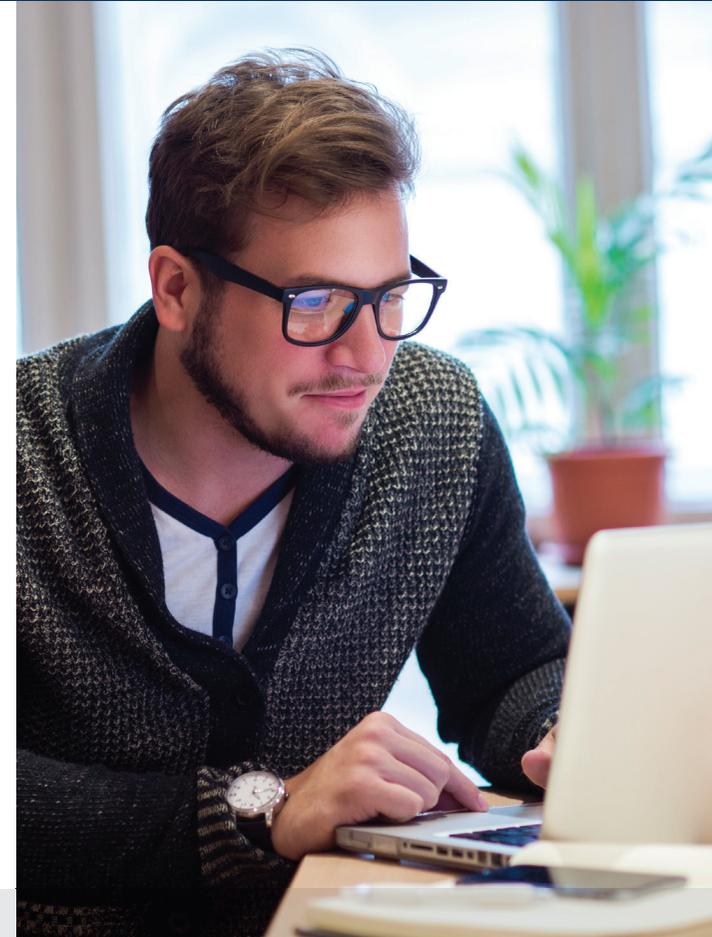


FLEXIBLE. ACCREDITED. ONLINE.
WELCOME TO KEYSTONE.





The Keystone School provides high-quality, individualized educational experiences in a safe, technology-enabled learning environment to empower students to achieve their academic and personal goals.

The Keystone School is accredited by AdvancED and Middle States Association of Colleges and Schools Commission on Secondary Schools, and is licensed by the State Board of Private Licensed Schools, Commonwealth of Pennsylvania.

Some courses may require families to purchase materials beyond those supplied by Keystone to successfully complete the course. For more information, please contact our school.

Welcome to Keystone Adult Learning

Keystone knows what a big decision completing your high school education is. Whether you've been away from school for one year or 20, we're here to help. For more than 40 years, we've worked with hundreds of thousands of students, some just like you, to offer a flexible, accredited education that allows them to create their own learning experience.

And we understand the unique needs of adult learners. We know that some of you are working full time and raising a family. Many of you are looking to begin a new job or advance your careers, while others are returning to school simply to better themselves. No matter the goal, at Keystone Adult Learning, we'll work with you to develop a high school completion plan that fits your needs. If you have transcripts from your previous high school experience, we'll review them to help you determine the best path to earning your diploma.

By choosing Keystone, not only will you gain knowledge from your coursework, but you'll hone useful skills such as time management and self-discipline. And you'll have opportunities to explore a variety of career paths.

We look forward to helping you take charge of your future!



Erica Rhone

Erica Rhone

Head of School, The Keystone School



Elizabeth M. Jones

Elizabeth Jones

Deputy Head of School, Adult Learning

Some courses have both online and print versions. Print versions are textbook-based and come with printed learning guides. Online courses are predominantly delivered online and supported with print textbooks and novels, as detailed in our online course catalog.

** = a half-credit course*

For assistance with course selection and sequencing, please contact Keystone at 844.363.5206.

Language Arts

English 1

Online

English 1 is an introductory English course equivalent to 9th grade English. Students study a variety of literary genres and continue to develop their composition and grammar skills. The course begins with a diagnostic writing assignment to help students identify their strengths and discover what they need to work on. Course content includes language conventions, grammar and punctuation particulars, and research techniques; students have multiple opportunities to practice these skills. They explore several literary genres, including a novel of their choice, and review the characteristics of each type of literature. Writing assignments consist of journal entries, poetry, formal papers, and an autobiography. Students participate in threaded online discussions with their peers, which encourage higher-level thinking and expose students to multiple perspectives.

Print

English 1 is an introductory English course equivalent to 9th grade English. It covers six types of literature: short stories, nonfiction, poetry, drama, novels, and epics. Students will study literature and develop their skills as a writer and thinker. They will also learn new vocabulary and reading and writing concepts. Students will also write and submit journal

activities, including prewriting and literary analysis as well as audio (speaking) assignments. This is a textbook-based course that comes with a printed learning guide.

English 2

Online

English 2 is equivalent to 10th grade English. Students survey world literature and work on their composition skills by producing more complex written assignments in this intermediate English course. The course builds on concepts covered in English 1 as students continue to learn about literary terms and genres. Reading selections reflect a range of time periods, cultures, and social circumstances throughout the world. Students synthesize and respond to these works by participating in threaded online discussions with their peers and completing writing assignments. They learn about types of sources, the validity of these sources, and how to format sources according to APA style. Students then use their composition skills to write a persuasive essay, a short story, a short play, and a research paper.

Print

English 2 is equivalent to 10th grade English and focuses on world literature. Students continue the study and development of skills in literature, composition, and grammar through active reading and ongoing writing begun in English I. Students read essays, short stories, biographies, drama, and poetry. Study of the parts of speech, sentence structure, and standard usage are integrated into writing assignments and oral assignments.

English 3

Online

English 3 is a literature survey course equivalent to 11th grade English, which navigates chronologically through the periods of American literature from Native American oral traditions through contemporary works of poetry, fiction, drama, and nonfiction. Literature of each period becomes the

“FROM SETTING A SCHEDULE THAT WORKS FOR THEM TO MOVING AT A PACE THAT ENSURES ACHIEVEMENT, KEYSTONE LETS ADULT LEARNERS DIRECT THEIR EDUCATION.”

ANGELA STUART

INSTRUCTIONAL SUPERVISOR, 2016

basis of study for models of literary analysis and modes of rhetorical writing. Each lesson engages the student through interactive introduction to concepts and skills, guided practice of those skills and concepts, and an assessment of the student's mastery. Learning activities include reading, listening, discussing, writing, completing multiple-choice games and self-check activities, completing writing projects, and taking quizzes. Unit assessments include both exams and projects.

Print

English 3 is equivalent to 11th grade English and covers literature from the United States and the Americas written between the Early American period and the present. The selections of literature range from fiction and poetry to speeches, sermons, letters, and journals. Students will see where this literature fits in relation to the events and culture of the time it was written. Students are required to write and submit journal activities related to the readings.

English 4

Online

English 4 is equivalent to 12th grade English. Students will read and analyze classic works of British literature that contain literary qualities that merit study and provoke thinking. They will also look at modern and contemporary works as they examine all genres: plays, short stories, poetry, essays, and novels. Learning activities include close reading, paraphrasing, discussions, essays, short answer exams, research papers, reflective journals, web quests, oral presentations, and others.

Print

English 4 is equivalent to 12th grade English. This course features chronological selections from British literature that show how historical and cultural changes influenced writers and their themes. A full range of poetry, drama and fiction is included. Emphasis is placed on written analysis and evaluation of the selection read. Students will produce a variety of written assignments that correspond to the readings.

See more course details at keystoneschoolonline.com

Mathematics

Algebra 1

Online

Algebra 1 allows students to gain mastery in working with and evaluating mathematical expressions, equations, graphs, and other topics, with an emphasis on real-world applications. Topics of study include real numbers and variable expressions, methods for solving equations, understanding functions and relations, and an in-depth study of linear and quadratic functions. Students will also study systems of equations and inequalities, exponential and radical functions, rational expressions and equations, and probability and statistics.

Print

Algebra 1 teaches students fundamental concepts such as integers; linear equations; how to add, subtract, multiply and divide monomials and polynomials; factoring of polynomials and solving of quadratic equations. This course also includes radicals and exponents. A Texas Instruments TI-30 calculator is recommended.

Algebra 2

Online

Algebra 2 students will use their prior knowledge from Algebra 1 to learn and apply advanced algebraic skills. This course includes topics such as functions, radical functions, rational functions, exponential and logarithmic functions, trigonometry, geometry, conic sections, systems of equations, probability, and statistics. Students will apply the skills that they learn in this course to real-world situations. Successful completion of Algebra 1 is a prerequisite.

Print

Algebra 2 is a continued study of math concepts, including linear and quadratic equations, inequalities, relations, functions, radicals, imaginary and complex numbers. Students will solve systems

of linear equations using the graphing method, including writing and graphing equations of parabolas, circles, ellipses, and hyperbolas. Texas Instruments TI-30 calculator recommended. Successful completion of Algebra 1 is a prerequisite.

Consumer Math

Online

Consumer Math is a comprehensive review and study of arithmetic skills, followed by application of those skills to both personal and vocational business opportunities. Topics include whole numbers, fractions, percentages, basic statistics, and graphs. Practical applications in finance, taxes, budgeting, banking, credit, and home ownership are provided.

Geometry

Online

Geometry is a comprehensive study of geometric concepts, including the basic elements of geometry, proofs, parallel and perpendicular lines, the coordinate plane, triangles, quadrilaterals, polygons, circles, trigonometry, congruence and similarity, surface area, volume, and transformations. Successful completion of Algebra I is a prerequisite.

Print

Geometry is a comprehensive course featuring coverage of geometric terms and processes, logic, and problem solving. Topics include parallel lines and planes, congruent triangles, inequalities, and quadrilaterals. Various forms of proof are studied. Emphasis is placed on reasoning and problem-solving skills gained through study of similarity, areas, volumes, circles, and coordinate geometry. Successful completion of Algebra I is a prerequisite.

Integrated Math

Online

Integrated Math is an overview of many mathematical disciplines, including number sense, geometry, algebra, measurement, probability and statistics, and data interpretation. Students will build mathematical skills that will allow them to solve problems and reason logically. Students will

also learn to communicate their understanding by organizing, clarifying, and refining mathematical information for a given purpose. Students will use everyday mathematical language and notation in appropriate and efficient forms to clearly express or represent complex ideas and information.

Refresher Math

Print

Refresher Math is a developmental program for all basic math skills with strong emphasis on practice and application. The course covers all computational skills, including addition, subtraction, multiplication, and division of whole numbers, decimal numbers, fractions, and integers. Word problems are used to relate concepts to practical situations.

Science

Biology

Print

Biology introduces the basic principles and concepts in biology. Emphasis is placed on the study of life, the continuity of life, and the relationship between living organisms and the environment. Students will explore the concepts of evolution and biodiversity, and will discover the importance of the animal and plant kingdoms. They will distinguish between the major systems of the human body, identify the parts and functions of each system, and analyze how the systems interact with each other in order to sustain life.

Biology with Lab

Online

This is an introduction to general biology and to the processes of scientific inquiry and thinking. It will include the fundamental principles of living organisms, including physical and chemical properties of life, cellular organization and function, the transfer of energy through metabolic systems, cellular reproduction, the classification of living things, and the six kingdoms of life. The main focus is to present biological information in an

understandable and straightforward way that will capture students' interest.

Chemistry

Print

Chemistry is an introduction to the study of the properties of and changes in matter. This course emphasizes topics such as classification of matter, chemical shorthand, structure of atoms and compounds, the mole, chemical reactions, solids, liquids, and gases. A special section on nuclear chemistry is included.

Chemistry with Lab

Online

Chemistry with Lab emphasizes the mathematical, theoretical, and experimental basis of modern chemistry. Emphasis is placed on the use of theoretical and mathematical concepts to explain and predict chemical behavior. Students explore chemistry fundamentals, atoms and the periodic table, ionic compounds, mole and chemical composition, chemical reactions, the acid-base relation, reaction rates, equilibrium, thermodynamics, and nuclear chemistry. Lab assignments are incorporated throughout each lesson and will require students to complete the required hands-on labs, students will need to purchase or utilize standard household or low-cost items. Successful completion of lower level science courses and math skills equal to at least Algebra 1 are prerequisites for this course.

Earth Science

Print

Earth Science is an overview of geology, physics, chemistry, and biology and how they impact our universe, the Earth's internal processes, and the makeup of the natural world. Included is a study of the Earth's air, water, and physical processes as they shape the physical world. Emphasis is placed on the practical evaluation of the world's energy and environmental problems. Students will also examine the history of the Earth in relation to

the atmosphere and explore how changes in the atmosphere and solar system impact our planet.

Earth Science with Lab

Online

Earth Science with Lab begins with a discussion of the nature of science, the processes of science, and instruction on how to carry out scientific investigations in the lab and the field. Students will learn about the properties of rocks and minerals and how to identify and classify them. They will study geologic time, a history of life on Earth, and the development of the geologic time scale. In the second semester students learn about the processes of weathering, how soils are natural resources, and the landscape features associated with rivers, glaciers, shorelines, and areas impacted by wind erosion. The course ends with a unit on the structure and composition of the solar system. In order to complete the hands-on labs, students will need to purchase or utilize standard household or low-cost items to perform the required labs.

Forensic Science Pt 1

*Online**

This course surveys key topics in forensic science, including the application of the scientific process to forensic analysis, procedures and principles of crime scene investigation, physical and trace evidence, and the law and courtroom procedures from the perspective of the forensic scientist. Through online lessons, virtual and hands-on labs, and analysis of fictional crime scenarios, students learn about forensic tools, technical resources, forming and testing hypotheses, proper data collection, and responsible conclusions. This is a half-credit course.

Life Science

Print

Life Science allows students to discover more about living things, their structure and their functions. They will begin with simple cells and move on to complex organisms, like plants and animals. They will learn how all of life is interrelated and must coexist in harmony and balance. The purpose of

“KEYSTONE COURSES
ARE USER-FRIENDLY
AND MAKE
FURTHERING YOUR
EDUCATION EASY
AND FUN.”

KATHY MCCONNELL
KEYSTONE TEACHER, 2016

this course is to introduce students to the wonders of life and living things. Students will learn how the many life forms of Earth are different and yet the same, and how all species rely on each other for survival. Students will be introduced to new vocabulary and ideas that will help them to better appreciate the wonder and beauty of life.

Physical Science

Online

Physical Science provides students with instruction in the nature of science, including scientific processes, the scientific method, and scientific inquiry. It covers safety in the lab and the field, principles for conducting experiments, and the need for scientific communication. Students learn about the atomic nature of matter, classification of the elements, the periodic table, acids, and bases. The course discusses energy in motion, with emphasis on defining work, power, velocity, acceleration, forces, and gravity. Students learn about Newton’s laws of motion and simple machines and have the opportunity to design their own machines using the basic principles of physics. Finally, the course discusses the composition and structure of the universe, the life cycles of stars, and space exploration.

Print

Physical Science emphasizes basic concepts, logical methods of chemistry, and physics as they apply to everyday events. Students learn about the atomic nature of matter, chemistry of elements and compounds, mixtures of matter, acids, and bases, and are introduced to energy. The course discusses electrical energy and magnetism and defines forces, including work, power, velocity, acceleration, and gravity.

Social Science

American Government

*Online**

American Government is the study of the historical backgrounds, governing principles, and institutions

of the government of the United States. The focus is on the principles and beliefs upon which the United States was founded and on the structure, functions, and powers of government at the national, state, and local levels. The principles of popular sovereignty, separation of powers, checks and balances, republicanism, federalism, and individual rights will be examined as will the roles of individuals and groups in the American political system. Students will compare the American system of government with other modern systems and assess the strengths and problems associated with the American system. This is a half-credit course.

Print

American Government is designed to teach students the roles of government at local, state, and national levels. Students will learn about the development of the United States Federal System of government, the importance of the checks and balances system, the functions of each of the branches of government, and the involvement of the federal government in world affairs. Students will also learn about the involvement of citizens in the political process.

American History

Print

American History is designed as a survey of the significant developments in America’s past. Specific attention is given to the growth of American society and the emergence of the United States as a world power. Students will explore events beginning in 700 and conclude their journey in the mid-1990s. Activities are designed to provide exposure to the special tools useful for historical investigation.

Economics

*Online**

Economics provides a broad view of the social science of economics. It builds on real-world economic applications to create a basic understanding of economic concepts and our economic system. The course includes a range of both macro and microeconomic concepts with an emphasis on the American Free Enterprise System. This course relates economic principles through real-

* indicates a half-credit course

world situations students are familiar with. This is a half-credit course.

Geography

Online

Geography examines a broad range of geographical perspectives covering all of the major regions of the world. Each region will be reviewed in a similar structure to allow students to clearly see similarities and differences. Specifically, the course will explore where each region is located along with its physical characteristics, including absolute and relative location, climate, and significant geographical features. The exploration will then continue on to look at each region from a cultural, economic, and political perspective, closely examining the human impact on each region from these perspectives as well as how human activities impact the environments of the region.

Print

Geography covers the basic principles of geography and their application to major regions. Emphasis is placed on the world, its people and resources, and how they relate and interact. Students will be examining the land forms, climate, and cultural factors that make each region unique.

Psychology

*Online**

Psychology investigates why human beings think and act the way they do. This is an introductory course and broadly covers several areas. Students will be expected to expand and go further into the topics. Theories and current research will be presented for the student to critically evaluate and understand. Each unit will present the terminology, theories and research that are critical to the understanding of the topic. Assignments and assessments will be included as well as tutorials and interactive drills. This is a half-credit course.

Print

Psychology covers the development of personality, emotions, motivation, and perception. Students learn about the many influences that may affect human behavior. They will develop an understanding of both the biological and environmental influences of development and compare various methods of therapy.

Sociology I

*Online**

The world is becoming more complex. How do your beliefs, values, and behavior affect the people around you and the world we live in? In this increasingly connected world, students will examine problems in our society and learn how human relationships influence their lives. Exciting online video journeys to different areas of the world are also presented in the course.

Sociology II

*Online**

Sociology is the study of people, social life, and society. The development of a sociological imagination will enable students to examine how society shapes human actions and beliefs and how such actions and beliefs, in turn, shape society. Exciting online video journeys to different areas of the sociological world are also presented in the course.

U.S. History

Online

This course is a full-year survey that provides students with a view of American history from the first migrations of nomadic people to North America to recent events. Readings are drawn from K12's *The American Odyssey: A History of the United States*. Online lessons help students organize their study, explore topics, review in preparation for assessments, and practice skills of historical thinking and analysis. Activities include analyzing primary sources and maps, creating timelines, completing projects and written assignments, and conducting independent research.

“THE ADULT
LEARNER BRINGS
EXPERIENCES TO THE
CLASSROOM THAT
MAKE REAL-WORLD
APPLICATIONS TAKE
PLACE IN REAL-TIME.”

ANGELA STUART

INSTRUCTIONAL SUPERVISOR, 2016

World History

Online

This World History course examines human development from the dawn of civilization to the present day. Students learn about the socioeconomic conditions, political institutions, and ideological attitudes that have marked various time periods throughout history. Using primary and secondary sources, students conduct inquiry-based research to examine historical events, cultural developments, and social and family structures. They also participate in interactive discussions and analyze statistics and data from maps, charts, and graphs. Students are encouraged to use their critical-thinking and problem-solving skills to evaluate the achievements of civilizations in the fields of science, technology, and the arts.

Print

World History provides students with a thorough survey of the significant political, socioeconomic, and cultural features of human history from the beginnings of civilization to the contemporary period. Using both primary and secondary sources and document-based investigation, students trace the emergence of the interdependence between world regions—an interaction stimulated by European invasions and colonization and sustained by the contributions of the non-Western regions.

Health

Health 1: Life Management Skills

*Online**

Imagine the healthiest people you know. What's their secret? While some areas of health are genetically determined, the truth is we all have the ability to make positive changes in our physical lives. In Health 1: Life Management Skills, students will learn how to promote better health through decreasing stress and finding a fuller vision of life. They'll explore different lifestyle choices that can influence their

overall health—from positively interacting with others to choosing quality health care and making sensible dietary choices. Students will have the opportunity to build their own plan for improvement and learn how to create the type of environment that will ensure their overall health, happiness, and well-being. This is a half-credit course.

Health

Print

Health focuses on the impact of lifestyle choices on wellness and health. Topics include exercise, nutrition, mental and emotional well-being, drugs, alcohol, and the environment.

Nutrition and Wellness

*Online**

Learn how to fuel your body, maintain your emotional and physical health, and find your way around the grocery store and kitchen in Nutrition and Wellness. This course prepares students for a healthy life and provides them with the essential skills they need to plan and make healthy and delicious meals for themselves, their family, and their friends. Students will learn how to budget for their meals, shop for groceries, and fit cooking into a busy schedule of school, work, and other responsibilities. This is a half-credit course.

Fine Art

Art and Music Appreciation

Print

Art and Music Appreciation introduces the major themes, influences, and personalities in art and music that shaped most of Western cultural heritage. A dual-track approach is used by the Learning Guide and provides a basis for synthesis. This is a textbook based course that comes with a printed learning guide.

Art in World Cultures

*Online**

Who is the greatest artist of all time? Maybe Leonardo da Vinci? Claude Monet? Michelangelo? Perhaps Pablo Picasso? It's possible the greatest artist of all time is someone whose name has been lost throughout history. In Art in World Cultures, students learn about some of the greatest artists in the world while creating their own art, both on paper and digitally. They'll explore basic principles and elements of art, learn how to critique different works, and examine some traditional art from various regions such as the Americas, Africa, and Oceania. This is a half-credit course.

Music Appreciation

*Online**

Music is part of everyday lives and reflects the spirit of our human condition. To know and understand music, we distinguish and identify cultures on local and global levels. This course will provide students with an aesthetic and historical perspective of music, covering a variety of styles and developments from the Middle Ages through the 21st century. Students will acquire basic knowledge and listening skills, making future music experiences more informed and satisfying. This is a half-credit course.

World Languages

French 1

Online

French 1 will teach students to greet others as well as talk about themselves; talk about days, months, and seasons; talk about weather; tell time; identify colors; and express simple actions in the present tense.

French 2

Online

French 2 students will increase their vocabulary and use of reflexive verbs, talk about animals, talk more about themselves and what they like to do in their

free time, learn to use direct and indirect object pronouns, and communicate on a wider range of conversational topics. Students will learn a variety of grammatical structures that will help them transfer knowledge to other areas they desire to talk about in French. French 1 is a prerequisite.

Spanish 1

Online

Spanish 1 will teach students to greet others as well as talk about themselves; talk about days, months, and seasons; talk about weather; tell time; identify colors; and express simple actions in the present tense. Students will learn about geography and culture where Spanish is spoken natively.

Print

Spanish 1 introduces students to Spanish culture and language through a combination of text and audio CDs. Equal emphasis is placed on developing skills in areas of grammar, reading, and speaking this increasingly important language.

Spanish 2

Online

Spanish 2 builds on the vocabulary and concepts learned in Spanish 1. Students will learn to talk about daily activities and common places and events. They will learn to differentiate between *ser* and *estar* and use both verbs to describe people, and will learn the past tenses in Spanish. Students will also learn Spanish history and history having to do with the Spanish-speaking world. Spanish 1 is a prerequisite.

Print

Spanish 2 builds on the vocabulary and concepts learned in Spanish 1. Students will engage in conversations, provide and obtain information, express feelings and emotions, and exchange opinions. They will present information, concepts, and ideas to an audience of listeners or readers on a variety of topics. In addition, they will understand the practices and perspectives of the Spanish and Hispanic cultures. Spanish 1 is a prerequisite.

Electives

Accounting

Online

Accounting introduces students to the foundational skills needed for college accounting courses, office work, and managing a small business. Students are given an overview of the three forms of accounting: financial, cost, and management accounting. The course covers the basic concepts, conventions, and rules of the double-entry system. It introduces techniques to analyze ratios from the balance sheet. The concepts of ethics, integrity, confidentiality, and rigor are woven through all the chapters.

Business Law

Print

Business Law introduces the topics of business and personal law. As students become familiar with these underlying concepts, they will gain a better understanding of the importance of the law in general. They will also learn about specific laws that are likely to be relevant to them. This foundation will include a survey of criminal law, civil law, and procedural law. With this background, students are then ready to consider the contract, which provides basic rules that we can all use to define our private rights and duties.

Careers in Criminal Justice

*Online**

The criminal justice system is a complex and serious field that requires many dedicated people willing to pursue equal justice for all. Careers in Criminal Justice will begin to illuminate exactly what those career choices are and how the juvenile justice system, the correctional system, and the trial process all work together to maintain social order. This is a half-credit course.

Career Planning

*Online**

Students use an informative interactive process to explore career and life options in this one semester elective. They begin with a thorough examination of their own interests, aptitudes, achievements, and personality styles. Instructional material then helps them match job market information, interview techniques, training requirements, and educational paths to potential careers that suit their strengths and personal priorities. Successfully completing this course gives students the ability to identify and describe their personal interests, aptitudes, and lifestyle goals; locate and evaluate information about different careers; identify the skills and knowledge needed for careers of interest and how to obtain them; and create an entrepreneurial business plan. This is a half-credit course.

Computer Fundamentals

Online

Computer Fundamentals introduces the basic principles of a personal computer, including the internal hardware, the operating system, and software applications. Students will gain practice in using key applications such as word processors, spreadsheets, and presentation software, as well as understand social and ethical issues around the Internet, information, and security.

Criminology

*Online**

Criminology introduces students to the field of criminology, the study of crime. Students look at possible explanations for crime from psychological, biological, and sociological perspectives; explore the categories and social consequences of crime; and investigate how the criminal justice system handles criminals and their misdeeds. In the modern world, many citizens share a concern about criminal behaviors and intent. The course explores some key questions: Why do some individuals commit crimes while others do not? What aspects of culture and society promote crime? Why are different

“NO MATTER
YOUR AGE, BE
ENCOURAGED TO
HAVE AN OPEN
MIND AND A
WILLINGNESS TO
LEARN.”

KATHY MCCONNELL
KEYSTONE TEACHER, 2016

punishments given for the same crime? What factors—from arrest to punishment—help shape the criminal case process? This is a half-credit course.

Early Childhood Education

*Online**

As children, we saw the world differently, full of magic and strange, exciting things. What makes childhood such a wondrous time of learning and exploration? And what can caregivers do to encourage this? Early Childhood Education provides an understanding of the childhood experience. Students will learn how to create fun and educational environments for children, how to keep the environment safe for children, and how to encourage the health and well-being of infants, toddlers, and school-aged children. This is a half-credit course.

Entrepreneurship

*Online**

Do you dream of owning your own business? This course will give students a head start in learning about what they'll need to own and operate a successful business. They'll explore creating a business plan, financing a business, and pricing products and services. This is a half-credit course.

Fashion and Interior Design

*Online**

Do you have a flair for fashion? Are you constantly redecorating your room? If so, the design industry might just be for you! In this course, students will discover what it's like to work in the industry by exploring career possibilities and the background they'll need to pursue them. Students will try their hand at designing as they learn the basics of color and design, and then test their skills through hands-on projects. In addition, students will develop the essential communication skills that build success in any business. By the end of the course, students will be well on their way to developing the portfolio they'll need to get a stylishly clad foot in the door of this exciting field. This is a half-credit course.

Health Science

*Online**

Health Science explores the importance of diagnostics and research in the identification and treatment of diseases. Will we ever find a cure for cancer? What treatments are best for conditions like diabetes and asthma? How are illnesses like meningitis, tuberculosis, and the measles identified and diagnosed? Health sciences provide the answers to questions such as these. In this course, students will be introduced to the various disciplines within the health sciences, including toxicology, clinical medicine, and biotechnology. The course presents information and terminology for the health sciences and examines the contributions of different health science areas. This is a half-credit course.

Introduction to Marketing

Online

In Part I, students find out what it takes to market a product or service in today's fast-paced business environment. They learn the fundamentals of marketing using real-world business examples. They learn about buyer behavior, marketing research principles, demand analysis, distribution, financing, pricing, and product management. In Part II, students build on the skills and concepts learned in Part I to develop a basic understanding of marketing principles and techniques. By the end of the course, they will have developed their own comprehensive marketing plan for a new business.

Marketing

Print

Marketing allows students to discover customer wants and needs and to gain a solid understanding of creating, advertising, and selling products. This course covers all aspects of marketing from basic economics to employment in the marketing field. Students will learn how marketing affects many aspects of life and how they will benefit from understanding it.

* indicates a half-credit course

Public Speaking***Online**

Students are introduced to public speaking as an important component of their academic, work, and social lives. They study public speaking occasions and develop skills as fair and critical listeners, or consumers, of spoken information and persuasion. Students study types of speeches (informative, persuasive, dramatic, and special occasion), read and listen to models of speeches, and prepare and present their own speeches to diverse audiences. Students learn to choose speaking topics and adapt them for specific audiences, to research and support their ideas, and to benefit from listener feedback. They study how to incorporate well-designed visual and multimedia aids in presentations and how to maintain a credible presence in the digital world. Students also learn about the ethics of public speaking and about techniques for managing communication anxiety. This is a half-credit course.

Restaurant Management*Online**

Have you ever dreamed of running your own eatery or possibly collaborating with a famous chef to create an unforgettable dining experience for the public? Restaurant Management will show students exactly what's needed to run a successful restaurant—from ordering supplies and hiring quality workers to maintaining inventory and managing a large staff. Understanding such concepts as food safety, hygiene, customer relations, marketing, and using a point-of-sale system are crucial to being an effective restaurateur, so whether students hope to operate a casual sit-down eatery, oversee a fine dining establishment, or buy a food franchise, this course is the perfect first step. This is a half-credit course.

Veterinary Science*Online**

As animals play an increasingly important role in our lives, scientists have sought to learn more about their health and well-being. Taking a look at the pets that live in our homes, on our farms, and in zoos and

wildlife sanctuaries, this course will examine some of the common diseases and treatments for domestic animals. Toxins, parasites, and infectious diseases impact not only the animals around us, but at times, us humans as well! Through veterinary medicine and science, the prevention and treatment of diseases and health issues is studied and applied. This is a half-credit course.

“OUR ADULT LEARNERS BRING A WEALTH OF LIFE EXPERIENCES AND AN APPRECIATION FOR THE VALUE OF EDUCATION THAT ARE TRANSLATED INTO SUCCESS IN THE CLASSROOM.”

ANGELA STUART

INSTRUCTIONAL SUPERVISOR, 2016

* indicates a half-credit course

** student must provide a webcam and recording software

Keystone Adult Learning Admissions Requirements

All students seeking to enroll in Keystone Adult Learning (KAL) must be able to demonstrate a working knowledge of the English language. Additionally, KAL students must be 19 years of age or older. For questions regarding admissions requirements, please contact a school counselor.

Keystone Course Activity Policy

(Applies to The Keystone School students in grades 9–12 only) To maintain a consistent pace throughout a course, Keystone has established the following Course Activity Policy:

- To be considered active, students must begin their coursework and submit at least one weighted assignment in one course within 30 days of enrollment. Thereafter, students must continue to submit at least one weighted assignment every 30 days.
- Students who plan to be inactive for 30 days or more must contact Keystone Student Services to place their account on hold. Placing an account on hold will not extend the course due dates.
- If there are 30 days without activity in a course, and the course has not been placed on hold, the course no longer qualifies for a refund, but the student retains the right to complete and receive credit for the course through the assigned due date.

Grading Scale

Keystone calculates student grades using a standard percentage model. Final course grades are translated according to the following scale:

90–100% Excellent (A); 80–89% Above Average (B); 70–79% Average (C); 60–69% Below Average (D); 0–59% Fail (F).

A student's GPA is calculated for credits earned at Keystone only; transfer credits count toward diploma requirements but are not included in the GPA calculation. Class rank is not available as Keystone offers open enrollment and cannot classify high school students in specific grade levels for class ranking purposes.

Tuition and Enrollment

Tuition fees and other charges related to enrollment for Keystone Adult Learning can be found online at keystoneschoolonline.com and on the printed enrollment forms. To make Keystone more accessible, we provide a variety of payment plans and discounts, including family and military discounts. And, to ensure that Keystone is exactly the academic experience you were looking for, we also offer a money-back guarantee for all new students.

Students have a minimum of eight weeks and a maximum of one calendar year from the date of enrollment to complete each course. If students are unable to complete a course within one calendar year, course extensions are available for a fee by contacting Student Services at **844.363.5206**. Each full-credit course is built for 180 hours of instructional time. Advanced Placement® courses generally require 25 to 50 percent more time to complete, respectively, as they require more focus on gaining, testing, and applying higher-order thinking skills.

TWO EASY WAYS TO ENROLL AT KEYSTONE

Payment plans are available, and we offer discounts for families who enroll more than one student in Keystone programs or who are active-duty military.

Phone

Call a trained and knowledgeable Student Services representative at **844.363.5206** to assist you in the enrollment process.

Fax or Mail

Complete an enrollment form and fax it to **570.784.2129** or mail it to:

**The Keystone School
920 Central Road
Bloomsburg, PA 17815**



Please note that Keystone is not able to accept enrollments from students located in the following countries: United Arab Emirates, Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, Lebanon, Burma (Myanmar), Cuba, Iran, Sudan, Syria, Western Balkans, Belarus, North Korea, Democratic Republic of Congo, and Iraq.



KEYSTONE ADULT LEARNING
IS YOUR CHOICE FOR SUCCESS



The Keystone School
920 Central Road, Bloomsburg, PA 17815
844.363.5206

COPYRIGHT 2017