurant Operations  
 Culinary Arts (CULN) 290 - NOCTI Food Production and Service Examination<sup>2</sup>  
 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 Preparation<sup>3</sup>  
 Hospitality (HOSP) 223 - Field Experience<sup>3</sup>  
 Hospitality (HOSP) 225 - Menu Planning and Purchasing  
 \*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 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 150 Hospitality Seminar<sup>3</sup>  
 IT 105 PC Office Applications  
 MATH Basic Algebra or higher-level MATH course

#### Summer After Freshman Year

HOSP 223 Field Experience (400 hours Internship)<sup>3</sup>

#### Third Semester (Fall)

COMM 107 Speech Communication  
 CULN 230 Restaurant Operations  
 ENGL 102 College Writing II  
 HOSP 109 Foods and Nutrition  
 HOSP 225 Menu Planning and Purchasing  
 PHED 105 Wellness and Fitness

#### Fourth Semester (Spring)

COMM 212 Written Communication  
 or COMM 104 Interpersonal Communication  
 CULN 107 Garde Manger  
 CULN 202 Bar and Beverage Management  
 CULN 203 Cakes, Tortes, and Desserts  
 CULN 210 Catering<sup>1</sup>  
 CULN 236 Advanced Restaurant Operations  
 CULN 290 NOCTI Food Production and Service Examination<sup>2</sup>  
 Distribution Elective<sup>4</sup>



\*Students enrolled in these courses must be available to participate in events when not in class.

**Footnotes:**

<sup>1</sup>Students enrolled in CULN 210 may have to be available for some weekends to organize, serve, and cook for functions.

<sup>2</sup>In order for students to graduate this curriculum, they must enroll in and pass the NOCTI examination (only offered in the spring semesters, CULN 290). Students must have completed 3 semesters in culinary arts at Keystone College before enrolling.

<sup>3</sup>Students 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.

<sup>4</sup>Please refer to page 96 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, Associate Professor

Keystone College 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, child abuse clearances, and a health appraisal, including an annual TB screening, 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.

**Education students are required to pay a curriculum lab fee of \$65 each semester. 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 91)

#### 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 course<sup>1</sup>  
Physical Education (PHED) 105 - Wellness and Fitness

#### Distribution Courses:

Arts and Humanities Elective<sup>2</sup>  
Arts and Humanities Elective<sup>2</sup>  
Biology Laboratory Elective<sup>3</sup>  
Math/Science Elective<sup>1</sup>  
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 Experiences<sup>4</sup>  
Early Childhood Education (ECE) 250 - Seminar in Early Childhood Education

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 Elective<sup>5</sup>  
 Early Childhood Education Elective<sup>5</sup>  
 Education (EDUC) 216 - Child, Family, and Community  
 Sociology (SOCl) 205 - 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 Basic Algebra  
 or higher-level MATH course<sup>1</sup>  
 PSYC 101 General Psychology

**Second Semester (Spring)**

Biology Laboratory Elective<sup>3</sup>  
 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 Elective<sup>1</sup>  
 ECE 301 Curriculum and Program Planning (Ages 0-3)  
 EDUC 216 Child, Family, and Community  
 Math/Science Elective<sup>1</sup>  
 SOCI 205 Sociology of the Family  
 ECE Elective<sup>5</sup>

**Fourth Semester (Spring)**

Arts and Humanities Elective<sup>2</sup>  
 ECE 223 Community Based Early Childhood Field Experiences<sup>4</sup>  
 ECE 250 Seminar in Early Childhood Education  
 ECE 302 Curriculum & Program Planning (Ages 3-8)  
 ECE Elective<sup>5</sup>

**Footnotes:**

<sup>1</sup>MATH 111 and MATH 102 are recommended for students considering transferring into the baccalaureate degree program.

<sup>2</sup>Please see page 96 for a list of courses fulfilling this requirement.

<sup>3</sup>BIOL 101/110 or 102/111 are recommended.

<sup>4</sup>Field 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.

<sup>5</sup>To be chosen from: ECE 235, ECE 320, EDUC 201, EDUC 211, PSYC 210, SOCI 101, 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.

Not every course is offered every semester at every location. Course offerings are dependent on enrollment.

## Environmental Studies

Curriculum Coordinator: Robert D. Cook, Ph.D., Assistant 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 89)

#### 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<sup>4</sup>  
Physical Education (PHED) 105 - Wellness and Fitness

#### Distribution Courses:

Arts and Humanities Elective<sup>1</sup>  
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 and Behavioral Sciences Elective<sup>2</sup>

#### Curriculum Courses:

Biology (BIOL) 108/109 - Introduction to Field Biology<sup>5</sup>  
Biology (BIOL) 109C - Horticulture<sup>5</sup>  
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)<sup>3</sup>  
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 Introduction to  
Field Biology<sup>5</sup>  
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 Horticulture<sup>5</sup>  
BIOL 214 Introductory Ecology  
CHEM 105 General Chemistry I  
ECON 201 Principles of Economics I  
or ECON 202 Principles of Economics II<sup>2</sup>  
Social and Behavioral Sciences Elective<sup>2</sup>

**Fourth Semester (Spring)**

Arts and Humanities Elective<sup>1</sup>  
BIOL 108/109 Introduction to  
Field Biology<sup>5</sup>  
CHEM 106 General Chemistry II  
or PHYS 200 General Physics I  
COMM 107 Speech Communication  
Cooperative Education<sup>3</sup>  
ENVT 225 Environmental Policy and  
Management  
MATH 225 Calculus I<sup>4</sup>

**Footnotes:**

<sup>1</sup>Any ART course or MUSC 101.

<sup>2</sup>To be chosen from ANTH 101, ANTH 212, or RELG 206.

<sup>3</sup>Students must earn a minimum of 1 credit of co-op.

<sup>4</sup>Students 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.

<sup>5</sup>Five 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: Robert D. Cook, Ph.D., Assistant 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 89)

#### 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<sup>3</sup>  
Physical Education (PHED) 105 - Wellness and Fitness

#### Distribution Courses:

Arts and Humanities Elective<sup>4</sup>  
Arts and Humanities Elective<sup>4</sup>  
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 Elective<sup>5</sup>

#### Curriculum Courses:

Biology (BIOL) 214 - Introductory Ecology  
Chemistry (CHEM) 105 - General Chemistry I  
Chemistry (CHEM) 106 - General Chemistry II  
Cooperative Education (COOP) <sup>2</sup>  
Curricular Elective<sup>1</sup>  
Curricular Elective<sup>1</sup>  
Mathematics (MATH) 205 - Statistics  
Mathematics (MATH) 225 - Techniques of Calculus I<sup>3</sup>  
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  
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)** <sup>4</sup>

Arts and Humanities Elective <sup>4</sup>  
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 Education<sup>2</sup>  
HIST 102 Western Civilization  
MATH 205 Statistics  
PHYS 200 General Physics I  
Social and Behavioral Sciences Elective<sup>5</sup>

**Fourth Semester (Spring)** <sup>4</sup>

Arts and Humanities Elective <sup>4</sup>  
COMM 107 Speech Communication  
Curricular Elective<sup>1</sup>  
ECON 201 Principles of Economics I  
or ECON 202 Principles of Economics II  
MATH 225 Techniques of Calculus I<sup>3</sup>  
PHYS 205 General Physics II

**Footnotes:**

<sup>1</sup>Two 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 96 for a list of courses fulfilling the distribution requirements.

<sup>2</sup>Students must earn a minimum of 1 credit of co-op.

<sup>3</sup>Students 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.

<sup>4</sup>To be chosen from: any ART course, ENGL 220, or MUSC 101.

<sup>5</sup>To 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 103, students will be charged for a professional knife kit (\$130.00) and uniform package (\$100.00). Upon enrolling in HOSP 110, students will be charged for a special event uniform package (\$110.00). Enrollees are also required to purchase non-skid black leather lace-up shoes (average cost \$20.00) for both HOSP 101 and HOSP 110.

## Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 92)

### 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) 103 - Accounting or higher-level ACCT course  
Business (BUSN) 102 - Introduction to Human Resource Management  
Business (BUSN) 220 - Sales  
Culinary (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 Sanitations  
Hospitality (HOSP) 109 - Nutrition  
Hospitality (HOSP) 110 - Service Management  
Hospitality (HOSP) 150 - Hospitality Seminar<sup>2</sup>  
Hospitality (HOSP) 223 - Field Experience<sup>1</sup>  
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) 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 109 Nutrition  
 HOSP 150 Hospitality Seminar<sup>2</sup>  
 HOSP 110 Service Management  
 IDS 101 The First-Year Seminar  
 PHED 105 Wellness and Fitness

**Second Semester (Spring)**

ACCT 103 Managerial Accounting  
 ENGL 102 College Writing II  
 HOSP 101 Basic Food Production  
 HOSP 108 Food Service Sanitation  
 IT 105 PC Office Applications  
 MATH Basic Algebra or higher-level  
 MATH course

**Summer After Freshman Year**

HOSP 223 Field Experience<sup>1</sup>

**Third Semester (Fall)**

COMM 107 Speech Communication  
 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 102 Introduction to Human  
 Resource Management  
 BUSN 220 Sales  
 CULN 202 Bar and Beverage  
 Management  
 HOSP 227 Hospitality Law  
 HOSP 228 Hotel/Lodging Operations  
 Management  
 HOSP 229 Executive Housekeeping  
 and Maintenance  
 HOSP 250 Hospitality Leadership

<sup>1</sup>Students 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.

<sup>2</sup>Students 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: Patricia Kubus Lock, Ph.D., Assistant 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 growing rapidly because of challenges in the workforce and the increased strategic importance of human resources. Students successfully completing their associate in science will also have completed the first two years of Keystone College's Bachelor of Science in Human Resource Management.

## Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 91)

### 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<sup>1</sup>  
Communications (COMM) 104 - Interpersonal Communication  
Mathematics (MATH) 205 - Statistics  
Psychology (PSYC) 101 - General Psychology  
Social and Behavioral Sciences Elective<sup>1</sup>  
Science Elective - Laboratory Course<sup>1</sup>

### 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 Course<sup>1</sup>  
Social and Behavioral Sciences Elective<sup>1</sup>

**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 and Humanities Elective<sup>1</sup>  
BUSN 250 Bridge Experience in  
Business  
COMM 212 Written Communication  
HRM 230 Employment Law

**Footnotes:**

<sup>1</sup>Please refer to page 96 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

The associate degree in information technology (IT) is designed for individuals interested in professional careers in the IT field. The program is designed to prepare students for successful completion of the Cisco Certified Network Associate (CCNA) exam. In addition to instruction in Cisco curriculum, students also receive instruction in database management and programming concepts to help them achieve success in today's ever-changing business environment. Students completing the associate degree may continue at Keystone College and earn a bachelor of science degree in Professional Studies: Information Technology with a specialization in network engineering. Students meeting all graduation requirements receive an associate in applied science.

## Graduation Requirements

Developmental Education (DVED) 108 - Critical and Analytical Reading (see page 92)

### Core Courses:

Communications (COMM) 107 - Speech Communication  
English (ENGL) 101 - College Writing I  
English (ENGL) 102 - College Writing II  
Information Technology (IT) 101 - Introduction to Information Technology  
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<sup>1</sup>  
Social and Behavioral Sciences Elective<sup>1</sup>  
Mathematics (MATH) 102 - College Algebra  
or Mathematics (MATH) 111 - College Mathematics  
Science Elective - Laboratory Course<sup>1</sup>

### Curriculum Courses:

Accounting (ACCT) 110 - Survey of Accounting  
Information Technology (IT) 120 - Web Programming I  
Information Technology (IT) 125 - Web Programming II  
Information Technology (IT) 205 - Database Management Systems I  
Information Technology (IT) 206 - Database Management Systems II  
Information Technology (IT) 225 - Spreadsheets and Databases  
Information Technology (IT) 235 - Programming with Scripting Languages  
Information Technology (IT) 240 - CCNA I<sup>2</sup>  
Information Technology (IT) 245 - CCNA II<sup>2</sup>  
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)**

ENGL 101 College Writing I  
IDS 101 The First-Year Seminar  
IT 101 Introduction to Information Technology  
IT 120 Web Programming I  
MATH 101 Basic Algebra or higher-level  
MATH course

**Second Semester (Spring)**

ACCT 110 Survey of Accounting  
ENGL 102 College Writing II  
IT 125 Web Programming II  
IT 225 Spreadsheets and Databases  
MATH 102 College Algebra  
or MATH 111 College Mathematics  
PHED 105 Wellness and Fitness

**Third Semester (Fall)**

COMM 107 Speech Communication  
IT 235 Programming with Scripting Languages  
IT 205 Database Management Systems  
IT 240 CCNA I<sup>2</sup>  
Science Elective - Laboratory Course<sup>1</sup>

**Fourth Semester (Spring)**

Arts and Humanities Elective<sup>1</sup>  
IT 206 Database Management Systems II  
IT 245 CCNA II<sup>2</sup>  
MATH 205 Statistics  
Social and Behavioral Sciences Elective<sup>1</sup>

**Footnotes:**

<sup>1</sup>Please refer to page 96 for a list of courses fulfilling the distribution requirements.

<sup>2</sup>CCNA course content may change based upon changes in the product and/or certification requirements, and must be taken at the main campus facility.

# Landscape Architecture

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

The landscape architecture curriculum prepares students for transfer to a baccalaureate 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 89)

### 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<sup>1</sup>  
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 and Behavioral Sciences Elective<sup>2</sup>  
Psychology (PSYC) 101 - General Psychology  
or Sociology (SOCL) 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 II  
Biology (BIOL) 108/109 - Introduction to Field Biology<sup>5</sup>  
Biology (BIOL) 214 - Introductory Ecology  
Cooperative Education (COOP)<sup>3</sup>  
Curricular Elective - Science<sup>4</sup>  
Engineering (ENGR) 103 - Graphics/CAD  
History (HIST) 109 - United States History I  
or History (HIST) 110 - United States History II

Mathematics (MATH) 113 - Pre-Calculus  
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 Introduction to Field Biology<sup>5</sup>  
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-Calculus<sup>1</sup>  
or MATH 205 Statistics<sup>1</sup>

**Third Semester (Fall)**

ART 105 Drawing and Composition I  
or ART 107 Figure Drawing I  
CIS 106 Introduction to Software Applications  
BIOL 108/109 Introduction to Field Biology<sup>5</sup>  
BIOL 214 Introductory Ecology  
Free Elective  
PHSC 108 Geology

**Fourth Semester (Spring)**

ART 109 Two-Dimensional Design  
or ART 110 Three-Dimensional  
Design and Materials  
Co-op Education<sup>3</sup>  
Curricular Elective - Science<sup>4</sup>  
ENGR 103 Graphics/CAD  
PSYC 101 General Psychology  
or SOCI 101 Introduction to Sociology<sup>2</sup>  
Social and Behavioral Science Elective<sup>2</sup>

**Footnotes:**

<sup>1</sup>Students 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.

<sup>2</sup>To be chosen from ANTH 101, ANTH 212, or RELG 206.

<sup>3</sup>Students must earn a minimum of 1 credit of co-op.

<sup>4</sup>To be chosen from the science discipline. See page 97 for a list of courses fulfilling the science requirements.

<sup>5</sup>Must 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 89)

#### 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 and Humanities Elective<sup>1</sup>  
Arts and Humanities Elective<sup>1</sup>  
Distribution Elective<sup>1</sup>  
Distribution Elective<sup>1</sup>  
Distribution Elective<sup>1</sup>  
Social and Behavioral Sciences Elective<sup>1</sup>  
Social and Behavioral Sciences Elective<sup>1</sup>  
Math/Science Elective<sup>1</sup>  
Science Elective - Laboratory Course<sup>1</sup>

Arts and Humanities, Social and Behavioral Sciences, and Math/Science distribution courses must be chosen from TWO different disciplines.

#### Curriculum Courses:

Curricular Elective - 200-level or higher Literature Course<sup>2</sup>  
Curricular Elective - 200-level or higher<sup>3</sup>  
Curricular Elective - 200-level or higher<sup>3</sup>  
Curricular Elective - 200-level or higher<sup>3</sup>

#### 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  
General Education Distribution Elective<sup>1</sup>  
IDS 101 The First-Year Seminar  
MATH Basic Algebra or higher-level MATH course  
PHED 105 Wellness and Fitness  
Social and Behavioral Sciences Elective<sup>1</sup>

#### **Second Semester (Spring)**

Arts and Humanities Elective<sup>1</sup>  
CIS 106 Introduction to Software Applications  
ENGL 102 College Writing II  
General Education Distribution Elective<sup>1</sup>  
Science Elective - Laboratory Course<sup>1</sup>

#### **Third Semester (Fall)**

COMM 107 Speech Communication  
Curricular Elective - 200-level Literature or higher<sup>2</sup>  
Curricular Elective - 200-level or higher<sup>3</sup>  
Free Elective  
General Education Distribution Elective<sup>1</sup>  
Math/Science Elective<sup>1</sup>

#### **Fourth Semester (Spring)**

Arts and Humanities Elective<sup>1</sup>  
Curricular Elective - 200-level or higher<sup>3</sup>  
Curricular Elective - 200-level or higher<sup>3</sup>  
Free Elective  
Free Elective  
Social and Behavioral Sciences Elective<sup>1</sup>

#### **Footnotes:**

<sup>1</sup>Please refer to pages 96-97 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.

<sup>2</sup>Note: ENGL 209, 210, 211, and 315 DO NOT fulfill the literature curricular elective requirement.

<sup>3</sup>Cooperative 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. Field experiences are required each semester and are arranged by the Field Coordinator for Education. Current criminal history, child abuse clearances, and a health appraisal, including an annual TB screening, 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 arts degree.

**Education students are required to pay a curriculum lab fee of \$65 each semester.**

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 89)

#### 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  
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) 210 - Exceptional Children

**Curriculum Courses:**

Concentration Elective<sup>1</sup>  
Concentration Elective<sup>1</sup>  
Concentration Elective<sup>1</sup>  
Education (EDUC) 201 - Foundations of Education  
Education (EDUC) 211 - Educational Psychology  
Sociology (SOC) 101 - Introduction to Sociology  
Sociology (SOC) 205 - 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)**

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  
or a higher-level MATH course  
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  
SOCI 101 Introduction to Sociology

**Third Semester (Fall)**

Concentration Elective<sup>1</sup>  
EDUC 201 Foundations of Education  
MATH 111 College Mathematics  
or a higher-level MATH course  
PHSC 109 Energy and the Environment  
or PHSC 110 Global Change - Introduction to  
Earth Systems  
PSYC 210 Exceptional Children

**Fourth Semester (Spring)**

Concentration Elective<sup>1</sup>  
Concentration Elective<sup>1</sup>  
EDUC 211 Educational Psychology  
ENGL 201 American Literature  
or ENGL 202 American Literature II  
or ENGL 328 Children's Literature  
SOCI 205 The Family

**Footnotes:**

<sup>1</sup>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, English, or information technology.

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 89)

### 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<sup>1</sup>

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 Elective<sup>1</sup>

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 Elective<sup>2</sup>

ENGL 102 College Writing II

Free Elective<sup>1</sup>

MATH Basic Algebra or higher-level

MATH course<sup>3</sup>

### Footnotes:

<sup>1</sup>Discuss these choices with your academic adviser.

<sup>2</sup>Students should choose an arts and humanities, social and behavioral sciences, or math/science elective which allows academic exploration of future goals. See page 96 for a list of courses fulfilling the distribution requirements.

<sup>3</sup>Students 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.

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 91)

### 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)<sup>1</sup>  
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)<sup>1</sup>  
Science Elective - Laboratory Course<sup>1</sup>

### Curriculum Courses:

Accounting (ACCT) 110 - Survey of Accounting  
Business (BUSN) 201 - Principles of Management  
Curricular Elective<sup>2</sup>  
Curricular Elective<sup>2</sup>  
Curricular Elective<sup>2</sup>  
Curricular Elective<sup>2</sup>  
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 Experience<sup>3</sup>  
Sport Recreation Management (SRM) 223P - Field Experience Preparation Workshop<sup>3</sup>  
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 Course<sup>1</sup>  
SOC 101 Introduction to Sociology  
SRM 223P Field Experience Preparation<sup>3</sup>  
SRM 201 Program Development and Planning

**Summer After Freshman Year**

SRM 223 Field Experience<sup>3</sup> - 320 hours

**Third Semester (Fall)**

ACCT 110 Survey of Accounting  
COMM 104 Interpersonal Communication  
or COMM 105 Mass Communication  
Curricular Elective<sup>2</sup>  
Curricular Elective<sup>2</sup>  
SOC 206 Sociology of Sport  
SRM 202 Facilities Management

**Fourth Semester (Spring)**

Arts and Humanities Elective<sup>1</sup>  
BUSN 201 Principles of Management  
Curricular Elective<sup>2</sup>  
Curricular Elective<sup>2</sup>  
Math/Science Elective<sup>1</sup>  
SRM 250 Bridge Experience in Sport and Recreation Management

**Footnotes:**

<sup>1</sup>Please refer to page 96 for a list of courses fulfilling the distribution requirements.

<sup>2</sup>To 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.

<sup>3</sup>Students 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: Robert D. Cook, Ph.D., Assistant 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 89)

#### 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<sup>3</sup>  
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 Elective<sup>4</sup>

#### Curriculum Courses:

Biology (BIOL) 108/109 - Introduction to Field Biology<sup>5</sup>  
Biology (BIOL) 211 - Microbiology  
Biology (BIOL) 214 - Introductory Ecology  
Chemistry (CHEM) 105 - General Chemistry I  
Chemistry (CHEM) 106 - General Chemistry II  
Cooperative Education<sup>2</sup>  
Curricular Elective - Science<sup>3</sup>  
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

**Second Semester (Spring)**

BIOL 108/109 Introduction to  
Field Biology<sup>5</sup>  
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 I<sup>3</sup>

**Third Semester (Fall)**

BIOL 108/109 Introduction to Field Biology<sup>5</sup>  
BIOL 214 Introductory Ecology  
CHEM 203 Organic Chemistry I  
HIST 102 Western Civilization  
PHYS 200 General Physics I  
Social and Behavioral Sciences Elective<sup>4</sup>

**Fourth Semester (Spring)**

BIOL 108/109 Introduction to  
Field Biology<sup>5</sup>  
BIOL 211 Microbiology  
Co-op Education<sup>1</sup>  
Curricular Elective - Science<sup>2</sup>  
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:**

<sup>1</sup>Students must earn at least 1 credit of co-op.

<sup>2</sup>Please refer to page 96 for a list of courses fulfilling the distribution requirements.

<sup>3</sup>Students 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.

<sup>4</sup>To be chosen from ANTH 101, ANTH 212, or RELG 206.

<sup>5</sup>Must 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**

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# 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

**N.B.:** Any student interested in obtaining post-baccalaureate certification in art education at Keystone College must meet entry requirements for education and art, including taking and passing the three Commonwealth-mandated PRAXIS I series tests (Reading, Writing, and Math) prior to engaging in required coursework. Failure to meet this requirement will preclude admission into the education program. Further, students must pass the PRAXIS II specialty test(s) prior to beginning student teaching. The Field Placement Coordinator will not accept applications for student teaching without evidence of passing scores on the PRAXIS II series. Student Teaching candidates must meet with the Field Placement Coordinator by October 1<sup>st</sup> to be eligible for a student teaching experience in the spring. Student teaching candidates must meet with the Field Placement Coordinator by February 15<sup>th</sup> to be eligible for a student teaching experience in the fall. Post-baccalaureate art education students require a seminar with the student teaching coordinator. Candidates must have two interviews, one with a member of the education faculty and another with a member of the fine arts faculty, at which time the candidate must present a portfolio of their artwork. A minimum of 30 education credits with a cumulative GPA of 3.00 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. Post-baccalaureate students also require a seminar with student teaching coordinator.

\*Certification coursework is offered in both the La Plume and Towanda Weekender programs; however, not all coursework is available in Towanda. Program offerings are enrollment dependent.

## **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. It is strongly encouraged that students enter this certificate program in the fall semester. 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. This certificate requires two semesters which must begin with the fall semester, due to the sequence of course offerings.

Upon enrolling in CULN 101A, students will be charged for a professional knife kit (\$135) and uniform package (\$250). 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  
or Communications (COMM) 104 - Interpersonal 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) 210\* - Catering<sup>1</sup>  
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 Examination<sup>2</sup>  
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)**

COMM 212 Written Communication  
or COMM 104 Interpersonal Communication  
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

**Second Semester (Spring)**

CULN 100 Culinary Math  
CULN 103 Introduction to Culinary  
Management  
CULN 107\* Garde Manger  
CULN 210\* Catering<sup>1</sup>  
CULN 202\* Bar and Beverage  
Management  
CULN 203\* Cakes, Tortes, and Desserts  
CULN 236 Advanced Restaurant  
Operations  
CULN 290 NOCTI Food Production and  
Service Examination<sup>2</sup>  
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:**

<sup>1</sup>Students enrolled in CULN 210 may have to be available for some weekends to organize, serve, and cook for functions.

<sup>2</sup>In order for students to graduate this curriculum, they must enroll in and pass the NOCTI examination CULN 290 (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.

**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  
or Education (EDUC) 421 - Teaching in the Elementary School/Primary  
Education (EDUC) 423E - Student Teaching in the Early Years  
Education (EDUC) 423T - Student Teaching at the Primary Level

**N.B.:** Any student interested in obtaining post-baccalaureate certification in early childhood education at Keystone College must meet entry requirements for education including taking and passing the three Commonwealth-mandated PRAXIS I series tests (Reading, Writing, and Math) prior to engaging in required coursework. Failure to meet this requirement will preclude admission into the education program. Further, students must pass the PRAXIS II specialty test(s) prior to beginning student teaching. The Field Placement Coordinator will not accept applications for student teaching without evidence of passing scores on the PRAXIS II series. Student teaching candidates must meet with the Field Placement Coordinator by October 1<sup>st</sup> to be eligible for a student teaching experience in the spring. Student teaching candidates must meet with the Field Placement Coordinator by February 15<sup>th</sup> to be eligible for a student teaching experience in the fall. Candidates must also have an interview with a member of the education faculty. A minimum of 30 education credits at the College with a cumulative GPA of 3.00 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, not all coursework is 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/Primary  
or 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

\*\*Any student interested in obtaining post-baccalaureate certification in elementary education at Keystone College must meet entry requirements for education including taking and passing the three Commonwealth-mandated PRAXIS I series tests (Reading, Writing, and Math) prior to engaging in required coursework. Failure to meet this requirement will preclude admission into the education program. Further, students must pass the PRAXIS II specialty test(s) prior to beginning student teaching. The Field Placement Coordinator will not accept applications for student teaching without evidence of passing scores on the PRAXIS II series. Student Teaching candidates must meet with the Field Placement Coordinator by October 1<sup>st</sup> to be eligible for a student teaching experience in the spring. Student teaching candidates must meet with the Field Placement Coordinator by February 15<sup>th</sup> to be eligible for a student teaching experience in the fall. Candidates must also have an interview with a member of the education faculty. A minimum of 30 education credits with a cumulative GPA of 3.00 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, not all coursework is available in Towanda. Program offerings are enrollment dependent.

# Forestry Technology Transfer Program

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

## Required Courses

Developmental Education (DVED) 108 - Critical and Analytical Reading

### 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-Calculus<sup>1</sup>

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 - Introduction to 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.

### Footnote:

<sup>1</sup>Students 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 Management Certificate Program**

Curriculum Coordinator: Patricia Kubus Lock, Ph.D., Assistant Professor

Human Resource Management is a quickly growing strategic business specialty. It is more complex and challenging than ever before. The HR Certificate program is designed to help prepare professionals to have the necessary knowledge and skills to excel through these turbulent times. This program will benefit professionals already working in the Human Resource field and who would like additional preparation. It will also benefit managers working in any function who would like to know more about their most valuable asset - their human resources.

### **Curriculum Courses:**

Business (BUSN) 330 - Business Ethics

Human Resource Management (HRM) 102 - Introduction to Human Resource Management

Human Resource Management (HRM) 230 - Employment Law

### **Curricular Electives:**

Three additional Human Resource Management (HRM) courses (9 credits).



# **Microsoft® Certified Systems Administrator Certificate Program**

Curriculum Coordinator: Jeff Reim, Instructor

As a Microsoft® IT Academy Program, Keystone College offers students the preparation to receive certification as Microsoft® Certified Systems Administrators (MCSA).

The Microsoft® IT Academy Program 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 16-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.

## **Microsoft® Certified Systems Administrator Required Courses**

Information Technology (IT) 401A - MSCE - Implementing and Supporting Microsoft® Windows® XP Professional

Information Technology (IT) 402A - MCSE - Managing a Microsoft® Windows® Server® 2003 Environment

Information Technology (IT) 402B - MCSE - Maintaining a Microsoft® Windows® Server® 2003 Environment

Information Technology (IT) 403A - MCSE - Implementing a Microsoft® Windows® Server® Network Infrastructure - Network Hosts

Information Technology (IT) 403B - Implementing a Microsoft® Windows® Server® Network Infrastructure - Network Services

Information Technology (IT) 407A - MSCE - Deploying and Managing Microsoft® Internet Security for Acceleration Server 2000

16 credits required for graduation.

Note: Course offerings in the MCSA and MCSE programs are subject to change based upon changes in the Microsoft® products and/or certification requirements. MCSA and MCSE courses must be taken at the main campus facility.

# **Microsoft® Certified Systems Engineer Certificate Program**

Curriculum Coordinator: Jeff Reim, Instructor

As a Microsoft® IT Academy Program, Keystone College offers students the preparation to receive certification as Microsoft® Certified Systems Engineers (MCSE).

The Microsoft® IT Academy Program 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 25-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.

## **Microsoft® Certified Systems Engineer Required Courses**

Information Technology (IT) 401A - MCSE - Implementing and Supporting Microsoft® Windows® XP Professional

Information Technology (IT) 402A - MCSE - Managing a Microsoft® Windows® Server® 2003 Environment

Information Technology (IT) 402B - MCSE - Maintaining a Microsoft® Windows® Server® 2003 Environment

Information Technology (IT) 403A - MCSE - Implementing a Microsoft® Windows® Server® Network Infrastructure - Network Hosts

Information Technology (IT) 403B - MCSE - Implementing a Microsoft® Windows® Server® Network Infrastructure - Network Services

Information Technology (IT) 404A - MCSE - Planning, Implementing and Maintaining a Microsoft® Windows® Server® 2003 Active Directory Infrastructure

Information Technology (IT) 405A - MCSE - Planning and Maintaining a Microsoft® Windows® Server® 2003 Network Infrastructure

Information Technology (IT) 406A - MCSE - Designing Security for a Microsoft® Windows® Server® 2003 Network

Information Technology (IT) 407A - MCSE - Deploying and Managing Microsoft® Internet Security and Acceleration Server 2000

25 credits required for graduation.

## **Recommended Sequence of Courses**

### **First Semester (Fall)**

IT 401A MCSE - Implementing and Supporting  
Microsoft® Windows® XP Professional  
IT 402A MCSE - Managing a Microsoft®  
Windows® Server® 2003 Environment  
IT 402B MCSE - Maintaining a Microsoft®  
Windows® Server® 2003 Environment  
IT 403A MCSE - Implementing a Microsoft®  
Windows® Server® Network Infrastructure -  
Network Hosts  
IT 403B MCSE - Implementing a Microsoft®  
Windows® Server® Network Infrastructure -  
Network Services

### **Second Semester (Spring)**

IT 404A MCSE - Planning,  
Implementing and Maintaining a  
Microsoft® Windows® Server®  
2003 Active Directory Infrastructure  
IT 405A MCSE - Planning and  
Maintaining a Microsoft®  
Windows® Server® 2003  
Network Infrastructure  
IT 406A MCSE - Designing Security  
for a Microsoft® Windows®  
Server® 2003 Network  
IT 407A MCSE - Deploying and  
Managing Microsoft® Internet Security  
and Acceleration Server® 2000

Note: Course offerings in the MCSA and MCSE programs are subject to change based upon changes in the Microsoft products and/or certification requirements. MCSA and MCSE courses must be taken at the main campus facility.

## **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 advancement 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 Elective<sup>1</sup>

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

Paralegal (PARA) 304 - Domestic Relations Law

Paralegal (PARA) 305 - Real Estate Law

### **Footnote:**

<sup>1</sup>To be chosen from BUSN 101, CIS 106, HRM/BUSN 230, or a course approved by the academic adviser.

## **Military Science – Air Force ROTC**

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. Lieutenant Colonel Jane M. Vesperman, Chairperson; Major James Garcia, and Major Mark Schrader are responsible for the ROTC program at Wilkes University.

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](mailto: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**

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. Lieutenant Colonel Mark Carmody is the individual responsible for the ROTC program at the University of Scranton.

### **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](http://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 discipline course offerings at any level and are determined by the student and academic adviser. Students must declare their minors 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 2004-2005 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 coursework at the 200- or 300-level that are not used in the major curricula. These courses will be selected from the minor area.)

### Art

Art (ART) 105 - Drawing and Composition I (3 credit hours)  
One or more 100-level Studio courses (3-6 credit hours)  
One or more 200-level Studio courses (3-6 credit hours)  
Two or more 300- and/or 400-level Studio courses (6-9 credit hours)

### 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 200-level:

Biology (BIOL) 211 - Microbiology  
or Biology (BIOL) 215 - Genetics  
or Biology (BIOL) 214 - Introductory Ecology  
or Biology (BIOL) 230 - Forensics II  
or Biology/Psychology (BIOL/PSYC) 225 - Forensic Psychology  
or Biology 210 - Nutrition

and any 300-level:

Biology (BIOL) 320 - Instrumental Analysis  
or Biology (BIOL) 310 - Cell Biology  
or Biology (BIOL) 315 - Wetland and Riparian Ecology  
or Biology (BIOL) 320 - Instrumental Analysis  
or Biology (BIOL) 325 - Biochemistry  
or Biology (BIOL) 328 - Limnology  
or Biology (BIOL) 355 - Immunology



### 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

(Students in a BMT curriculum who choose to minor within the division offerings will need at least 6 credits of coursework at the 200- or 300-level that are not used in the major curricula. These courses will be selected from the minor area.)

### Communications

Communications (COMM) 104 - Interpersonal Communication  
Communications (COMM) 105 - Mass Communication  
Writing Elective - Choose one: COMM 212 - Written Communication  
ENGL 315 - Special Topics in Creative Writing  
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 301 - Communication Theory  
COMM 315 - Special Topics in Communication  
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

### Environmental Science

Environmental Science (ENVT) 210 - GIS/GPS  
Environmental Science (ENVT) 225 - Environmental Policy and Management  
Environmental Science (ENVT) 305 - Soils Science  
Environmental Science (ENVT) 328 - Hydrology  
Physical Science (PHSC) 110 - Global Change  
Physical Science (PHSC) 201 - Physical Geology

#### 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

#### Finance

Accounting (ACCT) 103 - Managerial Accounting  
Accounting (ACCT) 108 - Financial Accounting  
Accounting (ACCT) 209 - Individual and Business Taxes  
Business (BUSN) 306 - Financial Management  
Business (BUSN) 340 - Investments  
Business (BUSN) 406 - Advanced Financial Management

#### 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 Electives - Choose any three 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 that are not used in the major curricula. These courses will be selected from the minor area.)

#### Information Technology

Information Technology (IT) 120 - Web Programming I  
Information Technology (IT) 125 - Web Programming II  
or Information Technology (IT) 206 - Database Management Systems II  
Information Technology (IT) 200 - Intermediate PC Office Applications  
Information Technology (IT) 205 - Database Management Systems  
Information Technology (IT) 310 - Electronic Commerce  
Any other IT course at the 300 level or higher, with the exception of IT 315.

(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 that are not used in the major curricula. These courses will be selected from the minor area.)

#### Leadership

Leadership (LEAD) 110 – Foundations of Leadership  
Business (BUSN) 401 - Organizational Leadership  
Business/Psychology (BUSN/PSYC) 401 - Organizational Behavior  
Business/Psychology (BUSN/PSYC) 402 - Supervision and Leadership  
Leadership (LEAD) 410 - Dynamics of Leadership Application

Students in the minor must choose one of the following electives:

- Leadership (LEAD) 310 - Profiles in Leadership
- Sport and Recreation Management (SRM) 311 - Facilitation of Leadership Activities

#### 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/CJ 205 - Criminal Justice/Public Policy
  - POSC 303 - Comparative Government
  - POSC 307 - 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

#### Sport and Recreation Management

- Sport and Recreation Management (SRM) 101 - Introduction to Sport and Recreation Management
  - or Business (BUSN) 101 - Introduction to Business
  - or Business (BUSN) 201 - Principles of Management
- Sport and Recreation Management (SRM) 201 - Program Development and Planning
- Sport and Recreation Management (SRM) 202 - Facilities Management
- Sport and Recreation Management (SRM) 303 - Legal Issues in Sport
- Sport and Recreation Management (SRM) 305 - Sport Marketing
- Sport and Recreation Management (SRM) Elective

(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 that are not used in the major curricula. These courses will be selected from the minor area.)

# 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 is also 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*

3 hours lecture and two 3-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. Teaches 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.

*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. Senior standing or consent of curriculum coordinator. Fee: \$60 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 he/she 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:** Introduces 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:** Introduces 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 may be required.

*Spring*

3 hours lecture and discussion

3 credits

**ART 103 Color Theory:** Focuses on 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:** Focuses on basic art materials and studio procedure - both two- and three-dimensional. A variety of basic problems in two-dimensional disciplines such as drawing, design, printmaking or photography, and three-dimensional disciplines such 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.)

*Fall/Spring*

(\$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*

(\$65 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:** Presents 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:** Introduces 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:** Presents 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*

(\$15 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:** Introduces 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:** Introduces basic information 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 availabil-

ity.) Prerequisite: ART 215 or consent of the instructor.

*Fall and Spring* (\$75 fee)

6 hours practicum 3 credits

**ART 215 Fundamentals of Ceramics:** Presents the 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:** Introduces 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/Global Cultural Studies:** The focus for this course is a study tour to a foreign country or countries. Students must participate in preparatory workshops, the tour experience, and post-tour workshops. An in-depth research project is required. Prerequisites: ENGL 101 and consent of instructor. ART 101/102 recommended but not required. Cost of the trip is additional.

*Spring and Summer* 3 credits

**ART 225 Fundamentals of Sculpture:** Introduces the 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:** Explores 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:** Presents 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:** Concentrates on 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:** Presents 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:** Explores graphic design problems common to this profession. Integrates sophisticated imagery with concise typographic solutions. Emphasizes 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:** Focuses on the 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) 3 credits  
6 hours practicum

**ART 325 Sculpture II:** Continued 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) 3 credits  
6 hours practicum

**ART 328 Painting II:** Explores 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* (\$85 fee) 3 credits  
6 hours practicum

**ART 331 Printmaking II:** Focuses on 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. Prerequisite: ART 231.

*Spring* (\$70 fee) 3 credits  
6 hours practicum

**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) 6 credits  
12 hours lecture/practicum/discussion

**ART 415 Advanced Ceramics/Senior Seminar:** This advanced ceramic course is designed to conduct an in-depth exploration of personal aesthetics as it relates to the ceramic arts. Considerations regarding construction methods including throwing, hand building and mold making will be explored. Study of glaze

formulation and kiln operations are an integral part of this class. Intermediate and final presentations shall include a journal detailing research, visual process documentation, and a visual presentation.

*Spring*

(\$75 fee)

12 hours lecture/practicum/discussion

6 credits

**ART 421 Advanced Photography/Senior 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 demonstrations 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/Senior Seminar:** Emphasizes 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/Senior Seminar:** Explores 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*

(\$85 fee)

12 hours lecture/practicum/discussion

6 credits

**ART 431 Advanced Printmaking/Senior 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 create a professional portfolio of prints. 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. Role 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. Conclude with an exit senior exhibition.

*Spring* (\$20 fee) 3 credits  
3 hours lecture and discussion

## Biology

**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 113 or BIOL 105.

*Fall, Spring, and Summer* (\$50 fee) 4 credits  
3 hours lecture and discussion, 2-hour laboratory

**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 113, BIOL 105, or BIOL 106. Dissection required.

*Fall, Spring, and Summer* (\$65 fee) 4 credits  
3 hours lecture and discussion, 2-hour laboratory

**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) 4 credits  
3 hours lecture and discussion, 3-hour laboratory

**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 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 109C Horticulture:** Under the direction of a certified landscape architect, students learn to identify more than 100 species and varieties of plants commonly used in landscaping and as ornamentals. Scientific names and critical characters of identification are stressed.

3 hours lecture and discussion

3 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:** Studies the 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. Studies the scientific and investigative techniques of the discipline. Examines 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 200 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 210 Nutrition:** This course is designed for upper division Biology, Nursing, Forensic Biology majors and as an upper division elective possibly for Water

Resource Management majors. Studies the structural and functional relationships between biological molecules and human health. Studies the nutrients essential to human life and well-being will be undertaken. Studies nutrients relative to their function in metabolism, sources in food, and relationship to health.

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 affect 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 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 215 Genetics:** 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: BIOL 101 or 102 or 113 or consent of the instructor.

*Fall*

3 hours lecture and discussion

3 credits

**BIOL/PSYC 225 Forensic Psychology:** Focuses on 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:** Studies the structure and function of a cell and its subcellular organelles. Focuses on biological macromolecules, enzyme, biomembranes, biological transport, bioenergetics, DNA replication, protein synthesis and secretion, motility, and cancer. Cell biology experiments and interac-

tive computer simulation exercises are conducted in the laboratory. Prerequisites: BIOL 113 and BIOL 114.

*Fall*

3 hours lecture and discussion, 3 hours laboratory 4 credits

**BIOL 230 Forensic Science II:** Studies the scientific and investigative techniques of the discipline. More comprehensive coverage of techniques in the discipline.

Prerequisites: BIOL 130 or permission.

3 hours lecture and discussion, 3-hour laboratory 4 credits

**BIOL 310 Cell Biology:** Studies the structure and function of a cell and its subcellular organelles. Focuses on biological macromolecules, enzyme, biomembranes, biological transport, bioenergetics, DNA replication, protein synthesis and secretion, motility, and cancer. Cell biology experiments and interactive computer simulation exercises are conducted in the laboratory. Prerequisites: BIOL 113 and BIOL 114.

*Fall*

3 hours lecture and discussion, 3 hours laboratory 4 credits

**BIOL 315 Wetland and Riparian Ecology:** Focuses on major concepts in wetland ecology including wetland definitions, identification of habitat types, and wetlands functions and values. Discusses wetland classification systems; state and federal jurisdiction and policies; and regulatory issues in wetland conservation, protection, and management. Studies wetland delineation and various assessment techniques. Includes field trips to on- and off-campus sites. Prerequisite: BIOL 214. Relevant Field Biology courses such as Wildflower Identification are recommended.

*Fall*

(\$25 fee)

3 hours lecture and discussion 3 credits

**BIOL 320 Instrumental Analysis:** Studies 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:** Studies the major classes of biological molecules: carbohydrates, lipids, amino acids, proteins, nucleic acids. Structure and function of biological molecules. Introduces 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.

*Fall* (\$65 fee)

3 hours lecture and discussion, 3-hour laboratory 4 credits

**BIOL 445 Seminar and Research:** Examines current topics of interest. Each student will prepare and present a seminar each semester based on a research area of interest.

*Fall* 3 credits

**BIOL 450 Capstone Research Project:** Provides 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.

*Spring* 3 credits

**BIOL 355 Immunology:** This course is designed for upper division Biology and Forensic Biology majors. The course covers the study of the basic principles of Immunology, focusing on the immune system and how this system protects the body from infectious agents. Considerable time will be spent examining the key cellular components of the immune system studying both their unique structure and the chemistry related to their function.

*Fall* 3 credits

## 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:** Studies and researches 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 to 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 presenta-

tions by guest speakers. Develops a better understanding of organizational culture and the roles industry and business play in a particular community. Transportation to offsite class meetings is not provided. Prerequisites: BUSN 101, 102, or 201.

*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 practices 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:** Provides 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' advisers.

40 hours practicum required per credit

1-9 credits

**BUSN 450 Business Policy Capstone:** Provides 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 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:** Studies the chemistry of the atmosphere, soils, and natural waters and chemical aspects of problems that humans have created in the natural environment. 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.

*Fall* (\$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 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. Transportation to offsite class meetings is not provided.

*Fall*

Lecture and discussion, with laboratory and production sessions

3 credits

**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 305 Communication Research Skills:** Examines methodologies and formats used in communication research which are necessary to complete the Communication Capstone project. Included in coursework are MLA and APA formats; development of a working knowledge of Miller Library's resources; selection of appropriate topics for the Capstone project; and selection, evaluation, reading, analysis, and synthesis of appropriate scholarly sources. Written projects may include process analyses, abstracts, an annotated bibliography, and a literature review, all of which are intended to serve as a basis for the Capstone project. This course is appropriate for third-year students who will be working on a Capstone project within the next academic year. Prerequisites: ENGL 102, COMM 301 or consent.

*Spring*

3 hours lecture, library work, and discussion

**COMM 310 Communication Ethics:** Surveys major moral theories such as virtue ethics, duty ethics, utilitarianism, and care ethics. Each theory will be examined in terms of its contribution towards understanding the ethical issues that confront the field of communication. Comprehensive discussion based on communication-related case studies is expected. Extensive writing as well as research and presentations are required.

*Spring*

3 hours lecture and discussion

3 credits

**COMM 315 Special Topics in Communication:** Investigates diverse areas of interest in communication. Topics include Mass Media and Society, Studies in Sport Communication, Directing the Digital Film, and Producing the Digital Film. Students will complete both experiential exercises and case analyses. Prerequisite: COMM 104 or 105.

*Fall and Spring*

3 hours lecture, discussion, and experiential activities

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 affect 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:** Students design a comprehensive proposal (including a 15-page literature review) to seek final permission to produce an academic research, technical writing or a creative final project during Capstone II. The successful completion of appropriate coursework based on the desired project type is mandatory with the student earning final course grades of a “B” or better in those courses. Creative final projects must also seek pre-approval by a CAH Review Committee early in the semester by submitting an essay following provided specifications. All Capstone students will also complete an annotated bibliography of no less than 20 sources (including scholarly sources) reflective of their project type. During the semester, students will seek committee formation (two members from the CAH division and one outside CAH faculty member). By the semester’s end, each student will be required to deliver a portfolio-based presentation (reflecting his or her progress since COMM 207) and the proposal to his or her Committee. **Students must receive their Committee’s approval for the proposal before the drop/add deadline during the semester during which they are enrolled in Capstone II. If students do not receive their Committee’s approval, they must drop Capstone II from their schedule.** Students may enroll in Capstone II again the following spring only with Committee approval of their proposal. Students are strongly encouraged to complete COMM 305 to acquire the expected understanding of communications research before enrollment in COMM 450A. Prerequisites: senior standing and the successful completion of three 300-level courses, and 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 reviews of class research projects. By the semester’s end, each student will be required to deliver a 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 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 215 Visual Programming:** Introduces object-oriented programming and creation of the Graphical User Interface. Topics include form design, data handling, logical decisions, and creation of classes, with an introduction to arrays. Prerequisites: MATH 102, IT 101, IT 125 and IT 205.

*Spring*

(\$40 fee)

3 hours discussion, demonstration, 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

**CIS 315 Advanced Visual Programming with Database Integration:** Advanced topics in object-oriented programming including graphics and animation, saving data and object in files, with an emphasis on full integration with database technology. Students will create a fully integrated project upon completion of this course. Prerequisites: IT 206 and CIS 215.

*Fall*

3 hours discussion, demonstration 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

*Fall and Spring*

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 affect 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 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 justice 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 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 340 Terrorism:** This course will examine the origins, theories, methods, and dangers of terrorism. Students will learn the historical background of terrorism, how terrorist groups explain their ideology and motives, the various methods and techniques used by governments to prevent and counter-act terrorism, the economic repercussions of the war against terrorism and the global nature of terrorism and its implications for the future.

3 credits

**CJ 345 Criminal Profiling:** This course involves learning the techniques of socio-psychological profiling to detect patterns of career criminals specifically focusing on serial killers, child molesters, arsonist, rapists and other violent career offenders.

Students will learn to classify and predict behavior patterns, motives, causes, reasons and correlates of serial crimes. Students will learn case management, motive, pattern analysis, investigation techniques, interview/interrogation strategies, personality assessment, forensic demography, statistical prediction, and ethics of provocation.

3 credits

**CJ 350 Restorative Justice Practices:** This course introduces the new paradigm within the criminal justice and community corrections field that emphasizes the restoration and healing of relationships between victims, offenders and their communities once a crime has been committed. In addition, the course analyzes strategies for preventing crime in communities. Principles and strategies for the following types of programs are covered in the course: victim offender reconciliation, victim assistance and impact panels, work release and restitution programs, community policing, family group conferencing and sentencing circles.

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 adviser. Prerequisites: CJ 223P and CJ 223.

*Fall/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*

1 hour lecture and discussion

1 credit

**CULN 101A Stocks, Sauces, and Skills:** Engages students 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* (\$50 fee) 2 credits  
2 hours lecture and 8 hours laboratory

**CULN 101B Meat and Fish Fabrication:** Introduces purchasing, receiving, aging, fabrication, and proper storage procedures of meat products. 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* (\$50 fee) 2 credits  
2 hours lecture and 8 hours laboratory

**CULN 101C American Cuisine:** Presents and analyzes indigenous ingredients, customs, and geographical elements of cuisines in our nation. Engages students in discussion and application of the basic cooking techniques of stewing, grilling, and broiling. Daily laboratory lectures and production revolve around regional cooking skills, ingredients, and menus. Evaluates East Coast, Cajun, Tex-Mex and Pacific Coast Cuisines. Corequisite: CULN 101B.

*Fall* (\$50 fee) 2 credits  
1 hour lecture and 4 hours laboratory

**CULN 101D Cuisine of the World:** Explores 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* (\$50 fee) 2 credits  
1 hour lecture and 4 hours laboratory

**CULN 101E Introduction to Baking:** Introduces basic rolls, breads, muffins, laminated doughs, pies, and basic cookies. The primary focus will be on the principles of baking, chemistry of formulas, application of techniques, measuring and identification of equipment. Corequisite: CULN 101D.

*Fall* (\$50 fee) 2 credits  
1 hour lecture and 4 hours laboratory

**CULN 101F French Cookery:** Examines how French customs and practices are the underlying basis of cooking today. 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, sautéing, poaching, and roasting. Corequisite: CULN 101E.

*Fall*

(\$50 fee)

1 hour lecture and 4 hours laboratory

2 credits

**CULN 101G Service Techniques and Skills:** Introduces procedures of service before serving to guests at Chef's Table Restaurant. Students will receive instruction 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 8 hours as runners, assisting and observing upperclassmen at Chef's Table Restaurant. Corequisite: CULN 101F.

*Fall*

(\$20 fee)

1 hour lecture and 4 hours laboratory

2 credits

**CULN 101H Breakfast Cooking Seminar:** Teaches 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:** Introduces students to the Hospitality industry, organization and basic human relation management. Job descriptions, management theories, leadership styles, training methods, conflict resolution, employee training, menu development and customer communications are the main points of this course.

*Spring*

3 hours lecture and discussion

3 credits

**CULN 107 Garde Manger:** Introduces students to the art of cold food preparation. Sandwiches, cold soups, salads, charcuterie, canapes, aspic and dressings are presented. Prerequisite: CULN 101H.

*Spring*

(\$50 fee)

1 hour lecture and 4 hours laboratory

2 credits

**CULN 202 Bar and Beverage Management:** Analyzes the beverage-industry and offers students opportunities to apply their knowledge in a hands on setting. Students will learn drink recipes, discuss laws, alcohol production, production of coffees and teas, as well as non-alcoholic beverages.

*Spring*

(\$50 fee)

1 hour lecture and 4 hours laboratory  
credits 2

**CULN 203 Cakes, Tortes, and Desserts:** Applies and expands upon introductory baking skills. Focuses on icings, cake mixing methods, dessert sauces, pate a choux, mousses, puff pastry production and poached fruits. Corequisites: CULN 201 and CULN 101H.

*Spring* (\$50 fee)  
1 hour lecture and 4 hours laboratory 2 credits

**CULN 210 Catering:** 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* (\$50 fee)  
1 hour lecture and 4 hours laboratory 2 credits

**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 101H.

*Fall* (\$250 fee)  
20 hours lecture and laboratory 3 credits

**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* (\$250 fee)  
20 hours lecture and laboratory 3 credits

**CULN 290 NOCTI Food Production and Service Examination:** Students register for the NOCTI examination upon the expectations of graduating with a culinary arts degree or certificate.

*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.

*Fall*

(\$50 fee)

3 hours lecture and discussion

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.

*Spring*

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*)

*Spring*

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.

*Fall/Spring*

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.

*Spring*

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.

*Fall*

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 102 or consent of the instructor. Concurrent with ECE 223 for A.A. students.

*Spring*

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.

*Spring*

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.

*Fall and Spring*

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.

*Fall and Spring*

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.

*Fall*

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.

*Fall and Spring*

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 approaches. 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.

*Fall and Spring*

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.

*Fall and Spring*

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.

*Fall and Spring*

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.

*Fall and Spring*

(\$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.

*Fall*

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.

*Fall and Spring*

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.

*Fall and Spring*

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.

*Fall/Spring*

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 423T, 423E, or 423I, 450 or consent of the instructor.

*Fall and Spring*

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.

*Fall and Spring*

Workshop format 1 credit

**EDUC 420 Teaching in the Early Years:** Integrates the study of theories, prac-

tices, 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. Requires faculty consent.

*Fall and Spring*

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. Requires faculty consent.

*Fall and Spring*

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. Requires faculty consent.

*Fall and Spring*

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. Pre-requisite: EDUC 420.

*Fall and Spring*

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. Prerequisite: EDUC 422 .

*Fall and Spring*

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.

*Fall and Spring*

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. Prerequisite: EDUC 421.

*Fall and Spring*

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. Requires faculty consent.

*Fall and Spring*

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.

*Spring*

(\$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 403, 423T, 423E or 423I, or consent of the instructor.

*Fall and Spring*

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, art and physical science majors.



(\$65 fee)

One 1-hour lecture, two 2-hour labs

3 credits

## English

**ENGL 101 College Writing I: 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), *Creative Non-Fiction* (ENGL 315C), and *Creative Writing: Fiction* (ENGL 315D) and *Creative Writing* (ENGL 315E). 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:** Provides a hands-on introduction to the fundamentals of

geographic information systems (GIS) and global positioning systems (GPS). Includes the processes of capturing, editing, storing, managing, and analyzing data using GIS as well as model development and information display. Addresses the techniques of collecting GPS data and using the data in GIS. Prerequisite: CIS 106.

*Fall and Spring*

(\$65 fee)

3 hours lecture

3 credits

**ENVT 215 Environmental Ethics:** Introduces the basic concepts in ethics and major environmental ethical theories. Includes case studies of ethical debates of contemporary environmental issues. Prerequisites: BIOL 112, BIOL 214, or PHSC 110, or consent of instructor.

*Fall*

3 hours lecture and discussion

3 credits

**ENVT 225 Environmental Policy and Management:** Focuses on the 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.)

*Fall*

3 hours lecture and discussion

3 credits

**ENVT 305 Soils Science:** Introduces the various properties and classifications of types of soil. Acquaints the student with laboratory procedures to illustrate these principles by performing laboratory analyses, mathematical problems, and making observations from demonstrations and experiments. Provides the student with an understanding of soil as a component of the ecosystem and how to apply this knowledge to fully understand its impacts on ecosystems. Prerequisites: CHEM 105 and PHSC 201.

*Fall*

(\$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.

*Spring*

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.

*Spring*

(\$65 fee)

3 hours lecture, 3-hour laboratory

4 credits

**ENVT 423P Environmental Resource Management Internship Preparation:**

Prepares the student 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:** Provides 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.

*Spring*

6 credits

**ENVT 440 Case Study Field Trip:** 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.

*Spring*

(\$65 fee)

1 credit

**ENVT 445 Watershed Resource Management:** 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.

*Spring*

(\$65 fee)

3 hours lecture and discussion

3 credits

## **ESL Connection Courses**

**ESL Connection 101 Advanced Academic Writing/TOFEL Preparation:**

Serves as a pre-English 101 writing class emphasizing appropriate organization and style for a variety of academic writing situations. Emphasis is on grammar, vocabulary and rhetorical styles. The course covers aspects of the TOFEL that will help

students become better writers as well as achieve the TOFEL score needed to be fully accepted by the College. The course meets five hours per week.  
5 hours lecture and workshop 3 credits

**ESL Connection 102 Academic Success Reading Seminar:** Uses reading as a basis for discussion, debate and individual presentations. Students will increase vocabulary and reading speed in addition to practicing how to interact in U.S. classroom discussion and how to prepare and make presentations. The course meets five hours per week.  
5 hours lecture and workshop 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.  
*Fall and Spring*  
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.  
*Spring*

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.

*Fall and Spring*

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.

*Spring*

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.

*Spring*

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 and soup making, knife cuts, cooking methods, equipment identification, and production methods.

*Spring*

(\$230 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*

(\$100 fee)

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.

*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.

*Spring*

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.

*Fall*

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 HOSP 223 experience. Prerequisite: 13 credits in hotel and restaurant management curriculum. Students must successfully complete CPR/First Aid certification.

*Spring*

1 hour lecture and discussion .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*

Grading: Pass/Fail

400 hours practicum

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.

*Fall*

(\$25 fee)

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 food service 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.

*Fall*

(\$25 fee)

3 hours lecture and discussion with 16 hour 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. Prerequisite: 13 credits in hotel and restaurant management curriculum or consent of the instructor.

*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 results 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 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

## Human Services

**HSER 210 The Helping Relationship:** The course introduces the essential components of a helping relationship along with assisting the student to develop skills for helping. Course work will focus on the following: observation skills and the recording of behavior; core elements of the helping relationship; effective communication skills; intervention skills appropriate to each phase of the helping relationship; giving and receiving feedback on the utilization of helping skills; and self-assessment. The course also provides a forum for professionals in the human service field to address interactions with specific child and family client populations.

*Fall*

3 credits

3 hours lecture and discussion

**HSER 212 Human Services Systems:** Provides students with an orientation to the systemic functioning of human services programs. Emphasis is on program development, funding opportunities, governing regulations, and the range of services provided to child and family human service populations. Strategies for linking consumers with needed services are explored. Evaluation of gaps in services as a means of facilitating new program design is discussed. Prerequisite: HSER 210.

*Spring*

3 credits

3 hours lecture and discussion

**HSER 423 Field Experience:** Provides students with a 120-hour placement in a human services agency related to the student's area of interest (i.e., education, children and youth, criminal justice settings). Under the supervision of a human services professional, students work within the agency setting to complete the assigned tasks. Prerequisite: HSER 210 and HSER 212.

*Fall*

3 credits

120 hours

## 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 101 Introduction to Information Technology:** (*under development*) Introduces Information Technology concepts including data management and structures, networks, Internet, data communications, application development, and logical design methods.

*Fall*

3 hours discussion, demonstration, and hands-on assignments 3 credits

**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 120 Web Programming I:** 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. Corequisite: IT 101.

*Spring*

(\$40 fee)

3 hours demonstration, discussion, and hands-on assignments 3 credits

**IT 125 Web Programming II:** Continues the concepts of IT 120. Students will learn how to create and manage content for the World Wide Web using cascading style sheets, JavaScript language, and Extensible Markup Language (XML). The capstone of the course is the design of a fully functional student portfolio. Prerequisite: IT 120.

*Spring*

(\$40 fee)

3 hours discussion, demonstration, 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 206 Database Management Systems II:** Provides a continuation of IT 205 with advanced topics of design, implementation and use of database management systems. This course involves skills in the design and development of information systems and their application and combines form and report components into a single integrated system. Advanced PL/SQL language is used to improve performance, and maintenance of database applications. Basic Database Administration tasks using Oracle9i Enterprise Manager are discussed. Prerequisite: IT 205.

*Spring* (\$40 fee)

3 hours discussion, demonstration, 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 225 Spreadsheets and Databases:** Provides an introduction to computer software packages used in business-related applications. Focus will be placed on the development of skills and knowledge for the use of spreadsheets and databases applications. Emphasis will be placed on the use of formulas, functions, and graphs in spreadsheets and the use of tables, queries, forms, and reports in databases. Prerequisites: IT 101 or IT 105

*Spring*

(\$40 fee)

3 hours discussion, demonstration, 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 235 Programming with Scripting Languages:** Introduces scripting technologies used in the development of Web sites. Client and Server side scripting, Object oriented programming, Data Storage concepts, Control Structures, Functions and Procedures, and Active Server Pages are studied. Students will be required to develop a fully functional Web site upon completion of this course. Prerequisites: IT 120 and IT 125.

*Fall*

(\$40 fee)

3 hours discussion, demonstration, and hands-on assignments

3 credits

**IT 240 Cisco Certified Network Associate (CCNA), Semester 1:** This course is designed to provide students with the knowledge required to pass the Cisco CCNA certification exams. Specific areas of study include: in-depth study of the Open System Interconnection (OSI) reference model, WAN's, LAN's, Router components, configuration, routing protocols, network troubleshooting, TCP/IP and IP Addressing. Prerequisite: IT 101, MATH 102 or higher level math.

*Fall, La Plume campus only*

(\$40 fee)

4 hours discussion, demonstration, hands-on assignments and 4 hours lab 4 credits

**IT 245 Cisco Certified Network Associate (CCNA), Semester 2:** This course is designed to provide students with the knowledge required to pass the Cisco CCNA certification exams. Specific areas of study include: in-depth study of Lan Switching, VLAN's, LAN Design, IGRP Routing Protocols, Access Control Lists (ACLs), WAN's and WAN design, Novell IPX, ISDN, Frame Relay technology and Network Management issues. Prerequisite IT 240 with a grade of "C" or higher.

*Spring*

(\$40 fee)

4 hours discussion, demonstration, hands-on assignments, and 4 hours lab 4 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 120 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 401A Implementing and Supporting Microsoft® Windows® XP Professional:** The purpose of this course is to provide students the skill necessary to deploy and support Microsoft® Windows® XP Professional in a variety of stand-alone and network operating system environments. IT provides in-depth, hands-on training for prospective and current Information Technology (IT) professionals who will be responsible for the planning, implementation, management, and support of Windows® XP Professional. This course is based on the final, retail release of

Windows® XP Professional. This course will help the student prepare for the following Microsoft® Certified Professional exam: Exam 70-270, Installing, Configuring, and Administering Microsoft® Windows® XP Professional. Prerequisites: Consent required, restricted enrollment. Corequisites: IT 402A, IT 402B, IT 403A, IT 403 B.

*Fall, La Plume campus only*

(\$55 fee)

3 hours lecture, discussion, demonstration and hands-on assignment 3 credits

### **IT 402A Managing and Maintaining a Microsoft® Windows® Server® 2003**

**Environment:** This course provides students with the knowledge and skills needed to manage accounts and resources in a Microsoft® Windows® Server™ 2003 environment. These tasks include managing users, computer, and group accounts; managing access to network resources; managing printers; managing an organizational unit in a network based on Active Directory® directory service; and implementing Group Policy to manage users and computers. This course will help the student prepare for the following Microsoft Certified Professional exam: Exam 70-290: Managing and Maintaining a Microsoft® Windows® Server® 2003 Environment. Prerequisites: Consent required, restricted enrollment. Corequisites: IT 401A, IT 402B, IT 403A, IT403 B.

*Fall, La Plume campus only*

(\$55 fee)

3 hours lecture, discussion, demonstration and hands-on assignments 3 credits

### **IT 402B Maintaining a Microsoft® Windows® Server® 2003 Environment:**

Students are provided with the knowledge and skills that are needed to effectively maintain server resources, monitor server performance, and safeguard data on a computer running one of the operating systems in the Microsoft® Windows® Server® 2003 family. This course will help the student prepare for the following Microsoft Certified Professional exam: Exam 70-290: Managing and Maintaining a Microsoft® Windows® Server® 2003 Environment. Prerequisites: Consent required, restricted enrollment. Corequisites: IT 401A, IT 402A, IT 403A, IT 403B.

*Fall, La Plume campus only*

(\$55 fee)

2 hours lecture, discussion, demonstration and hands-on assignments 2 credits

### **IT 403A Implementing a Microsoft® Windows® Server® 2003 Network**

**Infrastructure: Network Hosts:** This course provides student with the skills and knowledge necessary to configure a Windows-based computer to operate in a Microsoft® Windows® Server® 2003 networking infrastructure. Perquisites: Consent required, restricted enrollment. Corequisites: IT 401A, IT 402A, IT 402B, IT 403B.

*Fall, La Plume campus only*

(\$55 fee)

2 hours lecture, discussion, demonstration and hands-on assignments 2 credits

**IT 403B Implementing, Managing, and Maintaining a Microsoft® Windows® Server® 2003 Network Infrastructure: Network Services:** This course provides students with the knowledge and skills to implement, manage, and maintain a Microsoft® Windows® Server® 2003 network infrastructure. The course teaches the skills required to implement, manage, and maintain server networking technologies. These tasks include implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access. This course will help the student prepare for the following Microsoft® Certified Professional exam: Exam 70-291: Implementing, Managing, and Maintaining a Microsoft® Windows® Server® 2003 Network Infrastructure. Prerequisites: Consent required, restricted enrollment. Corequisites: IT 401A, IT 402A, IT 402B, IT 403A.

*Fall, La Plume campus only*

(\$55 fee)

3 hours lecture, discussion, demonstration and hands-on assignments 3 credits

**IT 404A Planning, Implementing, and Maintaining a Microsoft® Windows® Server® 2003 Active Directory Infrastructure:** It provides students with the knowledge and skills to successfully plan, implement, and troubleshoot a Microsoft® Windows® Server® 2003 Active Directory® directory service infrastructure. The course focuses on a Windows® Server 2003 directory service environment, including forest and domain structure, Domain Name System (DNS), site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user, group, and computer account strategies. This course includes self-paced and instructor-facilitated components. This course will help the student prepare for the following Microsoft® Certified Professional exam: Exam 70-294: Planning, Implementing, and Maintaining a Microsoft® Windows® Server® 2003 Active Directory Infrastructure. Prerequisites: Consent required, restricted enrollment. Corequisites: IT 405A, IT 406A, IT 407A.

*Spring, La Plume campus only*

(\$55 fee)

3 hours lecture, discussion, demonstration and hands-on assignments 3 credits

**IT 405A Planning and Maintaining a Microsoft® Windows® Server® 2003 Network Infrastructure:** The goal of this five-day course is to provide students with the knowledge and skills necessary to plan and maintain a Windows® Server® 2003 network infrastructure. This course will help the student prepare for the following Microsoft® Certified Professional exam: Exam 70-293: Implementing, Managing, and Maintaining a Microsoft® Windows® Server® 2003 Network Infrastructure. Prerequisites: Consent required, restricted enrollment. Corequisites: IT 404A, IT 406A, IT 407A.

*Spring, La Plume campus only*

(\$55 fee)

3 hours lecture, discussion, demonstration and hands-on assignments 3 credits

**IT 406A Designing Security for Microsoft® Networks:** This course provides students with the knowledge and skills to design a secure network infrastructure. Topics include assembling the design team, modeling threats, and analyzing security risks in order to meet business requirements for securing computers in a networked environment. The course encourages decision-making skills through an interactive tool that simulates real-life scenarios that the target audience may encounter. You are given the task of collecting the information and sorting through the details to resolve the given security requirement. This course will help the student prepare for the following Microsoft® Certified Professional exam: Exam 70-298: Designing Security for a Microsoft® Windows® Server 2003 Network. Prerequisites: Consent required, restricted enrollment. Corequisites: IT 404A, IT 405A, IT 407A.

*Spring, La Plume campus only*

(\$55 fee)

3 hours lecture, discussion, demonstration and hands-on assignments 3 credits

**IT 407A Deploying and Managing Microsoft® Internet Security and Acceleration Server 2000:** The goal of this course is to provide Information Technology (IT) students with the knowledge and skills to deploy and manage Microsoft Internet Security and Acceleration (ISA) Server 2000 in an enterprise environment. This course will help the student prepare for the following Microsoft® Certified Professional exam: Exam 70-227: Installing, Configuring, and Administering Microsoft® ISA Server 2000. Prerequisites: Consent required, restricted enrollment. Corequisites: IT 404A, IT 405A, IT 406A.

*Spring, La Plume campus only*

(\$55 fee)

3 hours lecture, discussion, demonstration and hand-on 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 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  
credits

1 - 6

**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. Students who transfer into Keystone College with at least 24.0 credits are exempt from IDS 101.

*Fall and Spring*

3 hours lecture and discussion

3 credits

## Leadership

**LEAD 110 Foundations of Leadership:** The course examines a broad range of leadership concepts, theories, and models. Students will understand the need for effective leadership within all personal and professional environments. The course

examines current thinking about the concept of leadership. It is intended for people who aspire to improve their leadership skills and knowledge or who anticipate working with others within the socio-cultural systems of the world. It provides the basic knowledge and the foundations required to satisfactorily complete subsequent leadership courses.

*Fall and Spring*

3 hours lecture and discussion

3 credits

**LEAD 310 Profiles in Leadership:** Students in this course will engage in a comprehensive study of leaders, current and in the past. The class will explore practical examples of leadership and compare and contrast leadership styles, traits, behaviors, and effectiveness through leaders' biographies. Particular attention is given to examining the leadership styles.

*Fall*

3 hours lecture and discussion

3 credits

**LEAD 410 Dynamics of Leadership Application:** This course offers practical application of the knowledge and skills developed in prior studies of leadership. Students, individually, will synthesize and evaluate the leadership knowledge and performance of themselves. This course will examine the evolution of leadership thought, the various methods of improving leadership performance through analytical decision-making, and current issues in leadership.

*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 better 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 200 Mathematics Throughout History:** Investigates the history of mathematics, reviews contributions by various cultures, and ponders famous mathematical problems. Topics to be chosen from include ancient mathematics, mathematics in Greece, medieval China, and India, medieval Europe, mathematics of Islam, mathematics around the world, Algebra and mathematical methods in the Renaissance. Prerequisite: two years of high school algebra or MATH 102 with a “C” or better, or consent of the instructor.

*Spring*

3 hours lecture and discussion

3 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, and regression. 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 mathematics including Algebra II and Trigonometry, MATH 113 with a “C” or better, or consent of the instructor.

*Spring and Summer*

(\$40 fee)

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*

(\$40 fee)

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

**MUSC 301 History of Jazz:** Introduces a study of the history of jazz from its roots to its first flowering in New Orleans and Chicago and then into the Swing Era, bebop, and the many modern jazz styles. Attention will also be given to the musical nature of jazz performance to demonstrate how to listen to jazz.

*Fall and Spring*

(\$35 fee)

3 hours lecture and discussion

3

credits

## 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

## 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)

3 hours lecture and discussion, 3-hour laboratory

4 credits

**PHSC 102 Physical Science II:** Explores matter, its basic structure, properties, and relationship to various energy forms.

*Spring*

(\$65 fee)

3 hours lecture and discussion, 3-hour laboratory

4 credits

**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 hours lecture and discussion

3 credits

**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. Transportation to offsite class meetings is not provided.

*Fall and Spring*

(\$50 fee)

3 hours lecture, discussion, periodic evening observations

3 credits

**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 con-

straints, 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.

*Fall and Spring*

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.)

*Fall*

(\$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 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.

*Fall*

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.

*Fall and Spring*

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.

*Spring*

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.

*Spring*

3 hours lecture and discussion

3 credits 310

**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*

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.

*Spring*

3 hours lecture and discussion

3 credits

**POSC 303 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.

*Spring (2006)*

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.

*Fall and 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 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/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 307 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 311 Research 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 314 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 315 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.

*Spring*

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

## Science

**SCI 100:** Intended for students who are interested in the Biological sciences but do not have strong background in Chemistry and Biology. Prepares the students for a successful career in the sciences. Topics covered will include: study skills for the sciences, graphing calculator use, scientific vocabulary building, scientific notation dimensional analysis, chemical equations writing and nomenclature, atomic theory, oxidation - reduction, reaction, moles, stoichiometry, and aerobic respiration/ photosynthesis. (Strongly recommended for students who are pursuing a degree in the science and who are not prepared for the rigors of the major, have tested into DVED 108 (Reading Skills), and/or are enrolled as a Master Student). This course may not be transferable. Course begins after midterm.

*Fall*

2 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.

*Fall and Spring*

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.

*Fall and Spring*

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.

*Spring*

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

1 credit

**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 301 Foundation of Therapeutic Recreation:** This course will acquaint the student with the profession of therapeutic recreation, including the history, philosophy, settings, and populations served. Students will explore the issues, concepts and perspectives that provide the understanding of TR as a health-related profession. Basic client assessment and program delivery techniques will be reviewed. Prerequisites: BIO 105 and BIO 106.

*Fall*

3 hours lecture and discussion

3 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 402 Client Assessment in Therapeutic Recreation:** Students will explore and develop an understanding of the purpose of client assessment, various methods for collecting data, and factors that influence assessments. The biological, psychological, social, spiritual, developmental, lifestyles, and environmental concerns which impact assessments will be studied.

*Fall*

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 404 Therapeutic Recreation Techniques and Delivery Methods:**

Students will explore principles and practices utilized in the field of therapeutic recreation. This course will discuss and allow students to observe actual clinical practice skills and techniques for TR applications. Students will explore a variety of therapeutic interventions used in treatment. This course will also help students prepare to take the examination for becoming a Certified Therapeutic Recreation Specialist.

*Fall*

3 hours lecture, practicum 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

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B.S., Bloomsburg University

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B.A., Wilkes University

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Ph.D., Southern Illinois University

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B.S., Mansfield University

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A.S., Keystone College

Linda J. Wozniak, Computer Programmer/Institutional Researcher  
B.A., Hartwick College

Shelby W. Yeager, A.T.C., Head Athletic Trainer  
B.S., Temple University; M.Ed., East Stroudsburg University

## Alumni Association

The Keystone College Alumni Association has more than 11,000 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
- ◆ Reunion/ Homecoming Weekend

Alumni are informed of campus and alumni activities through *The Keystonean*, the annual alumni magazine, and the Keystone alumni e-newsletter.

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@keystone.edu](mailto:Alumnirelations@keystone.edu).

Visit the Alumni Association on the Web at [www.keystone.edu](http://www.keystone.edu).

## Campus Directory

General Information  
(570) 945-8000

Toll-Free Numbers  
1-877-4-COLLEGE  
1-800-824-2764

Athletic Department  
Gambal Athletic Center  
(570) 945-8231

Campus Shoppe  
Hibbard Campus Center  
(570) 945-8000

Career Action Center  
Ward Hall  
(570) 945-8312

Chamberlin Center for Student Services  
Hibbard Campus Center  
(570) 945-8307  
Academic Advising  
ACT 101 Program  
Drug & Alcohol Prevention  
Personal Counseling  
Transfer Counseling  
Vocational Education

Information Technology  
Computer Center  
(570) 945-8200  
Institutional Research  
(570) 945-8202

Miller Library  
(570) 945-8335

Office of Academic Affairs and  
Dean of the College  
Academic Affairs Center  
(570) 945-8512

Office of Admissions  
Sisson Hall  
(570) 945-8111  
New Student Orientation

Office of Campus Life  
Hibbard Campus Center  
(570) 945-8252  
Student Housing & Residence Life: (570) 945-8261  
Student Activities  
(570) 945-8258  
Student Senate  
(570) 945-8270

Institute for Training and Lifelong  
Learning  
Gardner Hall  
(570) 945-8009

Office of Development and College  
Relations  
Harris Hall  
Annual Fund  
(570) 945-8010

Grants  
(570) 945-8159  
Scholarships & Planned Giving  
(570) 945-8155

Alumni Hall  
Alumni Relations  
(570) 945-8154  
Public Relations  
(570) 945-8158  
Special Events  
(570) 945-8162

Office of Finance and Administration  
Ward Hall

(570) 945-8832

Business Office

Human Resources Office

Student Business Services

Office of Financial Assistance and  
Planning Office

Sabiston Hall

(570) 945-8132

Office of Health Services

(570) 945-8022

Office of the Registrar

Sabiston Hall

(570) 945-8224

Registration

Transcripts

Veteran's Certification Official

Office of the President

Harris Hall

(570) 945- 8500

Office of Public Safety

(570) 945-8077

Parking

Safety and Security

Office of Residence Life

(570) 945-8261

Student Housing

Physical Facilities

Physical Facilities Building

(570) 945-8039

Housekeeping

Maintenance

## Traditional Calendar

### Fall 2004

|                  |  |
|------------------|--|
| August 19-22     | New Student Orientation                          |
| August 23        | Registration and drop/add                        |
| August 24        | Fall classes begin                               |
| September 1      | Last day to register/add a course                |
| September 2      | President's Opening Convocation                  |
| September 6      | College closed - no classes/offices closed       |
| September 8      | Class rosters due by noon                        |
| September 17     | Last day to drop a first-half course             |
| September 28     | Last day to withdraw from a first-half course    |
| October 4-8      | Fall midterms                                    |
| October 11       | Visitation Day - no classes                      |
| October 12       | Midterm grades due at noon                       |
| October 13       | Last day to drop a full-semester course          |
| October 18       | Second-half classes begin                        |
| October 29       | Spring 2005 advising begins                      |
| November 1       | Spring 2005 registration begins                  |
| November 3       | Last day to drop a second-half course            |
| November 11      | Last day to withdraw from a full-semester course |
| November 16      | Last day to withdraw from a second-half course   |
| November 24      | Residence halls close at noon                    |
| November 24 - 28 | Thanksgiving Break                               |
| November 28      | Residence halls reopen                           |
| November 29      | College reopens                                  |
| December 3       | Fall classes end                                 |
| December 6 - 10  | Fall finals week                                 |
| December 10      | Residence halls close at 5 p.m.                  |
| December 13      | Grades due by noon                               |
| December 23      | College closes at 5 p.m.                         |
| December 24 - 31 | Winter holiday - College closed                  |

### Spring 2005

|              |  |
|--------------|--|
| January 3    | College reopens  |
| January 16   | Residence halls open                                     |
| January 17   | Registration and drop/add                                |
| January 18   | Spring classes begin                                     |
| January 26   | Last day to register/add a course                        |
| February 1   | Class rosters due by noon                                |
| February 17  | Last day to drop a first-half course                     |
| February 21  | Visitation Day/Presidents' Day - no classes for students |
| March 2      | Last day to withdraw from a first-half course            |
| March 4      | Last day to drop a full-semester course                  |
| March 7 - 11 | Midterms   |
| March 14     | Midterm grades due by noon                               |

|               |  |
|---------------|--|
| March 14 - 18 | Spring Break                                     |
| March 2       | Second-half classes begin                        |
| March 28      | Easter Monday - College closed                   |
| March 31      | Last day to withdraw from a full-semester course |
| April 1       | Fall 2005 advising begins                        |
| April 4       | Fall 2005 registration begins                    |
| April 22      | Last day to withdraw from a second-half course   |
| May 5         | All-College Honors Convocation                   |
| May 6         | Spring classes end                               |
| May 9 - 13    | Spring finals week                               |
| May 13        | Residence halls close                            |
| May 21        | Commencement                                     |
| May 30        | Memorial Day - College closed                    |

## **Weekender Calendar - La Plume and Towanda**

(See Director of Weekender Programs and Adult Education  
for additional important dates.)

### **Fall 2004**

|                   |                    |
|-------------------|--------------------|
| August 27 - 29    | Weekender number 1 |
| September 10 - 12 | Weekender number 2 |
| October 1 - 3     | Weekender number 3 |
| October 22 - 24   | Weekender number 4 |
| November 12 - 14  | Weekender number 5 |
| December 3 - 5    | Weekender number 6 |

### **Spring 2005**

|                  |                    |
|------------------|--------------------|
| January 21 - 23  | Weekender number 1 |
| February 11 - 13 | Weekender number 2 |
| March 4 - 6      | Weekender number 3 |
| March 18 - 20    | Weekender number 4 |
| April 8 - 10     | Weekender number 5 |
| April 29 - May 1 | Weekender number 6 |

### **Summer 2005**

|              |                    |
|--------------|--------------------|
| May 13 - 18  | Weekender number 1 |
| June 3 - 5   | Weekender number 2 |
| June 17 - 19 | Weekender number 3 |
| July 8 - 10  | Weekender number 4 |
| July 22 - 24 | Weekender number 5 |
| August 5 - 7 | Weekender number 6 |

## **Towanda Education Plus Weekender**

### **Summer 2004**

|                        |                                   |
|------------------------|-----------------------------------|
| May 7 - 9              | Education Plus Weekender number 1 |
| May 28 - 30            | Education Plus Weekender number 2 |
| June 18 - 20           | Education Plus Weekender number 3 |
| July 16 - 18           | Education Plus Weekender number 4 |
| July 30 - 31, August 1 | Education Plus Weekender number 5 |
| August 20 - 22         | Education Plus Weekender number 6 |

### **Fall 2004**

|                   |                                   |
|-------------------|-----------------------------------|
| September 3 - 5   | Education Plus Weekender number 1 |
| September 17 - 19 | Education Plus Weekender number 2 |
| October 8 - 10    | Education Plus Weekender number 3 |
| November 19 - 21  | Education Plus Weekender number 4 |
| December 10 - 12  | Education Plus Weekender number 6 |

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## 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*

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