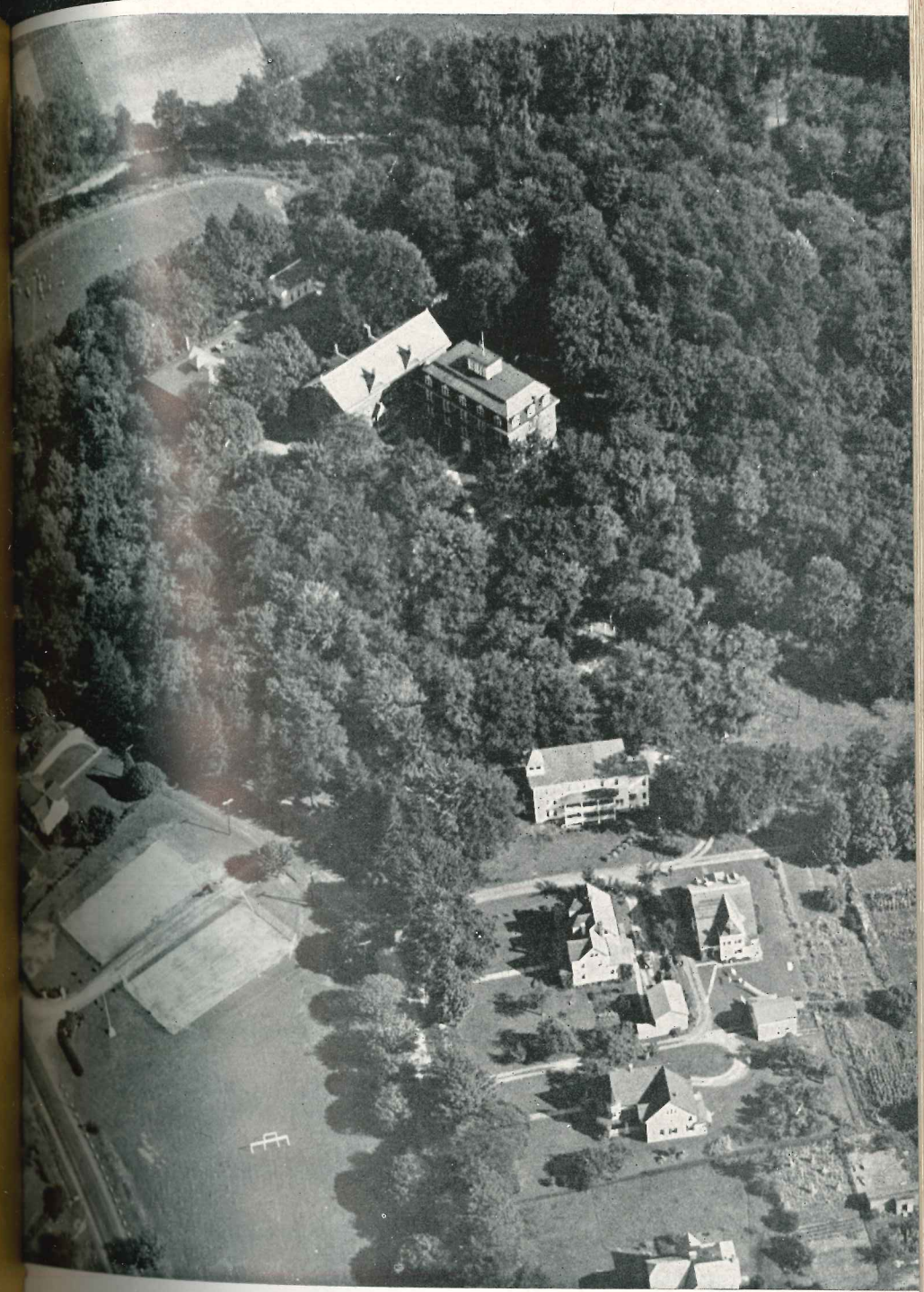


Keystone College

La Plume, Pennsylvania

BULLETIN

CATALOGUE ISSUE -- 1947-1948



Airplane view of Keystone College campus.

Keystone College

Founded in 1868 as Keystone Academy

A Junior College

Coeducational

Catalogue Issue: 1946-1947

with

Announcements: 1947-1948

La Plume

Pennsylvania

ACADEMIC CALENDAR 1947-1948

The Academic Calendar is subject to changes. If alterations are necessary, ample written notice will be given.

1947

| | |
|-------------------------|--|
| June 23, Monday | Summer Semester Begins |
| July 4, Friday | Legal Holiday |
| September 10, Wednesday | Summer Semester Final Examinations Begin |
| September 12, Friday | Summer Semester Final Examinations End |
| September 22, Monday | Fall Semester Begins |
| October 3, Friday | Last Day for Change of Program |
| October 15, Wednesday | Last Day of Registration, Fall Semester |
| November 26, Wednesday | Thanksgiving Recess Begins |
| December 1, Monday | Thanksgiving Recess Ends |
| December 20, Saturday | Christmas Recess Begins |

1948

| | |
|------------------------|---|
| January 5, Monday | Christmas Recess Ends |
| January 26, Monday | Fall Semester Final Examinations Begin |
| January 28, Wednesday | Fall Semester Final Examinations End |
| January 28, Wednesday | Registration for Spring Semester |
| February 2, Monday | Spring Semester Begins |
| February 11, Wednesday | Last Day for Change of Program |
| February 18, Wednesday | Last Day of Registration, Spring Semester |
| March 20, Saturday | Spring Recess Begins |
| March 29, Monday | Spring Recess Ends |
| May 23, Sunday | Baccalaureate Service |
| May 24, Monday | Spring Semester Final Examinations Begin |
| May 26, Wednesday | Spring Semester Final Examinations End |
| May 29, Saturday | 77th Annual Commencement |

KEYSTONE COLLEGE BULLETIN

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| Published in January, March, April and July | | |

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 Lillian A. O'Levich, A.A.Assistant, Chemistry Laboratory
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 Mrs. William F. BarronHousemother, Sabiston Hall

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 Bucknell University.

FACULTY

1946-1947

BLAKE TEWKSBURY, President.

B.A., cum laude, Bowdoin College, 1934; Graduate Study: Bates College,
 summer, 1935; Harvard University, summer, 1936; M.A., Administration of
 Education, New York University, 1940.

HARRY R. ALBERTSON, Instructor in Biological Sciences.

B.S., Hobart College, 1936; Pennsylvania State College, summer, 1939.

ALEXANDER H. ANDERSON, JR., Instructor in Social Sciences.

B.A., New Jersey State Teachers College, 1937; M.A., Rutgers University,
 1940; Graduate Study: Columbia University, 1945-1946.

ROBERT W. ATHERTON, Instructor in Spanish.

A.B., Princeton University, 1930; Graduate Study: Princeton University, 1931.

KATHARINE HELDT AUCKER, Instructor in Mathematics and German; Director of
 Music.

A.B., Bucknell University, 1929; M.A., Pennsylvania State College, 1937; B.S.
 (Music), Susquehanna University, 1944; M.Ed., Pennsylvania State College,
 1945.

BERT BALDWIN, Instructor in Business Administration.

East Stroudsburg State Normal School, 1900-1902; Wharton School Extension,
 University of Pennsylvania, 1919-1923.

HAROLD J. BENSON, Instructor in Physics and Mathematics.

B.S., New York University, 1925; M.S., New York University, 1927; Graduate
 Study: Cornell University, 1925-1926; Columbia University, 1927-1928 and
 1930-1931; New York University, 1927-1932.

WILLIAM A. BRICKEL, Instructor in Biological Sciences.

B.S., Lafayette College, 1936; Graduate Study: Pennsylvania State College,
 summers, 1938-1941.

BENJAMIN JUDSON BROWNE, Instructor in English and Social Science.

Duke University, 1939-1940; A.B., Boston University, 1943; Andover-Newton
 Seminary, 1943-1944; Princeton Theological Seminary, 1944-1945; B.D., Union
 Theological Seminary, 1946.

ARTHUR T. BUCH, Instructor in Sociology.

B.S.S., College of the City of New York, 1933; Diploma, Hebrew Teachers In-
 stitute, 1933; D.S.Sc., New School for Social Research, 1946.

E. SEATON CARNEY, Instructor in Chemistry.

A.B., Kalamazoo College, 1923; A.M., Clark University, 1924; Ph.D., Brown
 University, 1928. Member: Sigma Xi.

EDWARD E. CHIPMAN, College Pastor; Instructor in English and Religion.

B.A., Colgate University, 1926; B.D., ibid., 1929; M.Th., ibid., 1930; Colgate-
 Rochester Divinity School Graduate Student, 1933-1936; Fellow in New Testa-
 ment, University of Chicago Divinity School, 1934-1936. Member: Phi Beta
 Kappa.

WILLIAM WILBUR COUZENS, Instructor in Commerce and Finance.
B.C.S., School of Commerce and Finance, New York University, 1933; Graduate Study: Wharton School, University of Pennsylvania, 1928; New York University, 1938.

ROBERT F. CUMMINGS, Instructor in Mechanical Drawing.
B.S.A.E., University of Alabama, 1944.

FRED A. DENMON, Controller and Treasurer.
Assistant Controller, International Correspondence Schools, Scranton, Pennsylvania, 1917-1936.

HARRY GARDNER DE WITT, Instructor in Engineering Drawing.
C.E., Lafayette College, 1909; Graduate Study: Pennsylvania State College, Extension, 1941-1944; University of Scranton, 1944.

DONALD H. DOUD, Assistant in Chemistry.
A.A., Keystone College, 1943; B.S., University of Scranton, 1946.

CHARLES H. HAPGOOD, Instructor in Social Sciences.
A.B., Harvard College, 1929; M.A., Harvard University, 1931; Graduate Study: University of Freiburg, Breisgau, Germany, 1930; Harvard University, 1932-1934; Graduate School of Education, Harvard University, summer, 1945.

WILLIAM J. HOFFMAN, Instructor in Engineering Drawing.
M.M.E., Delft Technical University, 1909.

HERMAN JOHNSON, Instructor in Merchandising.
B.A., Syracuse University, 1920; Graduate Study: Boston University, 1921.

MADGE LADOMERSKY, Instructor in Biological and Physical Sciences.
B.S., Marywood College, 1938; Graduate Study: Marywood College, summer, 1944; Union College, summer, 1945; Pennsylvania State College, summer, 1946.

ROBERT L. LAMOREAUX, Instructor in English and Physical Education.
B.A., Yale University, 1939; Law School, Harvard University, 1940.

WENDELL C. LAWTHORP, Instructor in Physics.
A.B., Gettysburg College, 1934; Graduate Study: University of Michigan, summers, 1936 and 1937. Member: Phi Beta Kappa.

JEANNE B. LEISER, Instructor in Secretarial Science.
B.S., Marywood College, 1945; Graduate Study: Catholic University, 1945.

ANN M. MANNO, Instructor in Accounting and Secretarial Science.
B.S., Marywood College, 1942; Graduate Study: University of Scranton, 1945.

MARJORIE T. MCINTOSH, Dean of Women; Director of Guidance.
Knox College, 1910; B.S., Iowa State College, 1914.

HUBERT J. MC SHEA, Instructor in Psychology and English.
A.B., Catholic University of America, 1938; M.A., Catholic University of America, 1942; Ph.D., Catholic University of America, 1945.

JANE H. MURPHY, Public Relations Director; Instructor in Journalism.
B.A., Pennsylvania State College, 1943.

JOSEPHINE D. NOTARIANNI, Instructor in Physical Education.
East Stroudsburg State Teachers College, 1939-1940; Keystone College, 1941-1942.

CHARLES OISTER, JR., Instructor in Physics and Mathematics.
B.S., East Stroudsburg State Teachers College, 1940.

CATHARINE M. OSWALD, Librarian.
Teaching Certificate, East Stroudsburg State Teachers College, 1929; Graduate Study: University of Pennsylvania, 1930; Muhlenburg College, 1931; Marywood College, 1936.

CHARLES T. OSWALD, Chairman, Science and Engineering Curricula.
Ch.E., with honors, Lehigh University, 1929; M.Sc., Lehigh University, 1930; Graduate Study: Lehigh University, 1930-1931; Muhlenburg College, summers, 1931 and 1932. Member: Sigma Xi.

ROBERT EMORY RINEHIMER, Registrar; Acting Dean of Men.
B.A., summa cum laude, Lafayette College, 1938; Graduate Study: University of Michigan, summer, 1939; Pennsylvania State College, summer, 1940; School of Business Administration, Harvard University, (U. S. Navy), 1943; Syracuse University, 1946. Member: Phi Beta Kappa.

ORLAND MELVILLE RITCHIE, Instructor in English and Speech.
A.B., Cedarville College, 1916; Ph.D., University of Edinburgh, 1933; M. Litt., University of Pittsburgh, 1940.

CLARENCE B. SEARS, Instructor in English and Social Science.
B.S., valedictorian, East Stroudsburg State Teachers College, 1937; M.A., Columbia University, 1938; Graduate Study: Columbia University, summer, 1942; Shrivensham University, England, 1945.

BENJAMIN J. TRAPANI, Instructor in Mathematics.
A.B., New York University, 1937; M.A., The Pennsylvania State College, 1938; Graduate Study, The Pennsylvania State College, 1938-1939.

ELSIE N. VAN NORT, Instructor in Business Administration.
A.A., Keystone College, 1938; B.Sc., Bucknell University, 1940; Graduate Study: Harvard University, summer, 1942; Columbia University, summer, 1946.

HUBERT P. VECCHIERELLO, Instructor in Biological Sciences.
B.A., summa cum laude, St. Bonaventure College, 1923; M.A., summa cum laude, St. Bonaventure College, 1924; Ph.D., Catholic University and University of Chicago, 1928.

General Information

ACCREDITMENT AND RECOGNITION

Keystone College is a fully accredited member of the Middle States Association of Colleges and Secondary Schools. It is also accredited by the Pennsylvania State Council of Education, the Pennsylvania State Board of Examiners for Registration of Nurses, and the University of the State of New York. The College is an associate member of the Society for the Promotion of Engineering Education; its medical secretarial curriculum has the approval of the American Medical Association. The College is a member of the American Association of Junior Colleges, of the American Association of Collegiate Registrars, the American Council on Education, the Junior College Council of the Middle Atlantic States, and the Pennsylvania Association of Junior Colleges.

PHILOSOPHY OF EDUCATION

A philosophy of junior college education which urges an adjustment of the college program to the needs of students and advocates both general education for citizenship and specialized training for occupational success has been formulated by the faculty.

Divided into five sections, dealing respectively with students, faculty, community, courses of study, and ideologies, the statement of philosophy includes the following recommendations:

(1) Students should be given some part in determining what should constitute their junior college experiences, and these experiences should provide for emotional as well as physical and mental development. Within the classroom, students should be given as much individual attention as possible and should be taught not only how to think, but also to recognize what is worth thinking about.

(2) Faculty members should be well-trained persons willing to accept extra responsibilities beyond routine teaching duties. They should have broad educational backgrounds in addition to specialized knowledge in particular fields in which they have had professional experience.

(3) The junior college plant and all its facilities should be available to the community organizations. The community should be regarded as a natural extension of the classroom and laboratory.

(4) Courses of study should be so arranged as to make clear to students the relationship of one field of knowledge to another. The general college program should be arranged primarily with the idea of meeting particular needs of students.

A junior college program complete in two years, or complete in itself without any additional formal college education contemplated for the student, should include the so-called general education designed to prepare a student for good citizenship and individual happiness, as well as some form of pre-professional, semi-professional, or vocational training to enable the student to earn a living.

(5) In a democracy, the junior college should train students to meet changing world conditions. It should develop in students democratic social attitudes which recognize the importance of equal political and economic opportunity for all.

HISTORICAL STATEMENT

The publication of this catalogue announces the opening of the institution's eightieth year. Founded by a group of educators headed by Dr. John H. Harris, later president of Bucknell University, the preparatory school was for many years known as Keystone Academy which was chartered by an Act of Assembly of the Commonwealth of Pennsylvania in 1868. This charter gave the institution the right "by and with the advice and consent of the board of directors to confer the degrees of 'Bachelor of Arts,' 'Master of Arts,' and such other certificates and diplomas of proficiency in the arts, sciences, and other acquirements in literature, as to them shall seem proper."

During its history Keystone Academy sent forth hundreds of responsible citizens, leaders in the civic, religious, and social life of their communities. Among its notable living graduates are Dr. Mary B. Harris, member of Pennsylvania Model Parole Board; Romeyn H. Rivenburg, former Dean of Bucknell University; Dr. L. Douglas Meredith, Vice-President of the National Life Insurance Company; and Mr. Charles Bunell, President of the University of Alaska. Christy Mathewson, "Big Six" of American baseball, was a native of Factoryville, and a graduate of Keystone in the class of 1898.

The junior college, established in 1934, allowed the institution to perform a more significant service for its constituency. In the development of its enlarged program, Keystone College has been greatly aided

by the generosity of its Board of Trustees, its alumni, and other friends of the institution. In recent years, the Board of Trustees alone has contributed an average of more than \$14,000 annually for the upkeep of the institution. The alumni body has made itself responsible for various projects, the most recent of which is the purchase of a private home used as a girls' dormitory.

Interested friends, alumni, and trustees contribute \$700 each year for scholarship funds for deserving students. These substantial forms of support, of course, are of direct benefit to students, for a large share of the costs need not be borne by tuition fees.

LOCATION

Keystone College is located in La Plume, Lackawanna County, Pennsylvania. La Plume is a pleasant, rural town fifteen miles from Scranton and contiguous to Factoryville, Pennsylvania. Factoryville, named for a cotton factory which suspended operations more than a century ago, is a residential town and the center for a farming area.

Located on a hilltop on its beautiful forty-acre main campus, Keystone College combines the advantages of country living with the opportunities of urban life. The College is situated in the heart of a metropolitan area with a population of nearly one-half million. Scranton, with its industries, shopping areas, and cultural offerings, is readily accessible to the students.

Students from various parts of Pennsylvania, distant states, and foreign countries have been attracted to the College in increasing numbers because of its outstanding educational program and the advantages of its location. La Plume may be easily reached by automobile or bus. The historic Lackawanna Trail (U. S. Route 11) runs past the college gateway. Over this highway a bus line (Martz) operates between Scranton and Factoryville. Factoryville is a regular stop on the cross-country Greyhound bus line. Scranton itself is served by the Delaware, Lackawanna, and Western Railroad, the Delaware and Hudson Railroad, and the Central Railroad of New Jersey. Students coming by bus are advised to purchase tickets to Factoryville, as the station on the main bus lines is only two minutes' walk from the College. Trunks and baggage should be shipped to the Factoryville station.

For day students, transportation arrangements have been made to and from Scranton and way points at a very reasonable rate. The

school's private bus carries students from Jessup, Peckville, Archbald, Olyphant, Throop, Dickson City, Providence, Clarks Green and Waverly. Keystone is so located as to make transportation from Taylor, Tunkhannock, Meshoppen, Springville, Montrose, Nicholson, Falls, Lake Winola, Fleetville, and other nearby communities a relatively simple matter.

Buildings, Grounds, and Equipment

The buildings and equipment of Keystone College are valued at three-quarters of a million dollars. The grounds include an area of more than one hundred forty acres.

HARRIS HALL

The main classroom building, Harris Hall, was built in 1871 by the Abington, Bridgewater, and Wyoming Baptist Associations. It contains classrooms, a large lecture room, administration offices, lounge rooms, typing, accounting, biology, and bacteriology laboratories, faculty offices, and student activity rooms.

MOORE HALL

Moore Hall was built in 1884 and was named for Thomas Moore of Scranton, then chairman of the Board of Trustees. It includes the office of the President, an apartment for the Dean of Women, dining room, a reception room, dormitory rooms for forty women, infirmary, cafeteria, soda fountain, kitchens, and laundry.

THE COTTAGE

Keystone Cottage has apartments and offices for faculty members, dormitory rooms for men, and houses the Veterans Advisement Center.

SABISTON HALL

Sabiston Hall, a dormitory for women, was presented to the Trustees in 1938. It was a gift of the late Colin J. Sabiston, then chairman of the Board of Trustees.

CAPWELL HALL

The Dr. Daniel A. Capwell Science Hall was built in 1938. The building was named in honor of the late Dr. Capwell, a devoted friend and Trustee of the College for many years. Capwell Science Hall contains separate elementary and advanced chemistry laboratories which are fully equipped, a stock room, a balance room, dark rooms, physics and engineering drawing laboratories, a large auditorium-lecture room equipped for the use of sound projection equipment, faculty offices, and well-lighted classrooms.

PRESIDENT'S HOME

The President's House, which is located on the campus, was also a gift from the late Colin J. Sabiston. It has been occupied by the President since 1938 and not only provides a convenient residence for the head of the college, but also affords him an opportunity to entertain distinguished guests and small, informal student groups.

ALUMNI HALL

Alumni Hall was presented to the Trustees by the Alumni Association in 1941. This building, adjoining Sabiston Hall, serves as a dormitory for fifteen women.

REGISTRAR'S HOME

A modern home for the Registrar was built on the campus in 1941. This home is arranged to accommodate faculty-student committees and other groups.

THOMPSON HALL

Thompson Hall, named in honor of Elias W. Thompson, for many years a Trustee, was purchased and equipped in 1945 to house twenty women students.

F.P.H.A. APARTMENTS

In 1946 thirteen fully equipped apartments for married veteran students were erected on the campus by the Federal Public Housing Authority. The remodelled Army barracks are situated on a hillside overlooking Lake Nokomis.

VETERANS LODGE

Veterans Lodge, the former Abington Hills Country Club, was acquired in 1946. This building, located two miles from the main campus, provides three faculty apartments and living accommodations for seventy-five men. The 100 acres of property surrounding the Lodge, including woodland, are available to students for sports and recreational activities. A bus furnishes transportation between the Lodge and the campus.

GYMNASIUM-AUDITORIUM

In 1946 construction was begun, by the Bureau of Community Facilities, Federal Works Agency, on a gymnasium-auditorium. This large building, approximately 140' by 95', provides a standard basketball court, shower and locker-room facilities for men and women, a completely equipped stage, a balcony which seats 600 people, and auditorium capacity for 1200 persons. It also houses equipment for physical education activities.

LIBRARY

Also provided by the Federal Works Agency in 1946 is a separate library. The reading room has capacity for 100 students.

STUDENT UNION

A former gymnasium is utilized as a Student Union, serving as a center for campus social and recreational activities.

MATHEWSON FIELD

Mathewson Field, named in honor of Christopher Mathewson, '98, is located on the approach to the campus and borders the Lackawanna Trail. This is the women's athletic field, containing tennis courts and playing fields for outdoor sports, particularly field hockey and softball.

BAILEY FIELD

Bailey Field, named in honor of the late George T. Bailey, for many years a Trustee, is near the gymnasium on the eastern border of the campus. The field provides opportunity for outdoor sports for men—football, baseball, and track in particular. A natural amphitheater forms a stadium.

LIVING ACCOMMODATIONS

Women students at the College live in Moore, Sabiston, Thompson, and Alumni halls. Keystone Cottage and Veterans Lodge serve as residences for men. Accommodations are thus provided for one hundred seventy-five resident students. In addition, there are several private homes nearby where students, unable to secure rooms in the college dormitories, may stay. These "living centers" are inspected regularly by college authorities and each home has been approved by them. All first-year students not living with their families are required to live in college dormitories unless special permission is secured from the appropriate Dean.

Both single and double rooms are available in each dormitory for women. Faculty members or house mothers live in the dormitories and assume as their responsibility the counseling of students. A nurse is always in attendance.

Every dormitory room is equipped with a bed, mattress, pillow, bureau, table, and chairs. Other furniture, a radio, draperies, rug, pictures, and room decorations may be brought as desired. It is suggested that each student bring for his room and his personal use the following items: sheets, pillow cases, hand and bath towels, wash cloths, a bathrobe, soft-heeled slippers, blankets or quilts, a bedspread, a laundry bag, a gymnasium suit, gymnasium shoes, a desk lamp, and a metal waste basket.

Veterans Lodge has a common dormitory and a common study hall. Basic furnishings are supplied.

The capacity of the college laundry is limited, so laundry cannot be done for all students. For students availing themselves of this service, laundry is done on the campus. All articles of clothing and linen sent to the college laundry should be carefully marked with the name of the owner. The student may wish to buy laundry identification tags which he should purchase before arrival at Keystone.

THE LIBRARY

The Library is centrally located adjacent to Capwell Science Hall. The collection of 12,000 volumes is comprised of gifts and purchases. A basic collection of reference books, including bibliographies and indexes, is placed in the large, well-lighted reading room, which is open at all

times during college hours. The general book collection is arranged on open shelves in the stacks and is available to all students.

The College has a qualified librarian to direct the library and to assist the students and faculty in research, bibliographical work, and general reading. Instruction in the use of the library is given to all freshmen. The library has a definite part in the instructional program of the College, and its policies are adapted to meet the needs of the students.

In addition to the college library the students have the privilege of using the Public Library in Scranton. Arrangements may also be made for an inter-library loan when special books are needed in the college library for research in different fields of study.

Information for Applicants

VETERANS OF WORLD WAR II

Students in good standing who left Keystone College to enter the armed services may, of course, resume their work without again formally applying for admission.

Keystone welcomes veterans, both men and women, who are qualified to undertake a college program. The Committee on Admissions is prepared to deal with the special problems of admission and academic status on an individual basis. Credit toward the A.A. degree will be granted for courses pursued in the training programs of the various services and in the Armed Forces Institute, provided the courses are appropriate to the curriculum selected by the veteran for further study. Recommendations of the various accrediting agencies will be followed in granting such credit.

Various examinations will be used to help determine the best programs for veterans who desire assistance. Provision will be made for an accelerated program at Keystone if the number of students wishing such a program is sufficient. Otherwise, arrangements will be made for summer work at other institutions.

The "G. I. Bill of Rights," or Servicemen's Readjustment Act of 1944, provides for government aid to veterans seeking to continue their education after discharge from service.

APPLICATION PROCEDURE

Filing of an application blank, properly signed by a parent or guardian, and payment of a \$5 application fee must precede the submission of entrance credentials and scholarship applications. The application fee is exclusive of regular charges and is not returnable, for the registration of each student involves considerable minimum expense to the College; however, the fee will be refunded to veterans after they are properly registered.

A guarantee reservation deposit of \$25, which is refunded at the end of a student's period of residence, is required of students who wish to make dormitory reservations. The deposit is not paid until the applicant is notified of his admission. In case the room application is withdrawn, the deposit will be refunded on condition that notification of withdrawal is received six weeks prior to the date of initial registration for a specified semester.

ADMISSION

In its admission policy, Keystone College consciously applies the principles which underlie its education philosophy and its conception of its functions. Its admission procedure, accordingly, is highly individualized. In general, however, the admission practices are designed to meet the needs of two distinctive groups: those whose intention is to follow a program leading to a degree eventually and those who expect to terminate their education with four semesters, or less, of work at Keystone College. Admission is by either certificate or examination.

To be admitted to the College by certificate, a secondary school graduate must present a certificate of grades with evidence of having completed a minimum of the required units of secondary school work. Such a student must rank within the highest two-fifths of a graduating class in a recognized secondary school. Further, he must have attained the generally accepted certificate grade or average of his preparatory school; his certificate should be accompanied by his principal's recommendation. An applicant who can present evidence of having fulfilled these requirements will be admitted on a certificate basis. Necessary forms will be forwarded to the school by the Registrar. It should be added that students in this classification form a large majority in each entering class.

An applicant for admission who does not satisfy the College's usual certificate requirement may also be admitted. Such an applicant must take the College's aptitude test to determine in some degree his relative scholastic ability aside from other indices of his past achievement. If his test score indicates that the applicant has enough promise to warrant further consideration, his case is considered by the Committee on Admissions.

The Committee carefully considers the type of program for which the applicant shows preference. It is frequently found that those who have certificate deficiencies are interested in terminal programs. Experience shows that an applicant who has shown marked proficiency in a specialized field in high school can do satisfactory work in the college terminal course which offers an extension of the secondary school program. Terminal programs do not pre-suppose transfer to another institution or a continuation of formal education but offer what is primarily semi-professional training.

In general, a student should rank within the highest three-fifths of a graduating class in a recognized secondary school as evidence of his ability to complete successfully a college course leading to a degree. Students who expect to continue their education beyond Keystone College either in a liberal arts college or in a professional school must meet in all respects the entrance requirements of the institution to which they expect to transfer.

REGISTRATION

A student has completed his registration after he has satisfied the following requirements: (1) filed in the Registrar's office a transcript of previous scholastic records, a health certificate, and a personal data sheet; (2) paid the first semester's fees either in full or on a part-time plan which has been arranged with the controller, in advance; (3) completed a class schedule with the assistance of the registration officials during the opening days of each new semester. Students entering late may complete their registration by the end of the second week of the semester. Those who register after classes have begun will pay an additional \$2.50 as a late registration fee.

Reference to the Academic Calendar will indicate the dates after which students should not make changes in their programs. In the case of changes, the students should have the consent of the instructors whose

courses are involved. However, the actual change of program, including the dropping of courses, must be made in the office of the appropriate Dean. A fee of \$2.50 is charged for each change of program.

ENTRANCE TESTS AND MEASUREMENTS

Before attending classes each student is given the American Council on Education Psychological Examination. Other tests are given in accordance with the student's indication as to the course of study which he expects to follow. The matriculation fee covers the costs of such tests which are always given during the first semester.

A student's admission to Keystone College is normally not dependent on his record in these tests, although they may be required of applicants for admission. The tests give the College information which is of value to the student and his advisers.

PERSONNEL SERVICES

Keystone College provides many personnel services designed to meet the students' needs and to develop effective personalities. These services include admission, registration, freshman days, counseling, psychological clinic, health service, campus activities, graduation, transfer, and placement. Each of these services is interested in different aspects of the individual, but all of them aid the students in developing into well-balanced adults. Students are encouraged to go to the counselors for interviews on personal problems.

TESTING CLINIC

The psychological testing clinic is designed to meet the needs of students in a very practical manner. It is primarily a source of information both to the student and the counselor. The purposes of the clinic are: to give the information necessary in making occupational and educational choices; to aid in measuring abilities and aptitudes; to aid in the prediction of degree of success in college work; and to suggest programs for the solution of scholastic difficulties.

The facilities of the clinic are available to all students, who are treated individually. After an interview in which the problems of the student are discussed, tests are administered as determined by the psychologist. Tests used in one case may be vastly different from those

used in another, depending entirely upon the individual situation. There is no charge for this service to regular students.

Under special arrangements with the Veterans Administration, an official Veterans Advisement Center has been established. Vocational counseling is available to all veterans, on appointment, whether they are planning to attend college or not.

ORIENTATION AND COUNSELING

The President, Dean of Men, and Dean of Women all participate in the counseling of students. The first few days of each new semester are devoted to acquainting entering students with the campus, instructors, classmates, and campus life. Orientation courses are planned to aid the student in an analysis of himself, of his community, and of his vocational opportunities. Faculty advisers and dormitory counselors assist students by giving them an opportunity to discuss problems of a personal, educational, or vocational nature.

HEALTH REQUIREMENTS

Before registration is completed, a student must present a certificate indicating that he has no disease; this certificate, signed by a licensed physician, must completely report the findings of a thorough medical examination. Special blanks will be provided for the physician to fill out. Active participation in all normal activities will be dependent upon physical condition and upon written permission from parents; this absolves the institution from responsibility for injuries.

Each regularly enrolled student is required to spend two hours a week in physical education classes unless his physical condition makes a waiver of this requirement necessary. Veterans are exempted.

All students taking part in varsity, junior varsity, or minor sports are examined by the college physician; his approval is necessary before students are allowed to participate in athletic events. All minor injuries that occur during participation in athletic events are treated by the college physician without cost to the student.

Complete records of the student's health, participation in activity, and further development of his physical well-being are kept by the Department of Physical Education.

PLACEMENT BUREAU

With the simultaneous development of several four-semester programs and the organization of large and representative community advisory committees, Keystone College has also organized a placement service for its graduates. To date this service has been unusually successful in placing graduates. In addition, the College assists its graduates who go elsewhere and offers its services to them at any time. There is, of course, no charge for the placement services of the College. Obviously employment cannot be guaranteed, but every effort is made to place the right person in the right position.

STUDENT RULES AND GOVERNMENT

When a student registers, he binds himself to abide by the rules and regulations of Keystone College. The institution reserves the right to exclude at any time a student whose conduct or academic record proves unsatisfactory. A student judged out of sympathy with the spirit and ideals of the College may be asked to withdraw even though no formal rule is broken. Neither the College nor any of its officers is liable for such an exclusion. The rules are simple and reasonable and each student will be informed of the regulations by the Freshman primer, bulletin-board notices, or public announcement. No rebate in charges will be made for a student's failure to register, late entrance, absence, or removal from College for any cause, for it is understood that arrangements are made for an entire semester.

When a parent or guardian signs the application blank, it is understood that the conditions set forth in this catalogue are accepted.

Every effort is made to encourage students to govern themselves. A Student Council is elected by the student body each year to work with the faculty and administration in legislating and enforcing the College's regulations. This plan has worked so satisfactorily that infractions of discipline are few.

PUBLICATIONS

The students at Keystone College are responsible for three publications. Foremost among these is THE KEYSTONIAN, a four-page newspaper published bi-weekly. In addition, student publications in-

clude a year book, THE NOKOMIAN, a student handbook which is distributed each fall to freshmen, and KEYNOTES, a literary magazine.

The College publishes quarterly bulletins of information, of which the catalogue issue is one number. Other issues are: a viewbook, a Career Forum program, and a Register of students, faculty, and officers.

THE INTRAMURAL SPORTS PROGRAM

Students not participating in intercollegiate athletics are encouraged to take part in some intramural sport during each season. The program is largely directed by student leaders.

The intramural program includes the following activities:

FALL: Archery, Touch-football, Tennis, and Field Hockey.

WINTER: Basketball, Volleyball, Wrestling, Boxing, and Badminton.

SPRING: Softball, Track and Field Events, Tennis, and Soccer.

RELIGIOUS LIFE

Keystone College was founded in 1868 as an academy by the Abington, Bridgewater, and Wyoming Baptist Associations in cooperation with the Factoryville Baptist Church. The founding fathers believed in the importance of religion in education as in all human life; they felt the need and responsibility for providing educational opportunity and training for youth consistent with that freedom in the exercise of religion and intellectual inquiry which has always been central to the history and purpose of the Baptist denomination.

In keeping with the original spirit and purpose the College imposes no requirements of religious belief or affiliation on either faculty or students. At the same time Keystone seeks to cultivate an atmosphere which is sympathetic and strengthening to the religious life. It stands for education that is fundamentally Christian and believes that such training can best be maintained by instructors and trustees who are in active and sympathetic relation to the Christian Church.

The College works in close cooperation with all denominations. Keystone provides, in the person of the minister of the local Baptist church, a college pastor for students seeking spiritual advice and counsel;

he also offers the courses in religion and assists in arranging and conducting chapel, assembly, and convocation programs. The College maintains a close relationship with the local and state Baptist organizations and with the Northern Baptist Convention which sponsor this pastoral ministry.

Student religious activities are organized by members of the Inter-faith Fellowship.

There are Methodist and Baptist churches in Factoryville. Students of the Catholic, Episcopal, Lutheran, or Presbyterian faith attend services in nearby Clarks Summit.

To aid students in maintaining a continuing church relationship, the Factoryville Baptist Church provides students of the several denominations the opportunity of associate membership for the period of their residence on the campus.

ALUMNI ORGANIZATIONS

Keystone College has an alumni body of more than two thousand graduates and former students. Within recent years alumni groups have been organized in several communities in which a number of Keystoneians now reside. It is interesting to note that Keystone alumni are to be found in nearly all of the forty-eight states of the Union, with several residing in foreign countries.

The alumni organizations which exist in several centers and are in process of organization in still other centers are branches of a parent alumni association with headquarters at the college.

ACTIVITIES

The advantages of a country campus for activities are obvious. Keystone College provides all the usual college activities which serve a useful purpose. Keystone has fields for football, baseball, hockey, and soccer. There are tennis courts and a track; the 140-acre campus provides ample room for the development of other outside activities. The gymnasium has a basketball court and full equipment for physical education activities.

The College sponsors such varied activities as debating, dramatics, a camera club, open forums, departmental clubs, and student organizations. The advantage of such activities which help give to the student who participates confidence in himself and develop his initiative is well

recognized. The organizations sponsor their own social events, which include dances, picnics, movies, and informal parties. The institution fosters all of these activities by providing faculty leadership and supervision for them. For example, a chapter of Phi Theta Kappa, the junior college honorary society, was established at Keystone in 1941. The International Relations Club is a group interested in international relations and receives support from the Carnegie Endowment for International Peace.

The location of the College in the Abington Hills offers excellent facilities for skiing, tobogganing, skating, and sledding. To supplement the regular physical education instruction in various winter skills, snow parties and week-ends in the Pocono winter resorts and at nearby Montrose are sponsored by the College. Both novice and expert ski slopes have been developed on the campus. Nokomis Lake, which adjoins the campus, provides an opportunity for both swimming and skating.

Student Aid

GENERAL INFORMATION FOR APPLICANTS FOR STUDENT AID

All students who wish to apply for student aid should file their applications on forms which will be supplied by the office of the Registrar. Such applications must be filed annually. The Scholarship Committee will meet once each month to consider applications for student aid.

Students receiving aid must maintain an average of C, with not more than one grade below C, if their allotments are to be renewed from semester to semester. Students who are put on disciplinary probation will immediately forfeit their rights to awards already made. The Scholarship Committee will not consider an application for aid from a student during the same year in which he has been on disciplinary probation. When warranted, petitions for exceptions to these general regulations may be made to the Scholarship Committee or the Student Council.

No applications for aid will be considered by the Scholarship Committee until all previous obligations to the College have been satisfactorily adjusted.

Students will be assigned to project directors by the Scholarship Committee. Student projects include waiter and waitress positions, kitchen assistance, janitorial employment, general housekeeping duties, and work about the buildings and grounds. It should be borne in mind that the types of work available vary and may not be of equal desirability. The Committee will try in so far as possible to follow student interests in making assignments. However, a student who does not do faithfully the work assigned by a project director will lose his allotment. Any student who absents himself from assigned work on two occasions without advance legitimate reasons for his absence will be dropped from the student aid list.

DEFERRED TUITION SCHOLARSHIPS

Deferred tuition scholarships are awarded to give recognition and encouragement to students who excel in scholastic work and to aid deserving students who would not otherwise be able to raise the money necessary to attend college.

Half the total amount of each deferred tuition scholarship is credited to the student's tuition account at the beginning of each semester. Such a scholarship is subject to semi-annual renewal and its continuation depends upon the recipient's maintenance of a B average and good conduct.

These scholarships are to be regarded as loans, with interest at 4 per cent beginning two years after the student graduates from Keystone. Repayment of the principal is to be made over a five-year period beginning at the same time as interest payments.

All scholarship repayments, together with interest payments, are to be paid into the Student Loan Fund. This fund provides the College with increasing amounts with which to aid deserving students who might otherwise be unable to continue their education—and enables the College to give the same advantages to future students which present scholarship holders enjoy.



Capwell Science Hall houses well-equipped science and engineering laboratories. Visual aid and photography facilities are provided.

SCHOLARSHIPS

The John H. Brooks scholarship of fifty dollars is given by his family in memory of the late chairman of Keystone's Board. It is awarded to an entering student who has well demonstrated his social, physical, and intellectual development during his high school career. High grades, participation in sports, and appointment to school offices

will be considered by the Scholarship Committee in making the award.

The Colonel L. A. Watres scholarship of fifty dollars is awarded to an entering student who has a superior high school record, good character, and financial need. The applicant must show promise of completing a college program with distinction.

The John H. Harris scholarship of fifty dollars is given in honor of the first headmaster of Keystone Academy by his family. This scholarship is to be awarded to that student who, in the opinion of the Scholarship Committee, has a sufficiently good record, sufficient need and sufficient promise to deserve such recognition.

The A. M. Bingham scholarship of fifty dollars is awarded to an entering student who has high grades, real need for assistance, and sufficient promise to deserve such recognition. This scholarship is donated to Keystone by A. M. Bingham of Scranton, a member of the Board of Trustees.

The Scranton area scholarship of fifty dollars is awarded to an entering student of the Scranton area who has high grades, real need for assistance, and sufficient promise to deserve such recognition. This scholarship is donated to Keystone College by Richard E. Little, Keystone Academy, '16, a member of the Board of Trustees.

The Samuel R. Lilly scholarship of fifty dollars is awarded to an entering student who has high grades, real need of assistance, and sufficient promise to deserve such recognition. This scholarship is donated to Keystone in honor of Samuel R. Lilly, Superintendent of Buildings and Grounds for the past fifty-five years.

The Robert Lincoln Green Memorial Scholarship is awarded annually to a returning student in the Engineering curriculum who has a good record, need for assistance, and gives promise of future useful-

ness to society. This scholarship was established by Mr. and Mrs. John P. Green, of Jermyn, in memory of their son, Robert Lincoln Green, '40.

The Keystone Academy Class of 1891 Scholarship of fifty dollars is awarded "to a worthy student who has attended the College one year and who has been recommended by the Scholarship Committee. Preferably, though not necessarily, the nominee shall be a Baptist student preparing for Christian service."

The Kenneth Chase Seamans Memorial Scholarship of fifty dollars is awarded annually to an entering student who has a high academic record and has demonstrated qualities of leadership. This scholarship is presented by the Board of Trustees in memory of Kenneth C. Seamans, '36, who died in service to the nation, 1939.

The Factoryville High School Alumni Association Scholarship of twenty-five dollars is awarded annually by the Alumni Association to a graduate of the Factoryville High School who enters Keystone College.

The John Henry Fassett Memorial Scholarship of fifty dollars is awarded annually to an entering student who has satisfactory scholarship and gives promise of future usefulness. This scholarship is provided by the Board of Trustees in memory of John H. Fassett, '37, of Meshoppen, who was lost in action, 1942.

The Walter Wesley Coolbaugh Memorial Scholarship of fifty dollars is awarded annually to an entering student who possesses high qualities of leadership, scholarship, and sportsmanship, as evidenced by his high school record. This scholarship is awarded by the Board of Trustees in memory of Walter W. Coolbaugh, '40, Clarks Summit, who died in the service of his country, 1942.

Repayment of Deferred Tuition Scholarships listed above has resulted in the establishing of the Student Loan Fund. Scholarships in the amount of \$50 each are awarded to worthy students who maintain satisfactory academic records and can demonstrate need. Application should be made to the Scholarship Committee.

HONOR SCHOLARSHIPS

These scholarships constitute recognition by the College of excellent academic work accomplished by students during their high school careers. Students are awarded these scholarships solely on the basis of rank in their graduating classes. Valedictorians, salutatorians, and graduates who receive course honors are granted \$100 tuition reductions if boarding students; \$50, if day students. Awards are automatically continued a second year if a B average is maintained.

PRIZES

The Mr. and Mrs. Benton Coleman prize of twenty-five dollars is awarded annually to an entering student from a high school within a five-mile radius of Keystone College. The applicant must have a good high school record and need of assistance; he must also make a high score on an entrance test given by the College. This prize represents the interest on an endowment gift of \$1,000 given by Della Coleman Sinclair, '95, of Princeton, N. J., in memory of her parents.

Medals are awarded to first, second, and third-place winners of an annual speech contest sponsored by the College. These prizes are provided from funds established by the late Charles H. Davies, '12, of Philadelphia, Pennsylvania.

The Women's Teachers Club prize of one hundred dollars is awarded to an entering student from Scranton who is selected by the donors of the scholarship. This prize is donated to Keystone by the Women's Teachers Club of Scranton.

ASSISTANTSHIPS

Granting of an assistantship constitutes recognition by the College of outstanding work by the student in the field in which he has been given an award. Students who are awarded assistantships will be called upon to give assistance in their respective fields to the value of the grants.

EDUCATORS' AND MINISTERS' AWARDS

Every year several scholarships are granted to students who are dependent upon educators or ministers for support. Awards are made in the form of tuition reductions and they are continued for a second year if recipients maintain B averages. Further details may be secured by addressing the Registrar.

Itemized Expenses

The College reserves the privilege of changing its rates at any time without notice.

General Charges

Charges as listed cover the normal college year, September to June.

| | Per Semester | Per Year |
|---|-----------------|-----------------|
| Day Students | | |
| Tuition, for all courses | \$190.00 | \$380.00 |
| Boarding Students | | |
| Tuition, for all courses | \$190.00 | \$380.00 |
| Board, Dormitory Accommodations and Laundry | 275.00 | 550.00* |
| | <u>\$465.00</u> | <u>\$930.00</u> |

* If laundry service is not provided, a reduction of \$20 a year will be allowed.

Special Fees and Deposits

| | |
|--|---------|
| Application fee | \$ 5.00 |
| (Refunded only to veterans after their registration.) | |
| Deferred payment fee, a semester | 5.00 |
| Transcript fee (for each copy of a student's record after the first) | 1.00 |
| Graduation fee | 10.00 |
| Late registration fee (See Academic Calendar) | 2.50 |
| Re-registration fee (See Attendance Requirements) | 2.50 |
| Change of program fee, for each course | 2.50 |
| Deficiency Examination fee | 2.50 |
| Special Examination fee | 5.00 |
| Fee for any Chemistry course, a semester | 10.00 |
| Fee for any Biology or Physics course, a semester | 5.00 |
| Guarantee reservation deposit (Boarding Students only) | 25.00 |

(This deposit is returnable at the end of the student's residence, subject to deductions for breakage, damage, or unnecessary work caused by the negligence or action of the student, or for the loss of either room or post-office box key.)

The Student Activity Fee of \$12.50 a semester for both men and women covers the cost of various student activities and organizations both academic and extra-curricular. The fee is collected by the College at the request of the students.

College Regulations

GRADING SYSTEM

Keystone College issues reports on students' work at regular intervals, mailing copies of grade sheets to parents at each grade period.

A letter grading system, with values as follows, is used:

A—90 to 100—Excellent. Three quality points a credit.

B—80 to 89—Good. Two quality points a credit.

C—70 to 79—Creditable. One quality point a credit.

D—60 to 69—Passing, but not recommended for transfer.

No quality points.

E—50 to 59—Conditioned. Re-examination required.

F— 0 to 50—Failure. Course must be repeated if required for graduation. Otherwise it may or may not be repeated at the student's discretion. One quality point is deducted for each credit attempted but failed.

WD —Withdrawal. Indicates that a student has withdrawn from a course with permission of Dean.

Inc. —Incomplete. Indicates that additional work must be done before a final grade can be given.

No student will be permitted to take his examinations, be given his credits, or be considered honorably dismissed until all bills and obligations to the college have been met in full.

GRADUATION REQUIREMENTS

Upon the satisfactory completion of four semesters' work at Keystone College, a student is granted the Associate in Arts degree. The degree is awarded in accordance with the recommendations of the American Association of Junior Colleges. Graduates of certain curricula also receive special degree citations.

Four semesters' satisfactory work represents the completion of a minimum of sixty credit hours and the attainment of an equal number of quality points, as determined in the table above. Scholastic average may be determined at any time by dividing the total number of quality points accumulated by the total number of credit hours. In substance this means that an average of C (1.00) is required for graduation.

To qualify for graduation, a student must also complete required

courses in Orientation 101-102 and 201-202, Hygiene 101-102, and Physical Education 101-102 and 201-202. If necessary, the physical education requirement may be waived.

Students taking certain programs, such as the Medical Secretarial or Engineering programs, must complete the full curricula outlined in order to qualify for the Associate in Arts degree. Faculty advisers will carefully supervise such programs.

Students who have attended the college for four semesters, but whose credit hours total less than sixty, receive certificates of attendance, as do those whose cumulative scholastic average is less than C (1.00).

TRANSCRIPTS

One transcript of a student's record will be sent to a college or university without charge; additional transcripts will be forwarded at a cost of \$1.00 each. No transcript bearing the registrar's signature and the official college seal will be issued except to a properly authorized official. No transcript will be provided until a student has been honorably dismissed.

CHANGE OF PROGRAM

Reference to the Academic Calendar will indicate the dates after which students should not make changes in their program of courses. In the case of changes, moreover, the student should have the written consent of the instructors concerned, on the proper form, and three copies of this form should be submitted to the appropriate Dean for approval before the change of program is effected. A fee of \$2.50 is charged for each change of program.

DROPPED COURSES

No course may be dropped without written permission from the appropriate Dean. Permission to drop a course will not be granted later than one week after mid-semester grades are issued.

Dropping a course after the date set for changes in program (see Academic Calendar) requires payment of the regular fee of \$2.50.

The grade in a course dropped within the prescribed time limits will be recorded as WD; the grade in a course dropped without permission will automatically be recorded as F.

ATTENDANCE REQUIREMENTS

Except in cases of illness attested by a doctor's certificate or a note from a parent, or in cases of serious illness or death in a student's family, attendance is required at all classes for which a student is registered. Other absences are unexcused, except as provided in the following paragraphs.

No student may take an excused absence on the day immediately preceding or immediately following a vacation without written permission from the Deans' office. Absences taken without such permission necessitate payment of a reregistration fee of \$2.50 for each course before the student will be readmitted to classes.

Students who have unexcused absences in a course may be declared ineligible for participation in any college activity and will be required to withdraw from the course. In such a case, the student may re-enter the course only with the approval of the instructor and on payment of a \$2.50 reregistration fee. Students whose excused absences have been excessive may also be required to drop a course. In such a case the official record will explain that the withdrawal is not a reflection on the scholastic ability of the student.

All receipts by the college from reregistration fees are paid into the Student Loan Fund.

In general, it should be clearly understood that the work of any college is so organized in the first two years that the student can scarcely fail to suffer as the result of absences. Hence, faithful attendance is essential for the full benefit of the student himself.

ELIGIBILITY

In the case of students who are not attaining the required graduation average the Committee on Academic Standing may rule that participation in inter-collegiate athletics must cease until academic work is done to restore the student to good standing.

To qualify for participation in inter-collegiate athletics a student must be registered for a minimum program of 12 credit hours each semester. A student cannot represent the institution in varsity sports for more than six semesters—the maximum time permitted for the attainment of the college degree. All Keystone College teams are institutional rather than departmental.

Transfer Curricula

TRANSFER PRIVILEGES

The various Transfer programs, which are outlined subsequently in this catalogue, are designed to prepare the graduate for transfer to a four-year college or university where he will seek his Bachelor's degree. The curriculum in each department is so arranged that the subjects duplicate, in a given field, the offerings of the first two years in almost any higher institution.

Every entering student, if he wishes eventually to exercise the transfer privilege, should indicate his intention of doing so at the time of registration. The student should consult his advisor to see that the course requirements of a given institution are being met in full.

A transcript of a student's record will be sent to a college or university upon request if he has been honorably dismissed from Keystone College. Recommendations of transfer will be made for any student whose record and attitude have been satisfactory. No subject grade of less than C will be recommended for transfer, however; nor can a student be recommended whose scholastic average is lower than C.

Keystone College students have successfully transferred their college work on certificate to such institutions as Albright College, Allegheny College, American University, University of Alabama, Barnard College, Brown University, Bucknell University, Cedar Crest College, University of Chicago, Duke University, Franklin & Marshall College, Gettysburg College, Hood College, University of Idaho, College of the Holy Cross, Lafayette College, Lehigh University, Louisiana State University, Marywood College, Massachusetts Institute of Technology, Miami University, (Oxford, Ohio), University of Michigan, Ohio University, University of North Carolina, The Pennsylvania State College, University of Pennsylvania, University of Pittsburgh, University of Scranton, Syracuse University, Temple University, Wellesley College, the College of William and Mary, University of California, University of Southern California, and others.

It should be understood that the following curricula outlines represent the normal requirements of the complete four semesters' work in each program. Owing to the college's accelerated program, all courses may not be offered each semester in the order indicated.

B.A. DEGREE PROGRAM

This curriculum is designed for students who wish a broad cultural training which will assist them in meeting the numerous personal and social problems of everyday life. This type of preparation is not essentially specialized or vocational.

The program is basic for students who plan to secure the B.A. degree and is suggested as a desirable one for a student who plans to complete his higher formal education at Keystone College.

First Semester

| | | | |
|------------------------------------|-----|--|-----|
| Biology | 103 | General Biology | 4 |
| English | 101 | Freshman English | 3 |
| Social Science | 105 | World Civilization (or) | 3 |
| Social Science | 109 | American History | |
| Language elective: (Choose one) | | | 3 |
| French | 101 | Elementary French | |
| Spanish | 101 | Elementary Spanish | |
| Spanish | 103 | Intermediate Spanish | |
| Mathematics elective: (Choose one) | | | 3-5 |
| Mathematics | 101 | College Algebra | |
| Mathematics | 107 | College Algebra and Trigonometry | |

Requirements: Hyg. 101, Orien. 101, Phys. Ed. 101

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Second Semester

| | | | |
|--------------------------------------|-----|-------------------------------|-----|
| Biology | 104 | General Biology | 4 |
| English | 102 | Freshman English | 3 |
| Social Science | 106 | World Civilization (or) | 3 |
| Social Science | 110 | American History | |
| Language elective: (Continue one) | | | 3 |
| French | 102 | Elementary French | |
| Spanish | 102 | Elementary Spanish | |
| Spanish | 104 | Intermediate Spanish | |
| Mathematics elective: (Continue one) | | | 3-4 |
| Mathematics | 102 | Trigonometry | |
| Mathematics | 110 | Analytical Geometry | |

Requirements: Hyg. 102, Orien. 102, Phys. Ed. 102

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B.A. Degree Program

Third Semester

| | | | |
|---|-----|---------------------------------|---|
| English | 203 | World Literature | 3 |
| Psychology | 201 | General Psychology | 3 |
| Social Science | 203 | Introduction to Sociology | 3 |
| Electives: (Choose two) | | | 6 |
| English | 107 | Speech | |
| Religion | 101 | or 103 | |
| Social Science | 201 | Elementary Economics | |
| Spanish | 103 | Intermediate Spanish | |
| Requirements: Orientation 201, Physical Education 201 | | | |

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Fourth Semester

| | | | |
|---|-----|---------------------------------|---|
| English | 204 | World Literature | 3 |
| Psychology | 202 | Applied Psychology | 3 |
| Social Science | 206 | Introduction to Sociology | 3 |
| Electives: (Continue two) | | | 6 |
| English | 108 | Speech | |
| Religion | 102 | or 104 | |
| Social Science | 202 | Elementary Economics | |
| Spanish | 104 | Intermediate Spanish | |
| Requirements: Orientation 202, Physical Education 202 | | | |

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SOCIAL SERVICE

Social workers are in demand for the administration of relief, old age assistance, child welfare, and care of the disabled. There is ample opportunity for the college graduate who wants to be of service in helping people. Many Schools of Social Service are graduate schools and require the bachelor's degree for admission. In the first two years of preparation for this career, emphasis should be placed on English and the social sciences, with some accompanying experience in science laboratory work.

The B.A. Degree Program previously outlined presents a sound two-year college program; the qualified graduate can then enter the junior year in the university of his choice. The program follows the recommendation of the American Association of Schools of Social Work.

JOURNALISM

Recognized schools of journalism require the completion of at least four semesters of liberal arts work for admission. The B.A. Degree Program outlined above will meet the needs of Journalism majors.

English 209 (News Writing) and English 210 (News Editing) are offered as elective courses. Many students who are interested in writing supplement their academic work by working on the staff of the college newspaper, The Keystonean, or the yearbook, The Nokomian. Opportunity is given to the greatest possible number of students to secure practice and experience in the various phases of writing and publication.

LAW

At least three years of college work, including adequate training in English, economics, American history, and government, are required for admission to most law schools. In addition, at least one course in science or mathematics is recommended and, sometimes, required. Two years of college work satisfies minimum entrance requirements in a few institutions; this minimum has been stipulated as indispensable by the American Bar Association.

Because many institutions frequently prescribe the work of the first year, or of the first two years, the student and his adviser will work out a course program closely paralleling the requirements of the institution to which transfer is expected. The B.A. Degree Program as offered at Keystone College meets the requirements of most institutions.

TEACHING

Many educators believe that a combination of liberal arts training and theoretical training in a school of education represents the best preparation for teaching in secondary schools and for administrative positions in education. The prospective teacher must have a broad cultural knowledge as well as a training in those particular subjects which he desires to teach.

Either the B.A. Degree Program or the B.S. Degree Program presents a satisfactory combination of courses.

LIBRARY SCIENCE

A broad cultural background and a wide range of interests are essential requirements of the modern librarian. Schools, colleges, and public libraries still claim many librarians, but positions are also available in banks and other business houses, in industry, and in radio and motion picture work.

Courses in the B.A. Degree Program provide thorough preparation in English, modern foreign languages, general history, and science.

B. S. DEGREE PROGRAM

This curriculum is designed for students who plan to finish a four-year course leading to a Bachelor of Science degree. Students planning to do major work in a science, such as Chemistry, Physics, or Biology, should take this program as should those who wish a background for the specialized study of medicine, dentistry, chemical engineering or veterinary science. The course is also intended for those who are preparing to teach sciences and mathematics in public and private secondary schools.

First Semester

| | | | |
|-------------------------|-------------------------------------|--|-----|
| Chemistry | 101 | Elementary Chemistry | 4 |
| English | 101 | Freshman English | 3 |
| Mathematics | 107† | College Algebra and Trigonometry | 5 |
| Electives: (Choose two) | | | 6-7 |
| Biology | 103 | General Biology | |
| Physics | 101 | General Physics | |
| Physics | 103 | Measurements in Physics | |
| Social Science | 105 | World Civilization (or) | |
| Social Science | 109 | American History | |
| Requirements: | Hyg. 101, Orien. 101, Phys. Ed. 101 | | |

18-19

† Students who offer only one year of high school Algebra for admission are advised to substitute Mathematics 101 (College Algebra) for this course.

B.S. Degree Program

Second Semester

| | | | |
|-------------------------|-------------------------------------|---|-----|
| Chemistry | 104 | Inorganic Chemistry; Intro. to Qualitative Analysis | 4 |
| Chemistry | 106 | Stoichiometry | 1 |
| English | 102 | Freshman English | 3 |
| Mathematics | 110† | Analytical Geometry | 4 |
| Electives: (Choose one) | | | 3-4 |
| Biology | 104 | General Biology | |
| Social Science | 106 | World Civilization (or) | |
| Social Science | 110 | American History | |
| Requirements: | Hyg. 102, Orien. 102, Phys. Ed. 102 | | |

15-16

Third Semester

| | | | |
|---------------------------|---|-------------------------------|------|
| English | 203 | World Literature | 3 |
| Mathematics | 201 | Differential Calculus | 5 |
| Electives: (Choose three) | | | 9-12 |
| Biology | 205 | Human Biology | |
| Chemistry | 201 | Analytical Chemistry | |
| Physics | 201 | General Physics | |
| Physics | 203 | Measurements in Physics | |
| Psychology | 201 | General Psychology | |
| Social Science | 201 | Elementary Economics | |
| Requirements: | Orientation 201, Physical Education 201 | | |

17-20

Fourth Semester

| | | | |
|---------------------------|---|-------------------------------|------|
| English | 204 | World Literature | 3 |
| Mathematics | 202 | Integral Calculus | 4 |
| Electives: (Choose three) | | | 9-12 |
| Biology | 206 | Human Biology | |
| Chemistry | 202 | Analytical Chemistry | |
| Physics | 202 | General Physics | |
| Physics | 204 | Measurements in Physics | |
| Psychology | 202 | Applied Psychology | |
| Social Science | 202 | Elementary Economics | |
| Requirements: | Orientation 202, Physical Education 202 | | |

16-19

† Students who have taken Mathematics 101 the first semester are advised to enroll in Mathematics 102 (Trigonometry).

COMMERCE AND FINANCE

The aim of this curriculum is to offer the standard first two years of college work to those who plan to continue for Bachelor's degrees in Economics, Accounting, Commerce, or Finance. In accordance with the growing tendency to demand a broad foundation for those planning to do degree work in these fields, the subjects recommended are similar to those designed for students in the liberal arts curriculum.

First Semester

| | | | |
|------------------------------------|------|-----------------------------|-----|
| Accounting | 101 | Elementary Accounting | 3 |
| Biology | 103 | General Biology | 4 |
| English | 101 | Freshman English | 3 |
| Mathematics elective: (Choose one) | | | 3-5 |
| Mathematics | 101 | College Algebra | |
| Mathematics | 107 | College Algebra and Trig. | |
| Electives: Choose one) | | | 3 |
| French | 101 | Elementary French | |
| Social Science | 105 | World Civilization (or) | |
| Social Science | 109 | American History | |
| Spanish | 101 | Elementary Spanish | |
| Spanish | 103 | Intermediate Spanish | |
| Requirements: Hyg. | 101, | Orien, 101, Phys. Ed. 101 | |

16-18

Second Semester

| | | | |
|------------------------------------|------|-----------------------------|-----|
| Accounting | 102 | Elementary Accounting | 3 |
| Biology | 104 | General Biology | 4 |
| English | 102 | Freshman English | 3 |
| Mathematics elective: (Choose one) | | | 3-4 |
| Mathematics | 102 | Trigonometry | |
| Mathematics | 110 | Analytical Geometry | |
| Electives: (Choose one) | | | 3 |
| French | 102 | Elementary French | |
| Social Science | 106 | World Civilization (or) | |
| Social Science | 110 | American History | |
| Spanish | 102 | Elementary Spanish | |
| Spanish | 104 | Intermediate Spanish | |
| Requirements: Hyg. | 102, | Orien. 102, Phys. Ed. 102 | |

16-17

Commerce and Finance

Third Semester

| | | | |
|---------------------------|------|----------------------------|---|
| Commerce | 213 | Business Law | 3 |
| English | 203 | World Literature | 3 |
| Social Science | 201 | Elementary Economics | 3 |
| Electives: (Choose two) | | | 6 |
| English | 107 | Speech | |
| Psychology | 201 | General Psychology | |
| Spanish | 103 | Intermediate Spanish | |
| Requirements: Orientation | 201, | Physical Education 201 | |

15

Fourth Semester

| | | | |
|---------------------------|------|----------------------------|---|
| Commerce | 214 | Business Law | 3 |
| English | 204 | World Literature | 3 |
| Social Science | 202 | Elementary Economics | 3 |
| Electives: (Choose two) | | | 6 |
| English | 108 | Speech | |
| Psychology | 202 | Applied Psychology | |
| Spanish | 104 | Intermediate Spanish | |
| Requirements: Orientation | 202, | Physical Education 202 | |

15

ENGINEERING

Since the student is usually undecided as to his specialization, the first year in engineering is uniform for all. Furthermore, it is so designed that if the student, with faculty advice, decides to change his course of study at the end of a semester or a year, he may transfer to a liberal arts course with maximum credit.

In the second semester each student should announce his selection of the particular engineering field in which he desires to study. The four semesters' program at Keystone is designed to meet the requirements for admission to the junior year of most schools of engineering.

First Semester

| | | | |
|--------------------|------|--|---|
| Chemistry | 101 | Elementary Chemistry | 4 |
| Engineering | 101 | Mechanical Drawing | 2 |
| English | 101 | Freshman English | 3 |
| Mathematics | 107† | College Algebra and Trigonometry | 5 |
| Social Science | 105 | World Civilization | 3 |
| Requirements: Hyg. | 101, | Orien. 101, Phys. Ed. 101 | |

17

Second Semester

| | | | |
|---|------|---|----|
| Chemistry | 104 | Inorganic Chemistry; Intro. to Qualitative Analysis | 4 |
| Engineering | 102 | Geometry of Engineering Drawing | 2 |
| English | 102 | Freshman English | 3 |
| Mathematics | 110† | Analytical Geometry | 4 |
| Physics | 101 | General Physics | 3 |
| Physics | 103 | Measurements in Physics | 1 |
| Requirements: Hyg. 102, Orien. 102, Phys. Ed. 101 | | | 17 |

Note: Students majoring in Chemical or Metallurgical Engineering will add Chemistry 106 (Stoichiometry) to the schedule above.

Third Semester

| | | | |
|---|-----|-------------------------------|----|
| Engineering | 203 | Statics | 3 |
| English | 107 | Speech | 3 |
| Mathematics | 201 | Differential Calculus | 5 |
| Physics | 201 | General Physics | 3 |
| Physics | 203 | Measurements in Physics | 1 |
| Social Science | 201 | Elementary Economics | 3 |
| Requirements: Orientation 201, Physical Education 201 | | | 18 |

Fourth Semester

| | | | |
|---|-----|-------------------------------|----|
| Engineering | 204 | Dynamics | 3 |
| English | 204 | World Literature | 3 |
| Mathematics | 202 | Integral Calculus | 4 |
| Physics | 202 | General Physics | 3 |
| Physics | 204 | Measurements in Physics | 1 |
| Social Science | 202 | Elementary Economics | 3 |
| Requirements: Orientation 202, Physical Education 202 | | | 17 |

† Students who offer only one year of high school Algebra for admission are advised to substitute Mathematics 101 (College Algebra) for this course.
‡ Students who have taken Mathematics 101 the first semester are advised to enroll in Mathematics 102 (Trigonometry).

LABORATORY TECHNOLOGY

There is a great need in the health service of the nation for medical technologists, sometimes called laboratory technicians. Army and Navy hospitals, civilian hospitals, and many industrial clinics require more trained technicians. This field provides an opportunity for the young woman who has a real interest in science, but who does not wish to work with people in the way a nurse must.

Applicants for certification as laboratory technologists must have completed four semesters of approved college work after graduation from high school; in addition, they must serve a year in an approved laboratory under the supervision of a recognized clinical pathologist. Arrangements have been made with local hospitals for advanced training of our graduates.

First Semester

| | | | |
|---|-----|----------------------------|----|
| Biology | 103 | General Biology | 4 |
| Chemistry | 101 | Elementary Chemistry | 4 |
| English | 101 | Freshman English | 3 |
| Mathematics | 101 | College Algebra | 3 |
| Electives: (Choose one) | | | 3 |
| Social Science | 105 | World Civilization (or) | |
| Social Science | 109 | American History | |
| Spanish | 101 | Elementary Spanish | |
| Requirements: Hyg. 101, Orien. 101, Phys. Ed. 101 | | | 17 |

Second Semester

| | | | |
|---|-----|---|----|
| Biology | 104 | General Biology | 4 |
| Chemistry | 104 | Inorganic Chemistry; Intro. to Qualitative Analysis | 4 |
| Chemistry | 106 | Stoichiometry | 1 |
| English | 102 | Freshman English | 3 |
| Mathematics | 102 | Trigonometry | 3 |
| Electives: (Choose one) | | | 3 |
| Social Science | 106 | World Civilization (or) | |
| Social Science | 110 | American History | |
| Spanish | 102 | Elementary Spanish | |
| Requirements: Hyg. 102, Orien. 102, Phys. Ed. 102 | | | 18 |

Laboratory Technology

Third Semester

| | | | |
|---------------------------|-------------------------|----------------------------|-------|
| Biology | 203 | Microbiology | 4 |
| Biology | 205 | Human Biology | 3 |
| Chemistry | 201 | Analytical Chemistry | 5 |
| Physics | 101 | General Physics | 3 |
| Electives: (Choose one) | | | 1-3 |
| Physics | 103 | Measurements in Physics | |
| Psychology | 201 | General Psychology | |
| Social Science | 203 | Introduction to Sociology | |
| Requirements: Orientation | 201, Physical Education | 201 | |
| | | | 16-18 |

Fourth Semester

| | | | |
|---------------------------|-------------------------|----------------------------|-------|
| Biology | 204 | Clinical Methods | 4 |
| Biology | 206 | Human Biology | 3 |
| Chemistry | 202 | Analytical Chemistry | 5 |
| Physics | 202 | General Physics | 3 |
| Electives: (Choose one) | | | 1-3 |
| Physics | 204 | Measurements in Physics | |
| Psychology | 202 | Applied Psychology | |
| Social Science | 206 | Introduction to Sociology | |
| Requirements: Orientation | 202, Physical Education | 202 | |
| | | | 16-18 |

NURSING

The full college program outlined below is offered students who have not satisfied the subject entrance requirements of training schools or who are preparing for nursing positions in administration, teaching, community organization, and rehabilitation.

Nurses' training schools give preference to young women who have had college training in the sciences.

First Semester

| | | | |
|-------------------------|-------------|-------------------------------|-----|
| Biology | 103 | General Biology | 4 |
| Chemistry | 101 | Elementary Chemistry | 4 |
| English | 101 | Freshman English | 3 |
| Social Science | 105 | World Civilization (or) | 3 |
| Social Science | 109 | American History | 3 |
| Electives: (Choose one) | | | 3 |
| French | 101 | Elementary French | |
| Mathematics | 101 | College Algebra | |
| Spanish | 101 | Elementary Spanish | |
| Requirements: Hyg. | 101, Orien. | 101, Phys. Ed. | 101 |
| | | | 17 |

Nursing

Second Semester

| | | | |
|---------------------------|-------------|---|-----|
| Biology | 104 | General Biology | 4 |
| Chemistry | 104 | Inorganic Chemistry; Intro. to Qualitative Analysis | 4 |
| English | 102 | Freshman English | 3 |
| Social Science | 106 | World Civilization (or) | 3 |
| Social Science | 110 | American History | 3 |
| Electives: (Continue one) | | | 3 |
| French | 102 | Elementary French | |
| Mathematics | 102 | Trigonometry | |
| Spanish | 102 | Elementary Spanish | |
| Requirements: Hyg. | 102, Orien. | 102, Phys. Ed. | 102 |
| | | | 17 |

Third Semester

| | | | |
|---------------------------|-------------------------|---------------------------------|----|
| Biology | 205 | Human Biology | 3 |
| English | 203 | World Literature | 3 |
| Psychology | 201 | General Psychology | 3 |
| Social Science | 203 | Introduction to Sociology | 3 |
| Electives: (Choose one) | | | 3 |
| Social Science | 201 | Elementary Economics | |
| Spanish | 103 | Intermediate Spanish | |
| Requirements: Orientation | 201, Physical Education | 201 | |
| | | | 15 |

Fourth Semester

| | | | |
|---------------------------|-------------------------|---------------------------------|----|
| Biology | 206 | Human Biology | 3 |
| English | 204 | World Literature | 3 |
| Psychology | 202 | Applied Psychology | 3 |
| Social Science | 206 | Introduction to Sociology | 3 |
| Electives: (Continue one) | | | 3 |
| Social Science | 202 | Elementary Economics | |
| Spanish | 104 | Intermediate Spanish | |
| Requirements: Orientation | 202, Physical Education | 202 | |
| | | | 15 |

Terminal Curricula

Terminal programs are intended to provide complete semi-professional preparation in four semesters; many also carry transfer degree credit, although they are not designed for this purpose. By employing the curricula outlines the student will easily identify the courses which are designed to aid him in attaining his major ultimate objective. Advisers should be consulted concerning academic and program problems.

The following section presents programs and courses which Keystone College plans to offer during the coming year. However, it must be remembered that all courses may not be offered each semester. The college reserves the right to abandon, modify, or substitute courses if necessary for administrative reasons.

ACCOUNTING

This curriculum stresses both the technique and theory of the subject-field. It is designed for students who wish to do accounting work of an advanced and technical nature. A graduate is prepared to accept a position as a junior accountant, or office assistant, in the private, municipal, or government accounting fields, or to qualify for a position of responsibility in the accounting department of a business enterprise.

First Semester

| | | | |
|-------------------------|-------------|--------------------------------------|-----|
| Accounting | 101 | Elementary Accounting | 3 |
| Accounting | 109 | Business Mathematics | 3 |
| English | 101 | Freshman English | 3 |
| Office Practice | 147 | Office Machines and Appliances | - |
| Social Science | 105 | World Civilization (or) | 3 |
| Social Science | 109 | American History | 5-6 |
| Electives: (Choose two) | | | |
| Commerce | 113 | Business Organization | |
| Shorthand | 121 | Shorthand Theory | |
| Spanish | 101 | Elementary Spanish | |
| Typewriting | 131 | Elementary Typewriting | |
| Requirements: Hyg. | 101, Orien. | 101, Phys. Ed. | 101 |

17-18

Accounting

Second Semester

| | | | |
|-------------------------|-------------|--------------------------------------|-----|
| Accounting | 102 | Elementary Accounting | 3 |
| Commerce | 114 | Economic Geography | 3 |
| English | 102 | Freshman English | 3 |
| Office Practice | 148 | Office Machines and Appliances | - |
| Social Science | 106 | World Civilization (or) | 3 |
| Social Science | 110 | American History | |
| Electives: (Choose two) | | | 5-6 |
| Shorthand | 122 | Shorthand Theory and Dictation | |
| Spanish | 102 | Elementary Spanish | |
| Typewriting | 132 | Elementary Typewriting | |
| Requirements: Hyg. | 102, Orien. | 102, Phys. Ed. | 102 |

17-18

Third Semester

| | | | |
|---------------------------|-------------------------|------------------------------------|---|
| Accounting | 201 | Cost Accounting and Taxation | 3 |
| Commerce | 213 | Business Law | 3 |
| Social Science | 201 | Elementary Economics | 3 |
| Electives: (Choose two) | | | 6 |
| Commerce | 215 | Salesmanship and Advertising | |
| Office Practice | 241 | Business Correspondence | |
| Psychology | 201 | General Psychology | |
| Requirements: Orientation | 201, Physical Education | 201 | |

15

Fourth Semester

| | | | |
|---------------------------|-------------------------|-----------------------------|---|
| Accounting | 202 | Auditing | 3 |
| Commerce | 214 | Business Law | 3 |
| Social Science | 202 | Elementary Economics | 3 |
| Electives: (Choose two) | | | 6 |
| Commerce | 216 | Buying and Management | |
| Office Practice | 242 | Secretarial Procedure | |
| Psychology | 202 | Applied Psychology | |
| Requirements: Orientation | 202, Physical Education | 202 | |

15

BUSINESS ADMINISTRATION

The aim of this curriculum is to give a sound training in business fundamentals to students who are undecided about which field of business they would like to enter. For this reason fewer courses are required and there is a greater number of electives than in the other programs of this department. Students may usually transfer to the specialized fields without loss of time or credit. A graduate of the program outlined is prepared to accept general office responsibilities or to take Civil Service examinations for general clerical positions.

First Semester

| | | | |
|---------------------------|--------------------------------|--------------------------------|---|
| Accounting | 101 | Elementary Accounting | 3 |
| English | 101 | Freshman English | 3 |
| Office Practice | 147 | Office Machines and Appliances | — |
| Electives: (Choose three) | | | 9 |
| Accounting | 109 | Business Mathematics | |
| Commerce | 113 | Business Organization | |
| Shorthand | 121 | Shorthand Theory | |
| Social Science | 105 | World Civilization (or) | |
| Social Science | 109 | American History | |
| Spanish | 101 | Elementary Spanish | |
| Typewriting | 131 | Elementary Typewriting | |
| Requirements: Hyg. | 101, Orien. 101, Phys. Ed. 101 | | |

15

Second Semester

| | | | |
|---------------------------|--------------------------------|--------------------------------|---|
| Accounting | 102 | Elementary Accounting | 3 |
| English | 102 | Freshman English | 3 |
| Office Practice | 148 | Office Machines and Appliances | — |
| Electives: (Choose three) | | | 9 |
| Commerce | 114 | Economic Geography | |
| Shorthand | 122 | Shorthand Theory and Dictation | |
| Social Science | 106 | World Civilization (or) | |
| Social Science | 110 | American History | |
| Spanish | 102 | Elementary Spanish | |
| Typewriting | 132 | Elementary Typewriting | |
| Requirements: Hyg. | 102, Orien. 102, Phys. Ed. 102 | | |

15

Business Administration

Third Semester

| | | | |
|---------------------------|-----------------------------|------------------------------|---|
| Commerce | 213 | Business Law | 3 |
| Social Science | 201 | Elementary Economics | 3 |
| Electives: (Choose three) | | | 9 |
| Accounting | 201 | Cost Accounting | |
| Commerce | 215 | Salesmanship and Advertising | |
| Office Practice | 241 | Business Correspondence | |
| Psychology | 201 | General Psychology | |
| Shorthand | 221 | Shorthand Dictation | |
| Typewriting | 231 | Advanced Typewriting | |
| Requirements: Orientation | 201, Physical Education 201 | | |

15

Fourth Semester

| | | | |
|---------------------------|-----------------------------|-----------------------|---|
| Commerce | 214 | Business Law | 3 |
| Social Science | 202 | Elementary Economics | 3 |
| Electives: (Choose three) | | | 9 |
| Accounting | 202 | Auditing | |
| Commerce | 216 | Buying and Management | |
| Office Practice | 242 | Secretarial Procedure | |
| Psychology | 202 | Applied Psychology | |
| Shorthand | 222 | Shorthand Speed | |
| Typewriting | 232 | Advanced Typewriting | |
| Requirements: Orientation | 202, Physical Education 202 | | |

15

ENGINEERING TECHNOLOGY

A student who does not wish to follow the transfer Engineering program in preparation for a degree may select a sequence of engineering subjects which will give him the background for routine engineering work. The subjects should include English, Mathematics, Physics, Engineering Drawing, Mechanics, and Economics. Other subjects may be elected, depending upon each student's particular interests and abilities.

The student who has mastered the fundamental engineering subjects is eligible for employment as a draftsman, calculator, surveyor, detailer, inspector, or layout man. Such preparation is also necessary for various specialists' ratings in the armed services.

MEDICAL SECRETARIAL

In response to a demand for more specialized training, this curriculum is designed to provide the varied preparation necessary to equip the graduate to serve satisfactorily as assistant in the office of a physician or surgeon as well as to work in a commercial or hospital laboratory. The curriculum also offers preliminary preparation for the positions of hospital record librarian and X-ray technologist.

This course, which has been planned by physicians and is endorsed by the American Medical Association, emphasizes individual instruction and personal guidance. Unrivalled opportunity for "learning by doing" is provided by small classes and unusually fine equipment in all departments.

First Semester

| | | | |
|---|-----|------------------------------|----|
| Biology | 103 | General Biology | 4 |
| Biology | 110 | Medical Procedure | 1 |
| Chemistry | 107 | Biological Chemistry | 3 |
| English | 101 | Freshman English | 3 |
| Shorthand | 121 | Shorthand Theory | 3 |
| Typewriting | 131 | Elementary Typewriting | 2 |
| Requirements: Hyg. 101, Orien. 101, Phys. Ed. 101 | | | 16 |

Second Semester

| | | | |
|---|-----|---------------------------------|----|
| Accounting | 103 | Medical Accounting | 3 |
| Biology | 104 | General Biology | 4 |
| Chemistry | 108 | Biological Chemistry | 3 |
| English | 102 | Freshman English | 3 |
| Shorthand | 122 | Shorthand Theory & Dictation .. | 3 |
| Typewriting | 132 | Elementary Typewriting | 2 |
| Requirements: Hyg. 102, Orien. 102, Phys. Ed. 102 | | | 18 |

Third Semester

| | | | |
|---|-----|-------------------------------|----|
| Biology | 203 | Microbiology | 4 |
| Office Practice | 241 | Business Correspondence | 3 |
| Office Practice | 243 | Medical Terminology | 1 |
| Psychology | 201 | General Psychology | 3 |
| Shorthand | 223 | Medical Shorthand | 3 |
| Typewriting | 233 | Medical Typewriting | 2 |
| Requirements: Orientation 201, Physical Education 201 | | | 16 |



View looking south from the campus. Football goal posts pose in the harvest scene.

Fourth Semester

| | | | |
|---|-----|--------------------------------|---|
| Biology | 204 | Clinical Methods | 4 |
| Office Practice | 244 | Medical Secretarial Procedures | 3 |
| Shorthand | 224 | Medical Shorthand | 3 |
| Typewriting | 234 | Medical Typewriting | 2 |
| Social Science Elective | | | 3 |
| Requirements: Orientation 202, Physical Education 202 | | | |

15

MERCHANDISING

This curriculum has been organized with full consideration of three basic features, the combination of which greatly increases the probabilities of the graduate's rapid advancement in retail employment. First, the curriculum includes a considerable number of subjects which provide a broad cultural foundation such as would be given by a general college course. Second, the curriculum has been drawn up in conference with the leading merchants and business men of the surrounding communities; thus it provides that specific training which business executives have expressed themselves as being most anxious for their prospective employees to have. Third, there is practical vocational guidance during all four semesters.

The college Placement Bureau generally provides Saturday or holiday season employment for each student, thus giving an opportunity for experience and close observation of business practices.

First Semester

| | | | |
|---|-----|-----------------------------|-----|
| Accounting | 101 | Elementary Accounting | 3 |
| Accounting | 109 | Business Mathematics | 3 |
| Commerce | 113 | Business Organization | 3 |
| English | 101 | Freshman English | 3 |
| Electives: (Choose two) | | | 5-6 |
| Shorthand | 121 | Shorthand Theory | |
| Social Science | 105 | World Civilization (or) | |
| Social Science | 109 | American History | |
| Spanish | 101 | Elementary Spanish | |
| Typewriting | 131 | Elementary Typewriting | |
| Requirements: Hyg. 101, Orien. 101, Phys. Ed. 101 | | | |

17-18

Merchandising

Second Semester

| | | | |
|--|-----|--------------------------------|-----|
| Accounting | 102 | Elementary Accounting | 3 |
| Commerce | 114 | Economic Geography | 3 |
| English | 102 | Freshman English | 3 |
| Electives: (Continue two) | | | 5-6 |
| Shorthand | 122 | Shorthand Theory and Dictation | |
| Social Science | 106 | World Civilization (or) | |
| Social Science | 110 | American History | |
| Spanish | 102 | Elementary Spanish | |
| Typewriting | 132 | Elementary Typewriting | |
| Requirements: Hyg. 102, Orien. 102, Phys. Ed. 102. | | | |

15

Third Semester

| | | | |
|---|-----|------------------------------|---|
| Commerce | 213 | Business Law | 3 |
| Commerce | 215 | Salesmanship and Advertising | 3 |
| Social Science | 201 | Elementary Economics | 3 |
| Electives: (Choose two) | | | 6 |
| Accounting | 201 | Intermediate Accounting | |
| English | 107 | Speech | |
| Office Practice | 241 | Business Correspondence | |
| Psychology | 201 | General Psychology | |
| Requirements: Orientation 201, Physical Education 201 | | | |

15

Fourth Semester

| | | | |
|---|-----|-----------------------------|---|
| Commerce | 214 | Business Law | 3 |
| Commerce | 216 | Buying and Management | 3 |
| Social Science | 202 | Elementary Economics | 3 |
| Electives: (Choose two) | | | 6 |
| Accounting | 201 | Cost Accounting | |
| English | 108 | Speech | |
| Psychology | 202 | Applied Psychology | |
| Social Science | 204 | Introduction to Sociology | |
| Requirements: Orientation 202, Physical Education 202 | | | |

15

SECRETARIAL

The secretarial curriculum is designed to prepare young men and women for specific business positions such as the positions of executive secretary, administration secretary, private secretary, correspondence manager, and office manager. The curriculum is based upon an intensive training in shorthand and typewriting and is supplemented by instruction in related business subjects essential to equip the student to meet the greater responsibilities of modern business. In addition, the student is required to gain at least a minimum mastery of broad background material through courses such as economics, psychology, and language. The Placement Bureau will make every effort to place graduates of this course.

First Semester

| | | | |
|---|-----|--------------------------------|---|
| Accounting | 101 | Elementary Accounting | 3 |
| Accounting | 109 | Business Mathematics | 3 |
| English | 101 | Freshman English | 3 |
| Office Practice | 147 | Office Machines and Appliances | - |
| Shorthand | 121 | Shorthand Theory | 3 |
| Typewriting | 131 | Elementary Typewriting | 2 |
| Electives: (Choose one) | | | 3 |
| Commerce | 113 | Business Organization | |
| Social Science | 105 | World Civilization (or) | |
| Social Science | 109 | American History | |
| Spanish | 101 | Elementary Spanish | |
| Requirements: Hyg. 101, Orien. 101, Phys. Ed. 101 | | | |

17

Second Semester

| | | | |
|---|-----|--------------------------------|---|
| Accounting | 102 | Elementary Accounting | 3 |
| Commerce | 114 | Economic Geography | 3 |
| English | 102 | Freshman English | 3 |
| Office Practice | 148 | Office Machines and Appliances | - |
| Shorthand | 122 | Shorthand Theory and Dictation | 3 |
| Typewriting | 132 | Elementary Typewriting | 2 |
| Electives: (Choose one) | | | 3 |
| Social Science | 106 | World Civilization (or) | |
| Social Science | 110 | American History | |
| Spanish | 102 | Elementary Spanish | |
| Requirements: Hyg. 102, Orien. 102, Phys. Ed. 102 | | | |

17

Third Semester

| | | | |
|---------------------------|-------------------------|-------------------------|---|
| English | 107 | Speech | 3 |
| Office Practice | 241 | Business Correspondence | 3 |
| Shorthand | 221 | Shorthand Dictation | 3 |
| Typewriting | 231 | Advanced Typewriting | 2 |
| Electives: (Choose two) | | | 6 |
| Accounting | 201 | Intermediate Accounting | |
| Commerce | 213 | Business Law | |
| Psychology | 201 | General Psychology | |
| Social Science | 201 | Elementary Economics | |
| Requirements: Orientation | 201, Physical Education | 201 | |

17

Fourth Semester

| | | | |
|---------------------------|-------------------------|-----------------------|---|
| English | 108 | Speech | 3 |
| Office Practice | 242 | Secretarial Procedure | 3 |
| Shorthand | 222 | Shorthand Speed | 3 |
| Typewriting | 232 | Advanced Typewriting | 2 |
| Electives: (Choose two) | | | 6 |
| Accounting | 202 | Cost Accounting | |
| Commerce | 214 | Business Law | |
| Psychology | 202 | Applied Psychology | |
| Social Science | 202 | Elementary Economics | |
| Requirements: Orientation | 202, Physical Education | 202 | |

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Special Curriculum

PRE-NURSING PROGRAM

During the war period Keystone College assisted in meeting the training needs for an ever-increasing number of nurses by offering its instructional facilities to members of the U. S. Cadet Nurse Corps from Scranton's Moses Taylor, State, and West Side hospitals. The cooperative program proved so successful that the affiliations are being continued.

Entrance requirements vary with different schools of nursing, but in general include good health and graduation with satisfactory grades from an accredited high school. Full information in reference to application procedure may be secured by writing the hospitals.

For further information, address:

Miss Frances Purdy, Director of School of Nursing, Moses Taylor Hospital, Scranton, Penn'a.

Miss Gertrude Sutherland, Directress of Nurses, Scranton State Hospital, Scranton, Penn'a.

Miss Pearl Wilson, Director of Nurses, West Side Hospital, Scranton, Penn'a.

The college program listed below may be considered as representative, although each school has its individual requirements. In addition to subjects listed, student nurses also study additional courses offered by instructors from the hospitals.

| | | | |
|------------------------|-------------------------|-----------------------|---|
| Biology | 203 N | Microbiology | 3 |
| Biology | 205 N | Anatomy | 4 |
| Chemistry | 107 N | Chemistry for Nurses | 4 |
| Hygiene | 101 N | Hygiene for Nurses | 1 |
| Psychology | 201 N | Psychology for Nurses | 2 |
| Social Science | 203 N | Sociology for Nurses | 2 |
| Electives: Orientation | 101, Physical Education | 101 | |

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Courses of Instruction

All courses of instruction are listed alphabetically. Courses numbered 100-199 are ordinarily designed for students taking work of the first or second semester; courses numbered 200-299, for students taking work of the third or fourth semester. Odd numbers generally indicate elementary work in a two-semester course; even numbers, advanced work.

As a result of the accelerated program, all courses listed below may not be offered in any one semester or even in any one year. Courses for which there is not a minimum enrollment of eight students may be withdrawn without notice.

ACCOUNTING

101—Elementary Accounting

A study is made of the bookkeeping cycle, the preparation of financial statements, and special journals and ledgers as applied to the mercantile or trading enterprises. Emphasis is given to the accrual basis of accounting and adjustments are studied in detail. The principles of accounting as applied to the individual proprietorship are intensively studied.

Five hours of lecture, discussion, and laboratory. Three credits.

102—Elementary Accounting

This course is a continuation of Accounting 101 and emphasizes the development of the partnership, the preparation of financial statements for a partnership and the dissolution of a partnership. The internal operations of a corporation and its accounting records are also studied.

Five hours of lecture, discussion, and laboratory. Three credits.

103—Medical Accounting

This course, designed for medical secretarial students, presents the fundamental principles of bookkeeping as applied to the various types of accounts, reports, and records kept by physicians and hospitals.

Five hours of lecture, discussion, and laboratory. Three credits.

109—Business Mathematics

Subjects include the methods of solving the fundamental problems of interest and bank discounts, insurance, taxes, stocks and bonds, exchange, depreciation, annuities, amortization, sinking funds, building loans, cash balances, and other related problems.

Three hours. Three credits.

201—Cost Accounting

Prerequisite: Accounting 102

An intensive study is made of the principles of cost accounting methods, the preparation and interpretation of cost statements, the problems of federal, state and local taxation, income taxes, and the tax cost of business.

Two hours of lecture and one three-hour laboratory. Three credits.

202—Auditing

The course offers study and practice of the principles of auditing practices and procedures as applied to public institutions, public utilities, partnerships, corporations, and financial institutions.

Two hours of lecture and one three-hour laboratory. Three credits.

BIOLOGY

The courses in General Biology represent a survey of the field of biology so arranged as to give the pre-professional student a well grounded, over-all view of both plant and animal life based on scientific methods of thought and procedure and closely correlated with a study of the fundamental characteristics of life. The courses are naturally divided as follows: (a) An intensive study of the various types of plant life illustrating basic biological facts. The types are selected from the divisions of the plant kingdom ranging from the simplest to the highest. (b) Various fundamental types of animal life are selected from the phyla, beginning with the protozoa and ending with the chordates, thus exemplifying principles of anatomy, taxonomy, physiology, etc. Application of this knowledge is made directly to the human organism wherever possible.

103—General Biology (Botany)

This course includes an intensive study of the principal types of plants selected from the thallophytes, bryophytes, pteridophytes, and spermatophytes which are generally conceded to illustrate best the principles basic to a general course in botany.

Three hours of lecture and one two-hour laboratory. Four credits.

104—General Biology (Zoology)

Study is based on various types of invertebrates and vertebrates from the lowest to the highest forms. The work is arranged in such a manner as to meet the requirements of all students desiring a solid foundation in animal biology. The types selected will enable a student to do detailed work on the usual vertebrate and invertebrate forms best emphasizing basic principles.

Three hours of lecture and one two-hour laboratory. Four credits.

110—Medical Procedure

Methods of cleaning, preparing, and sterilizing medical instruments are emphasized; standard trays are prepared for medical and surgical treatment procedures.

One hour. One credit.

203—Microbiology

This course provides a broad survey of microbiology of the human body as related to health and disease and also a bacteriological study of the more common pathogenic and non-pathogenic organisms. Sanitary control of water and dairy products is studied.

Two hours of lecture and three two-hour laboratories. Four credits.

203N—Microbiology

Designed for nurses, the course illustrates the more common laboratory procedures of sterilization, sanitation, and solutions as well as the principal theories of bacteriology, serology, and immunology.

Two hours of lecture and one two-hour laboratory. Three credits.

204—Clinical Methods

This course is a continuation of Biology 203. The cellular constituents of the blood and their enumeration, the microscopic study of urinary sediments and other excreta, tests of organic function, urinalysis and the clinical preparation of bacteriological smears and cultures are among the subjects covered.

Two hours of lecture and three two-hour laboratories. Four credits.

205—Human Biology

Emphasis is given the embryology, morphology, histology, and physiology of the skeletal, muscular, vascular, and excretory systems. The laboratory study of living animals, fresh animal tissues, and preserved specimens is coupled with the parallel study of the human body by means of anatomical charts.

Two hours of lecture and one three-hour laboratory. Three credits.

205N—Anatomy

The anatomy and physiology of all the systems of the human body are studied. Specific reference is included to make the work more meaningful for nurses. The frog is used for dissection experience.

Two hours of lecture and two two-hour laboratories. Four credits.

206—Human Biology

This course continues Biology 205 with reference to the respiratory, digestive, endocrine, reproductive, and nervous systems.

Two hours of lecture and one three-hour laboratory. Three credits.

CHEMISTRY

101—Elementary Chemistry

The course presents a descriptive treatment of the common non-metals and a consideration of the fundamental principles and theories of the science.

Three hours of lecture and one three-hour laboratory. Four credits.

102—Inorganic Chemistry and Qualitative Analysis

The more important metals are studied; the principles of mass action, solubility products, and descriptions of industrial processes are given with accompanying laboratory work in qualitative analysis.

Three hours of lecture and two three-hour laboratories. Five credits.

104—Inorganic Chemistry; Introduction to Qualitative Analysis

A continuation of Chemistry 101. Completion of study of non-metals. Descriptive chemistry of metals, methods of extraction from ores, study of compounds of metals are among the topics covered. Elementary qualitative analysis procedures will be studied in the laboratory.

Two hours of lecture, one hour of recitation, and one three-hour laboratory. Four credits.

106—Stoichiometry

The course represents a more thorough study of chemical problems and reactions than is ordinarily included in a beginning course in chemistry.

One hour. One credit.

107—Biological Chemistry

A practical approach to the chemistry of medicine, materia medica, and everyday life, with emphasis on the field of Inorganic Chemistry. Two hours of lecture and one three-hour laboratory. Three credits.

107N—Chemistry for Nurses

The course includes a study of the fundamentals of inorganic and organic chemistry and the application of these principles to the processes of digestion, respiration, and elimination; it is designed to give the student nurse a better understanding of body functions. Laboratory experiments are conducted to illustrate the material studied in the classroom. Demonstrations and visual aids are used.

Three hours of lecture and one three-hour laboratory. Four credits.

108—Biological Chemistry

An introduction to the chemistry of foods and nutrition, the use of drugs and pharmaceuticals, the basic principles of urinalysis, and the fundamentals of blood chemistry.

Two hours of lecture and one three-hour laboratory. Three credits.

201—Analytical Chemistry

Prerequisite: Chemistry 101-102 or its equivalent with C average.

The course represents a study of elementary principles of volumetric and gravimetric analysis and includes some of the physical and chemical theories which apply.

Two hours of lecture and two four-hour laboratories. Five credits.

202—Analytical Chemistry

Prerequisite: Chemistry 201.

This course is a continuation of Chemistry 201, with emphasis on the analysis of more complex materials.

Two hours of lecture and two four-hour laboratories. Five credits.

COMMERCE

113—Business Organization

This is a survey course which gives a comprehensive picture of modern business and provides a foundation for the later specialized courses.

Three hours. Three credits.

114—Economic Geography

The course includes the study of the economic resources of the earth, the extent and location of raw materials entering domestic and foreign trade, the routes of materials to markets, and methods of payment. The effect of the war on the flow of international trade and post-war conditions will be considered.

Three hours. Three credits.

213—Business Law

This course includes a general introduction to law, the law of contracts, sales of personal property, and bailments.

Three hours. Three credits.

214—Business Law

This course is a continuation of Commerce 213. The legal aspects of negotiable instruments, guaranty and suretyship, insurance, partnerships, corporations, and real property are considered.

Three hours. Three credits.

215—Salesmanship and Advertising

This course is open only to majors in Merchandising, or those who are approved by the instructor. The intensive, practical work of the course deals with problems which arise during a student's work experience. Employment in stores during holiday or vacation periods is presupposed.

Three hours. Three credits.

216—Buying and Management

This course is a continuation of Commerce 215 and completes a full year's work in reading, discussing, and reporting on merchandising theory and practice. Commercial firms are visited and leaders in the field are frequently consulted.

Three hours. Three credits.

ENGINEERING

101—Mechanical Drawing

This course teaches the use of drawing instruments, lettering, simple projections, sections and isometric drawing, and pencil drawings including the theory of dimensioning. Fundamental conceptions of orthographic projections are studied.

Two three-hour laboratories. Two credits.

102—Geometry of Engineering Drawing

The course teaches the fundamentals of Descriptive Geometry and their applications to engineering problems.

Two three-hour laboratories. Two credits.

203—Statics

Prerequisite: Mathematics 110

Mathematics 201 should be taken simultaneously, since Calculus is used in this course.

Composition and resolution of forces by analytical and graphical methods. Study of laws of equilibrium, friction, centers of gravity, and moments of inertia.

Three hours. Three credits.

204—Dynamics

Prerequisite: Mathematics 201, Engineering 203.

Mathematics 202 should be taken simultaneously.

Translation, rotation, and plane motion, work and energy, impulse and momentum.

Three hours. Three credits.

207SS—Land and Topographic Surveying

Prerequisites: Plane trigonometry and mechanical drawing.

Emphasis is given the theory and practice of land surveying, including computation of areas, dividing land, determining heights and distances; map drawing and topographic signs; field work with level and transit; map drawing from students' field notes; theory and use of stadia; detailed field work in rough country; pen topography and contour maps.

The majority of Engineering students study surveying in the summer following their Freshman year. One hour of lecture and seven hours of field work each week-day for four weeks. Four credits. Tuition: \$42.00.

ENGLISH

101—Freshman English

The objective of the course is development of the skills required for efficient practical communication. Methods used include: (1) emphasis upon form, fluency, and correctness in writing; (2) practice in comprehension, appreciation, and criticism of various types of reading; (3) assignments in listening and speaking completed in connection with other courses.

Three hours. Three credits.

102—Freshman English

Continuing English 101, this course aims to enable the student to communicate ideas clearly, effectively, and convincingly through written words. The chief methods used are the analysis of prose models, and the composition of explanatory, critical, and persuasive papers.

Three hours. Three credits.

107—Speech

The mental hygiene approach is used for the purpose of developing oral communicative ability. Stress is laid upon spontaneous bodily action, and thought-controlled vocal power, variety, and emphasis.

Three hours. Three credits.

108—Speech

Continuing English 107, the course covers the preparation of expository and persuasive speeches, and affords practical training in discussion and debate.

Three hours. Three credits.

110—Personality Inventory

Elements of voice, conversation, telephoning, dress, grooming, posture, poise, and personality are analyzed and suggestions made for improvement.

Three hours. Three credits.

203—Western World Literature

A survey is made of the literature of the western world from the time of the ancient Greeks to the eighteenth century.

Three hours. Three credits.

204—Western World Literature

This course represents a survey of the literature of the western world from the eighteenth century to the present.

Three hours. Three credits.

209—Introduction to Journalism

The course deals with the basic requirements of good newspaper writing. The ability to write clearly and concisely, to recognize news values, and to construct lead paragraphs is developed through actual writing assignments for the college paper.

Three hours. Three credits.

210—Introduction to Journalism

This course is a continuation of English 209. The student learns to consider the newspaper story from the point of view of the copy desk. Such matters as judging the appropriate length of a given story, the position it should occupy in the paper, and the writing of headlines are considered.

Three hours. Three credits.

FRENCH

101—Elementary French

The aim of this course is to acquaint the student with the essentials of French pronunciation, grammar, and syntax, in order to enable him to read easy French material accurately, to understand simple, spoken French, and to acquire some power of written expression through exercises and themes.

Three hours. Three credits. This course will be offered only if there are eight students enrolled.

102—Elementary French

This course is a continuation of French 101.

Three hours. Three credits.

GERMAN

101—Elementary German

This course enables the student to read, speak, and understand easy German prose. Everyday vocabulary and careful analysis of structure are stressed.

Three hours. Three credits.

102—Elementary German

This course is a continuation of German 101.

Much practice is given in the reading of easy prose and poetry, oral and written composition, and vocabulary drill.

Three hours. Three credits.

HYGIENE

101—Applied Physiology

A non-technical study of the normal activities of the organs and systems of the body is made with special reference to the prevention of organic disease.

One hour. Required of freshmen.

101N—Personal Hygiene for Nurses

The course provides practical instruction in the application of scientific health measures as they relate to the personal and social well-being of the individual.

One hour. One credit.

102—Applied Hygiene

The discussions of everyday problems in personal and community hygiene include mental and sex hygiene, personal and public health, nutrition, and the modern aspects of disease prevention.

One hour. Required of freshmen.

MATHEMATICS

97—Remedial Course: General Review of High School Mathematics

This course is intended for students poorly prepared in mathematics or for those who wish a review in this subject prior to their admission to college. Topics in secondary school algebra, geometry, and trigonometry are covered.

Hours by arrangement. No credit.

101—College Algebra

The course covers quadratic equations, graphical representation of statistical data and of functions, analytical and graphical solution of simultaneous equations with two unknowns, translation of curves and rectangular co-ordinates, geometrical and arithmetical progressions, permutations, combinations, and the binomial theorem, approximation formula, numerical computation, mathematical induction, complex numbers, probability, determinants, and mathematics of investment.

Three hours. Three credits.

102—Trigonometry

The study includes definitions of the circular functions, trigonometric identities, graphs of the sine, cosine and tangent, polar co-ordinates, including transformation of equations of curves from rectangular to polar co-ordinates, and vice versa, study of the circle and rotation of loci, graphic tables of sines, cosines and tangents, analytical and graphical solution of trigonometric equations, numerical solutions of right and oblique triangles, and an introduction to spherical trigonometry.

Three hours. Three credits.

107—College Algebra and Trigonometry

This course is primarily for students taking the Engineering course.

The study of algebra includes exponents, radicals, quadratic equations, progressions, binomial theorem, theory of equations, determinants, and complex numbers.

The study of trigonometry includes definitions and fundamental properties of the trigonometric functions, radian measure, addition formula, logarithms, solution of triangles and applications.

Five hours. Five credits.

110—Analytical Geometry and Introduction to Calculus

The subject covers rectangular and polar co-ordinates in the plane and in space, functions of the straight line, circle, and conic sections, transformation of loci, simple harmonic motion, parametric equations, logarithmic paper, empirical equations, and graphical computations.

Simple differentiation is introduced and application is made to maxima, minima, and rates.

Four hours. Four credits.

111—Trigonometry

This course is designed for students who desire additional training in the subject even though they may have completed a course in trigonometry on the high school level.

Two hours. Two credits.

112—Spherical Trigonometry

A study is made of the properties of spherical triangles and their application to problems in astronomy and navigation.

Two hours. Two credits. This course will be offered only if there are eight students enrolled.

201—Differential Calculus

Prerequisite: Mathematics 110

An elementary presentation is given of the fundamental idea of calculus, differentiation and integration of algebraic functions, derivatives, differentials, maxima and minima, applications to simple problems in geometry and mechanics, such as the determination of velocity, acceleration, areas, volumes, and pressure. Included is a brief discussion of the analytic geometry of the straight line and conic sections, and the plotting of the curves in rectangular co-ordinates. Topics covered include: differentiation and graphical representation of trigonometric, inverse trigonometric, logarithmic and exponential functions, simple harmonic motion and curvature series.

Five hours. Five credits.

202—Integral Calculus

Prerequisite: Mathematics 201

Topics in this course include: partial differentiation, integration of functions of one variable including use of tables, definite integrals, geometrical applications to areas and lengths of plane curves, volumes of solids, mechanical application to work, pressure centers of gravity and moments of inertia, double and triple integration with application to area, volumes, moments of inertia and center of gravity. Elementary differential equations are also introduced.

Four hours. Four credits.

OFFICE PRACTICE

147—Office Machines and Appliances

This laboratory course, required of all secretarial students, offers instruction and practice on adding machines, calculating machines, addressograph, mimeograph, duplicator, protectograph, Ediphone dictator, record shaver, transcriber, etc. Laboratory hours are arranged by instructor.

No credit.

148—Office Machines and Appliances

This course is a continuation of Secretarial Science 147.

No credit.

241—Business Correspondence

The aim of this course is to provide students who are planning to enter business with a knowledge of the fundamentals of English grammar and composition, and to acquaint them with the forms of business correspondence. There is constant emphasis on the attainment of a correct and simple prose style through practice in the writing of various types of business communications.

Three hours. Three credits.

242—Secretarial Procedures

Prerequisites: Shorthand 221, Typewriting 231

This course acquaints the student with the duties of the private secretary for the purpose of improving her efficiency. The student is instructed in the various types of office machines, telephone etiquette, method of receiving callers, filing systems, postal information, handling of incoming and outgoing mail, and other practical phases of office procedure.

The student also gains practical experience by working in a local business office one day a week for the entire semester.

Three hours. Three credits.

243—Medical Terminology

Highly technical and specialized medical terms, such as anatomical, surgical, pharmaceutical, and common medical phrases are studied.

One hour. One credit.

244—Medical Secretarial Procedures

The course coordinates medical and business office procedures. The more common forms of office reports are discussed and experience is given in the routine duties of a secretarial position, such as filing and indexing, meeting and dealing with people, telephone, telegraph, cable, and radio messages, and business ethics.

Three hours. Three credits.

ORIENTATION

101—General Orientation

This course is required of all freshmen and is an attempt to help the student evaluate himself in the light of his background, his abilities, and his goals.

One hour. Required of freshmen.

102—Occupational Orientation

This course supplements Orientation 101 through its attempt to help the student evaluate his possibilities of success in various occupations.

One hour. Required of freshmen.

201—Advanced Orientation

This course provides an opportunity for discussion of group problems. Among the topics considered are: study habits, learning processes, responsibilities of citizenship, social competency, occupational problems, preparation of application data, and placement services.

One hour. Required of seniors.

202—Advanced Orientation

This course is a continuation of Orientation 201. Members of the various Community Advisory Committees are guest speakers.

One hour. Required of seniors.

PHYSICAL EDUCATION

101-102 M or W—Physical Education

The work in this course is planned with the purpose of acquainting the student with a variety of activities, especially those with a carry-over interest, and to this end opportunities are afforded according to the following program:

MEN

Fall program—Football, soccer, tennis, archery, hiking, gymnastics and swimming.

Winter program—Basketball, handball, volleyball, wrestling, boxing, gymnastics, skiing, skating, and hockey.

Spring program—Tennis, baseball, track and field, archery, softball, gymnastics, and swimming.

WOMEN

Fall program—Soccer, archery, tennis, hiking, field hockey, rhythm and folk dance, and gymnastics.

Winter program—Basketball, modern and creative dance, volleyball, shuffle board, skiing, skating, and gymnastics.

Spring program—Archery, tennis, hiking, soccer, soft-baseball, and tap and clog dance.

Two hours. Required of freshmen.

201—202 M or W—Physical Education

This course is a continuation of Physical Education 101-102.

Two hours. Required of seniors.

PHYSICS

A student who elects Physics must either have a working knowledge of trigonometry or be studying Mathematics 107.

97—Remedial Course: General Review of High School Physics

Topics in secondary school physics are treated.

Hours by arrangement. No credit.

101—General Physics

This course emphasizes mechanics and dynamics. The study of light is also introduced.

Three hours. Three credits.

103—Measurements in Physics

This is a laboratory course accompanying Physics 101.

One three-hour laboratory. One credit.

201—General Physics

This course continues Physics 101. Emphasis is placed on heat, light, and sound.

Three hours. Three credits.

202—General Physics

This course is a continuation of Physics 201. Emphasis is placed on electricity and magnetism.

Three hours. Three credits.

203—Measurements in Physics

This is a laboratory course accompanying Physics 201.
One three-hour laboratory. One credit.

204—Measurements in Physics

This laboratory course accompanies Physics 202.
One three-hour laboratory. One credit.

205—Survey of Physics

The course deals in an elementary fashion with mechanics, heat, and sound. It is primarily offered for students not taking Engineering and includes lectures with demonstrations, recitations, group and individual experiments.

Three to five hours per week. Three credits.

206—Survey of Physics

A continuation of Physics 205, with emphasis on light, electricity, and magnetism.

Three to five hours per week. Three credits.

PSYCHOLOGY

201—General Psychology

This course is an introduction to the problems, methods, and laws of psychology, emphasizing individual differences, laws of learning, theories of motivation and adjustment, development of personality, and suggestions for personal efficiency.

Three hours. Three credits.

201 N—Psychology for Nurses

The aim of the course is to help the student nurse to an awareness of certain fundamental psychological facts so that, during her further training, she may be able to apply these principles to advantage in making her own personal and professional adjustments. Among the topics covered are the relationships between mental and emotional attitudes and reactions, psychological processes, and the effects of human motives and drives on conduct and behavior.

Two hours. Two credits.

202—Applied Psychology

Applications of psychology in advertising and selling, business and industry, child development, education, personality, personnel practices, tests and measurements, and the various professions are emphasized.

Three hours. Three credits.

RELIGION

101—Religion of the Old Testament

The aim of this survey course is to familiarize the student with the Old Testament, its history, and literature. An effort is made to interpret the Scriptures as a record of living religious experience.

Three hours. Three credits.

102—Current Problems in Life and Religion

The course relates the principles of ethics to religion. A study is made of some practical and theoretical problems confronting the active mind today, such as: the nature and function of religion, the relevance of God to our lives; science and religion, the idea of right and wrong in relation to developing standards, the dignity of man, world implications of Hebrew-Christian ethics, planning for marriage, and individual responsibility in community living.

Three hours. Three credits.

103—Religion of the New Testament

In this study of the religious ideas and expressions of the New Testament which reflect early Christian life and thought, special attention is given to the lives and teachings of Jesus and Paul. The historic bases of Christianity, the development of Christian thought and life in the first century, and the attempts of various writers to interpret Jesus in the thought-forms of their world, are among the topics studied.

Three hours. Three credits.

104—The World's Great Religions

A brief study of the nature and function of religion is followed by a survey of the great living religions of the world. The student is introduced to the history of religion, its problems, and its appreciation.

The course will deal with the world views, ideals, codes of conduct, and institutions of each religion. Comparison will be made with Christianity with reference to historical backgrounds and present cultural and political significance of each faith.

Three hours. Three credits.

SHORTHAND

121—Shorthand Theory

This course develops thorough mastery of the principles of shorthand through the Gregg method. Emphasis is placed on reading and writing shorthand, with intensive drills on contracted stem-words, brief forms, phrase-writing, graded readings, and business letters.

Seven hours. Three credits.

122—Shorthand Theory and Dictation

Prerequisite: Shorthand 121 or placement test equivalent.

This course begins with a review of cumulative special forms, phrase-writing, vocabulary drills, and speed building exercises. Emphasis is placed on reading and writing of general transcription material, with frequent dictation of business letters and articles. Dictation begins at 50 words a minute.

Seven hours. Three credits.

221—Shorthand Dictation

Prerequisite: Shorthand 121 and 122 or placement test equivalent.

The aim of the course is to develop sustained writing speed. Modern business materials covering such fields as banking, real estate, manufacturing, law, insurance, and merchandising are dictated and then transcribed on the typewriter. Dictation begins at 90 words a minute.

Seven hours. Three credits.

222—Shorthand Speed

This course is intended for those who have acquired a dictation speed of 110 to 125 words a minute. Business literature, Congressional material, speeches, lectures, specifications, and civil service examinations are dictated and transcribed. Certificate of Proficiency is awarded on attainment of 140 words a minute.

Seven hours. Three credits.

223—Medical Shorthand

This course is the equivalent of Shorthand 221 and has the same prerequisites.

Seven hours. Three credits.

224—Medical Shorthand

Prerequisite: Shorthand 221 or placement test equivalent.

The course is required of all medical secretarial students and includes the study of highly technical terminology, common medical prefixes and suffixes, special forms, phrasing, and medical vocabulary building. Dictation is given from medical journals and books, complete clinical and pathological cases, abstracts of case histories, and post mortems.

Five hours. Three credits.

SOCIAL SCIENCE

105—World Civilization

This course acquaints the student with ancient and medieval civilizations as a basis for a better understanding of political, economic, and social problems in Western civilization.

Three hours. Three credits.

106—World Civilization

A study is made of world history since the discovery of America, with special emphasis on the role of the United States as a world power.

Three hours. Three credits.

108—Contemporary World Affairs

This course considers the international factors and forces which led to the outbreak of World War II, with special reference to the participation of the United States in the world conflict.

Three hours. Three credits.

109—American History, 1492-1865

This course considers the social, political, cultural, and economic factors which led to the establishment of the United States as a nation.

Three hours. Three credits.

110—American History, 1865 to the Present

This course is concerned with the Civil War, the internal conditions affecting the development of the United States, its role in international affairs, and its emergence as a world power.

Three hours. Three credits.

201—Elementary Economics

This course will consider the influence of economic conditions upon American social and political development. Discussions will include economic principles of production, distribution, and consumption.

Three hours. Three credits.

202—Elementary Economics

This course is a continuation of Social Science 201. Public utilities, tariffs, population, agriculture, and social reforms are among the subjects covered.

Three hours. Three credits.

203—Introduction to Sociology

The nature, causes, and effects of forces involved in social change are studied as well as the development of social institutions.

Three hours. Three credits.

203N—Sociology for Nurses

In this introductory course an understanding is given of the nature and functions of society and the relationship of the problems of society to the nursing service.

Two hours. Two credits.

206—Introduction to Sociology

This course is a continuation of Social Science 203 stressing contemporary social problems: crime, race relations, and community organization.

Three hours. Three credits.

SPANISH

101—Elementary Spanish

This is an introductory course, with emphasis on reading, grammar, and conversation.

Four hours. Three credits. Equivalent to one entrance unit in Spanish.

102—Elementary Spanish

This course is a continuation of Spanish 101.

Four hours. Three credits. Equivalent to one entrance unit in Spanish.

103—Intermediate Spanish

The course includes a review of Spanish grammar and the reading of short stories and plays.

Three hours. Three credits.

104—Intermediate Spanish

The course is a continuation of Spanish 103.

Three hours. Three credits.

TYPEWRITING

131—Elementary Typewriting

The course presents the fundamentals of typewriting, and stresses the touch system, rhythm, and accuracy.

Six hours of lecture and laboratory. Two credits.

132—Elementary Typewriting

Prerequisite: Typewriting 131 or placement test equivalent.

This course is a continuation of Typewriting 131, with practice in letter placement and the typing of letter forms and styles.

Six hours of lecture and laboratory. Two credits.

231—Advanced Typewriting

Prerequisite: Typewriting 132 or placement test equivalent.

Fast and accurate operation of the typewriter is emphasized. Transcribing shorthand notes and typing manuscripts, literary matter, rough drafts, tables, and statistical matter are also included.

Six hours of lecture and laboratory. Two credits.

232—Advanced Typewriting

Prerequisite: Typewriting 231.

The requirements of normal office work—typing of bills, invoices, blank forms, financial statements, legal and business documents—are duplicated. A Certificate of Proficiency is awarded on attainment of 60 words a minute.

Six hours of lecture and laboratory. Two credits.

233—Medical Typewriting

This course is the equivalent of Typewriting 231 and has the same prerequisites.

Six hours of lecture and laboratory. Two credits.

234—Medical Typewriting

Prerequisite: Typewriting 231 or equivalent.

This course is prescribed for medical secretarial students and deals with the transcription of medical shorthand notes, and the actual preparation of various medical reports.

Six hours of lecture and laboratory. Two credits.

Community Advisory Committees

As an effective aid to students in their problem of selecting the proper vocation, Keystone College has organized community committees in the following fields: business men; educators; ministers and social workers; engineers; lawyers; doctors, dentists, and health workers; retail merchants; and accountants.

These committees are made up of successful practitioners in the various fields represented by the different classifications. Each student at the beginning of his first year at Keystone is assigned not only to a faculty adviser who keeps in close touch with him, but also to a community committee member who is able to give him the finest kind of practical advice.

These committees aid the student not only by giving him vocational advice, but also by arranging for the visitation of various industrial plants, engineering enterprises, and community institutions. The practical aid rendered by these committees is of incalculable benefit both to students and to the college.

Committee of Scranton Retail Merchants

ANNA COPLAN, Sales Manager, Scranton Dry Goods Company.
W. A. DONAHOE, Sales Manager, A & P Food Stores.
MARION HAGGERTY, Merchandise Manager, the Heinz Store.
HENRY MENN, Buyer, Samter Brothers.
HERBERT MILLER, Lewis and Reilly, Inc.
R. E. STOEHR, Stoehr and Fister.

Committee of Educators

THOMAS FRANCIS, Superintendent, Lackawanna County Schools, Scranton, Chairman.
FRANK T. DOLBEAR, Supervising Principal, Tunkhannock Schools, Tunkhannock.
DR. JOHN H. DYER, Superintendent, Scranton Schools, Scranton.
FRANK A. FREAR, Superintendent, Susquehanna County Schools, Montrose.
JAMES R. GILLIGAN, Superintendent, Dunmore Schools, Dunmore.
ALBERT T. JONES, Principal, Central High School, Scranton.
EDWIN H. KEHRLI, Superintendent, Wyoming County Schools, Tunkhannock.
MARY B. McANDREW, Superintendent, Carbondale Schools, Carbondale.
R. J. TRUSCOTT, Supervising Principal, Jermyn Schools, Jermyn.

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BEQUESTS

Friends of the college may wish to provide for the needs of Keystone College in their wills. The following information is given for their convenience.

Every state has special statutory regulations about wills; it is therefore important that all testamentary papers be executed in all respects according to the laws of the state in which the testator resides. Always, however, the name of the beneficiary must be accurately given, as illustrated by the following forms:

I give, devise, and bequeath to the Trustees of Keystone Academy, a corporation organized under the laws of the State of Pennsylvania, operating a junior college at La Plume, Penna., known as Keystone College, its successors, and assigns forever, the sum of dollars, to be invested by said corporation in good security, the interest accruing therefrom to be used for the support of the Junior College.

I give, devise and bequeath a certain lot situate, etc., to the Trustees of Keystone Academy, a corporation organized under the laws of the State of Pennsylvania, operating a junior college at La Plume, Penna., known as Keystone College, its successors, and assigns forever, for the uses and purposes of said junior college, according to the provisions of its charter.

Charitable bequests to be valid in the State of Pennsylvania must be made thirty days prior to the death of the testator.

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LaPlume, Pennsylvania



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