

DELHI COLLEGE CATALOG

2001-2003

College Policy Statements

Notice of Non-Discrimination

The State University of New York College of Technology at Delhi complies with applicable Federal and State laws prohibiting discrimination. These laws include Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and in accordance with University policy and the State of New York Executive Order #28 against discrimination based on sexual orientation.

It is the policy of the College that no person on the basis of race, gender, color, creed, religion, national origin or ancestry, age, marital status, disability, sexual orientation, genetic predisposition or carrier status or Vietnam-era status veteran status shall be discriminated against in its programs or activities including student admissions, counseling, housing, financial aid, employment, as well as all academic programs and services.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Bonnie Martin, Director of Human Resources and Affirmative Action, 167 Bush Hall, State University of New York College of Technology at Delhi, Delhi, NY 13753. Additional information regarding College compliance with these laws and regulations appears on page 172 of this catalog.

This publication is for information only and does not constitute a contract. The College reserves the right to make future changes, as necessary, with regard to the calendar, program and course offerings, policies, fees and all other facets of operations. For the most accurate and up-to-date information, contact the Delhi College Enrollment Services Office. Directory for Correspondence

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Academic Majors at Delhi

One- and Two-Year Programs

Accounting	Golf Course Operations	Physical Education Studies
Adventure Recreation	Heating, Ventilating, Air Conditioning	Plumbing, Heating, and Pipefitting
Architectural Technology	Horticulture	Practical Nursing
Automotive Technology	Hotel and Resort Management	Recreation and Sports Management
Business Administration	Individual Studies	Refrigeration and Air Conditioning
Business Management	Landscape Contracting Technology	Restaurant and Foodservice Management
Carpentry, Woodworking, Masonry	Liberal Arts and Sciences	Travel and Tourism Management
Computer-Aided Drafting and Design	• General Studies	Turf Equipment Management
Computer Information Systems	• Humanities	Turf Management
Construction Technology	• Mathematics	Veterinary Science Technology
Culinary Arts	• Science	Welding Technology
Electrical Construction and Maintenance	• Social Sciences	
Electrical Instrumentation and Controls	Marketing	
Engineering Science (Transfer)	Nursing	
	Park and Outdoor Recreation	

Four-Year Programs

Golf Course Management <ul style="list-style-type: none">• Golf Club Manager• Golf Course Superintendent• Professional Golf Management	Hospitality Management <ul style="list-style-type: none">• Culinary Arts• Hotel and Resort Management• Restaurant and Foodservice Management• Travel and Tourism Management	Information Technology <ul style="list-style-type: none">• Applications Software Development• Network Administration• Web Development
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Directory for Correspondence

Academic Programs

Academic Programs and Services
607-746-4540

Academic Services

Center for Academic Services
607-746-4585

Admission to the College

Enrollment Services
607-746-4550 or
Toll Free 1-800-96-DELHI

Alumni

Alumni Office
607-746-4600

Athletics

Athletic Department
607-746-4675

Bills

Student Accounts
607-746-4625

Career Services/Placement

Career Services
607-746-4645

Child Care

Delhi Campus Child Care Center
607-746-4710

Continuing Education

Center for Continuing Education
and Corporate Services
607-746-4504

Counseling and Health Services

607-746-4690

Disabled Student Services

Center for Academic Services
607-746-4585

Donations, Gifts, and Grants

Development Office
607-746-4600

Financial Aid and Scholarships

Financial Aid
607-746-4570 or
Toll Free 1-800-96-DELHI

Food Service

College Association at Delhi, Inc.
607-746-4750

Housing

Residence Life
607-746-4630 or
Toll Free 1-800-96-DELHI

Information and Directory Assistance

Campus Information Center
607-746-4000 or
Toll Free 1-800-96-DELHI

International Programs

607-746-4559

Non-Credit Courses

Center for Continuing Education and
Corporate Services
607-746-4545

Parent Help Line

607-746-4505

Parking

University Police
607-746-4700

Records and Registration

Registrar
607-746-4560

Safety

University Police
607-746-4700

Student Activities

College Union
607-746-4565

Student Services

Office of Student Life
607-746-4440

Transcripts

607-746-4617

Weekend College

607-746-4550

Primary Address and Phone Number

State University of New York
College of Technology at Delhi
2 Main Street
Delhi, New York 13753
607-746-4000
E-mail: enroll@delhi.edu
Internet: www.delhi.edu

Mission Statement

The mission of Delhi College is to provide its students with academic opportunities and campus programs that yield clear thinkers and productive citizens who are prepared for service, leadership, and successful careers.

Institutional Goals

Delhi College is a charter member of both the State University of New York and the University Colleges of Technology. As a residential college, Delhi seeks to create an environment in which living and learning flourish together. Bestowing certificates as well as associate and baccalaureate degrees, Delhi combines historic strengths in modern technology with dynamic curricula in the arts, sciences, and selected professions. To this end Delhi's faculty and staff strive to:

- provide high quality education in professional, technological, and liberal arts programs that provide students the opportunity to enter the workforce or continue their education;

- emphasize hands-on, experiential, and applied teaching and learning in small classes;
- create a student-centered campus community in which all individuals are valued and encouraged to excel;
- inspire a lifelong passion for learning so that students may understand themselves and their changing world;
- provide opportunities—in classrooms, residence halls, and campus activities—for students to realize their potential in personal, professional, and intellectual life;
- define rigorous academic and professional standards of learning and ascertain the extent to which programs and students meet or exceed these standards.

Organizational Values

The faculty and staff of Delhi College believe that the student is the most important person on campus. As a college with over forty academic programs, Delhi serves New York State and its community by ensuring that its students are afforded every opportunity to define, pursue, and achieve their diverse educational goals.

As a residential college, Delhi aggressively seeks to link its mission as an educational institution with programs that enhance the intellectual, emotional, and social development of its students. Accordingly, efforts to promote and create opportunities for student growth should animate every member of the campus community.

Delhi College strives to create a culture of assessment that promises continuous self-evaluation and improvement. Programs, services, students, and staff should aspire to make the learning and living experience one that advances knowledge and enhances skills.

College Overview

Founded in 1913 and granted charter membership in the State University of New York in 1948, Delhi College has earned a solid reputation for providing a student-centered, residential collegiate experience focused on academic excellence, innovation, and hands-on experience. Delhi has also carved a unique niche in higher education. Delhi offers a seamless technology-based education that includes over 40 academic programs leading to certificates, associate degrees, and specialized baccalaureate degrees.

Hands-on experience is the cornerstone of Delhi's academic programs. Bachelor's degree programs include extensive internships. Technical programs feature extensive on-the-job experiences as well. It is a proven approach that gets results. More than 95 percent of Delhi students find jobs or continue their education within a year of graduating.

Over 2,100 students attend Delhi, and they represent a true cross-section of the state's population. For example, nearly 50 percent of the student body comes from the Metropolitan-Long Island re-

gion. The remaining students come from nearly every region of upstate New York, from neighboring states, and foreign countries such as China, Japan, and Jamaica. Students of color now make up 21 percent of Delhi's student body.

As a residential college, Delhi is committed to providing programs and services designed to enhance the personal and cultural development of students. Five on-campus residence halls are an integral part of that experience, and approximately 65 percent of the student body lives on campus. Living-learning environments are available to students in Veterinary Science Technology; Golf, Plant Sciences, and Recreation; and the Educational Opportunity Program. These are highly sought living environments because they offer special services that contribute to student success. Distinguishing features include peer and faculty mentors, classes conducted in the residence halls, and the opportunity to form special relationships with classmates.

Delhi offers a full range of individual counseling, career planning and placement assistance, and disabled student services. Special attention is given to outreach programs that offer workshops on contemporary health and lifestyle issues, resumé and job interview techniques, and strategies for succeeding at college work.

Support for students with special educational needs is also available through the Center for Academic Services. Here, students can receive instruction in mathematics, English, study skills, and other areas through peer and professional tutoring.

Delhi is fully accredited by the Middle States Commission on Higher Education. Additional information regarding accreditation is available by contacting: Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104; Phone: 215.662.5501; Internet: www.msache.org

Special Features

Delhi College's modern, 625-acre campus is comprised of 42 specialized buildings. Many house unique academic programs and highly specialized laboratories. Some deserve special note.

The Veterinary Science Technology program was the first of its type in the United States, and the College continues to be the preeminent program in the nation. The program features instruction in Farnsworth Hall, a highly sophisticated facility that includes a surgical suite, radiography laboratory, and on-site primate colony. A vivarium at the Valley Campus provides students with experience working with live animals, including some exotic species.

Delhi has been producing hospitality industry leaders for over 40 years and now offers the most comprehensive menu of associate and bachelor's degree programs in New York State. The College's Alumni Hall Hospitality Center is a major program asset. This facility features a full-service travel agency, model guest suites, a beverage laboratory, kitchen and dining facilities for a student-operated restaurant, a catering kitchen, and multi-purpose conference rooms and dining areas. The College's culinary team has earned the reputation as the Northeast's best, capturing the American Culinary Federation's New

York State and Northeast region hot food titles.

The College's baccalaureate and associate degree programs in Golf Management, along with its Turf Equipment Management certificate, are unique. The College's close alliance with the golf industry makes the College uniquely qualified to offer these training programs for superintendents, assistants, and aspiring golf professionals.

Extensive facilities support the Golf Management programs, including an 18-hole golf course. Students get extensive "hands-on" experience maintaining this unique facility, as well as in operating the pro shop and restaurant. The College also owns the John Lennox Demonstration Forest, a managed plantation and instructional laboratory that includes 185 acres and 20 compartments of varying acreage. This is one of the oldest plantations in New York State and cannot be duplicated anywhere in the Catskill region.

Students in Delhi's building programs get on-the-job experience constructing residential homes. Students have also received commercial building experience by participating in the construction of a laboratory complex for applied technologies programs at the College, building a

new Turf Management Center, and building a new clubhouse at the golf course.

Delhi has made a significant investment in technology for students. A new Computer Technology Center, open 100 hours a week, offers students affordable computer access and technical assistance. With more than 250 computer workstations, Internet connections, and specialized hardware and software, the Computer Technology Center is one of the reasons Delhi was named one of the most wired colleges in the United States by *Yahoo Internet Life*. Wireless computer access on the campus is growing as well, with students having wireless access in all residence halls. Distance learning classrooms give students access to specialized courses offered at other SUNY campuses.

Delhi College also offers specialized courses designed to help students meet various educational and career goals. For example, Delhi is one of an elite group of colleges selected to offer Leadership Development, a three-credit course created by Phi Theta Kappa, the international honor society for two-year college students. The course is part of an expanding Honors Program for exceptional students. Student Success and Freshman Seminar courses are also available.

Special Programs and Services

Honors Program

Delhi's Honors Program is designed for students whose academic ability and personal motivation are so high they seek more challenge in their curriculum. It is open to qualified students from most departments of the College. Participants are challenged to expand their understanding of life and reality through specially designed honors courses in the humanities and social sciences, as well as through courses in their major program, close contact with faculty, and involvement with other highly motivated students.

Benefits include an increased awareness of social issues, development of critical thinking skills, and preparation for creative leadership roles, as well as an Honors Diploma.

Students who believe they possess the qualifications for the Honors Program may obtain an application through the Office of Enrollment Services.

Honors Requirements

Applicants to the Honors Program must meet two of the following four requirements:

- New York State Comprehensive English Regents score of 80 or higher
- High School English average of 85 or higher
- ACT English score of 22 or higher
- SAT verbal score of 550 or higher

In addition, each applicant must achieve a score of 47 or higher on Delhi's ASSET Writing Placement Test to be formally admitted to the Honors Core. Non-traditional and transfer students are also eligible for the Honors Program.

Weekend College

Delhi College has introduced Weekend College, an academic service that allows adult students to have a career and go to college. The Weekend College in Nursing offers unique opportunities for adults to pursue a hands-on, professional education with minimal disruption to career and family. The Weekend Option is available to Licensed Practical Nurses who desire an associate's degree in Nursing.

Classes are identical in content and level to those offered during the regular semester, except that the schedule is accelerated to meet the needs of focused, mature students with busy lives. Each program runs seven or eight weekends per semester, plus finals weekend. Each weekend is equivalent to two weeks of classes. There are several independent assignments that are required in addition to the weekend classes and clinical.

Weekend College students are provided many services, including optional per night accommodations in a residence hall, special group study rooms, a variety of meal plans, and extended library and computer center hours.

How to Apply

Weekend College students should use the SUNY application form and apply for admission to the Nursing program. Under "college choice," indicate "special campus project WKEND."

Tuition and Fees

Weekend College tuition is \$99.00 per credit hour for both New York State resident and non-resident students. College fees total \$29.00 per credit hour. Both are subject to change without notice. In some cases costs are borne by the student's employer. Depending on circumstances, some students may be eligible for financial aid. For more information, contact the Enrollment Services Office.

Partnership for Nursing Opportunities

SUNY Delhi, Hartwick College and Bassett Healthcare in Cooperstown have joined forces to provide attractive and affordable paths to both associate and baccalaureate degrees in nursing, as well as employment with a major regional healthcare provider. The program is sequential and begins with entrance in the Associate Degree Nursing program at Delhi. After completing the first year of study, attaining a certificate in practical nursing and passing the LPN exam, the student is eligible for employment at Bassett Healthcare. The student can then work full-time and continue on through a specially-designed educational program that will lead first to an Associate Degree in Nursing from nursing from Delhi and then to a baccalaureate degree in nursing from Hartwick College. Special financial aid is available to program participants. For additional information, contact Delhi's Enrollment Services Office at 1-800-96-DELHI.

Excelsior University

Delhi is part of the Excelsior University (formerly Regents College) network. Excelsior University is a fully accredited, non-traditional baccalaureate program offered by the State University of New York. Some members of Delhi's faculty are trained to assist students in pursuit of both Bachelor of Science and Bachelor of Arts degrees in Business, Liberal Studies, Nursing, or Technologies. Designed for self-motivated learners, Excelsior University offers an educational option that meets the needs of many individuals.

Academic Support Services

Center for Academic Services

Delhi College is committed to providing students opportunities to best achieve academic success. Through the Center for Academic Services, located in Bush Hall, the College demonstrates this commitment by serving all students, regardless of prior academic preparation or handicapping condition. The Center coordinates with the academic divisions to offer a variety of courses, programs, and services to (1) prepare students for entry into college-level courses and (2) assist students already enrolled in college-level courses.

The Center staff includes coordinators for all major activities—including services for students with disabilities, tutorial instruction, the Writing Center, the Math Center, advising and retention, career and transfer services, and English-as-a-Second-Language instruction—as well as peer and professional tutors.

Testing Services

All first-time, full-time students take placement tests in writing, reading, and mathematics to provide academic advisors with information necessary for appropriate course placement and schedule development.

Testing accommodations for students with disabilities are also administered at the Center.

Developmental Courses

An interdisciplinary developmental education program is available to all students. Courses in writing, reading, mathematics, and English as a Second Language (ESL) are delivered through a range of formats including group and individualized instruction.

The Center for Academic Services works cooperatively with faculty in the related academic divisions. Reading, basic writing, and basic math courses are taught by Liberal Arts and Sciences faculty. English as a Second Language is taught by the coordinator of ESL or an approved instructor.

Services for Students with Disabilities

Support services are available to students with documented physical and/or learning disabilities. The College is committed to providing reasonable accommodations

necessary to remove barriers interfering with student success under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Support services include, but are not limited to: testing modifications, tutors, readers, note takers, accessible parking, accessible dorms, coordination of interpreter services, and a support group for students with disabilities.

Tutoring Services

Tutoring is available in a wide range of subjects to students experiencing difficulty with a course. The Center also houses both the Writing and Math Centers, where students are provided help by both professional and peer tutors.

English as a Second Language

Course offerings and tutorial instruction for non-native speakers are available to students in need of English language proficiency.

Career and Transfer Services

The professionally trained staff in Delhi's Career Services Office assist students and alumni with career decision-making and planning, job searches, and the selection of upper-division colleges and universities for transfer to baccalaureate and masters degree programs. Specialized services include: computer programs and personal assistance with career/transfer planning; campus visits by business and industrial recruiters, as well as admissions representatives from four-year colleges and universities; information on internships; a monthly jobs bulletin; seminars on topics such as resumé writing, interviewing skills, and part-time employment; access to nationwide electronic employment databases through the Internet; a low-cost resumé production service; an annual placement and transfer report on Delhi graduates; and help registering for veterans educational benefits. Services are available to students on an appointment or walk-in basis.

Advising and Retention

This office oversees the campus advising program, acts as a clearinghouse for all retention efforts on campus, coordinates academic jeopardy notices and probation contracts for each division, collects and evaluates advising/retention data, and conducts appropriate programming for both students and staff.

Louis and Mildred Resnick Library

Resnick Library is a campus hub for research, providing a modern mix of information resources, collaborative study spaces, and an excellent staff to assist students in their academic pursuits.

To accomplish this mission, Resnick Library offers a strong on-site collection of print resources, an impressive array of Web-based research tools, and an active instruction program conducted in partnership with College faculty. Within the Library, students work comfortably on state-of-the-art desktop and laptop computers to do research, type papers, develop presentations, and study with friends.

Highlights of Library resources include: an e-book collection in medicine, business and computing; web databases with full-text articles in business, contemporary issues, hospitality, nursing, turf/horticulture, and veterinary science; over 300 professional journals and popular magazines for on-site browsing; specialized reference handbooks and statistical sources; course reserves; an academic and leisure reading book collection; a video library; and state and federal document collections.

While the Library is open 7 days, 82 hours a week for on-site usage, extended access to research tools is available through the Library's Web pages at wc.delhi.edu/library. From this site, students and faculty can consult with a librarian, search Delhi's Web-based library catalog, retrieve articles from electronic research databases, search all SUNY library catalogs, and take advantage of the many Internet research sites selected by Delhi librarians.

Cooperative lending agreements with hundreds of libraries and an excellent document delivery system assure students timely access to materials not available at Delhi from libraries throughout the country. In addition, the SUNY Open Access program assures that a Delhi College ID is accepted as a library card at all other SUNY libraries.

Personal reference assistance is critical to the Library's service mission. Reference and research instruction are available most hours the Library is open; librarians can also be contacted via the

Library Web page, by email (library@delhi.edu), and by phone to answer questions or to set up individual appointments. Librarians teach course-specific and general workshops on research and information-gathering strategies in conjunction with academic program faculty.

The Library was dedicated in honor of Louis Resnick (Class of 1930) and his wife, Mildred, in 1988. Recognized civic leaders and philanthropists, the Resnicks

received Honorary Doctorate of Humane Letters degrees from Delhi College in 1996.

Computer Technology Center

The College's Computer Technology Center in Sanford Hall features more than 300 computers available 7 days a week during the hours most popular with students. Students have access to current hardware and software tech-

nology and PCs specifically engineered for their academic programs. Self-paced computer-based instruction can be used to learn many of the computer programs. Support staff are readily available to assist users. Network and Internet resources abound. Wireless notebook computers can be used here, too. The Tech Center also features "Cyberland," a facility dedicated to recreational computing.

Center for Continuing Education and Corporate Services

Delhi's Center for Continuing Education and Corporate Services is a natural extension of the College's mission and one of Delhi's fastest growing success stories. Delhi has earned a solid reputation for its ability to create customized programs to meet the needs of business and industry at the regional and state levels. Delhi is committed to providing customers with technical expertise, quality programming, and educational services at competitive prices. Delhi has the resources to offer a full complement of programs geared toward today's competitive workplace. Training programs are offered on campus or at the client's site. Most courses do not require previous educational qualifications. Certificates or continuing education units (CEUs) are awarded upon completion of the program.

Accelerated College Entrance Program

Delhi College has created a series of programs and activities to meet the educational needs of the surrounding community. The College currently has three programs that serve the needs of area high school students seeking college courses for credit while completing a high school diploma. In order to make college-level instruction financially af-

fordable to current high school students, the College has reduced tuition and fee charges for part-time enrollment by over 75 percent.

The College reaches out to area students who are "school bound" through two programs. The ONC/BOCES distance learning program provides instructional capability to students in fourteen area high schools and BOCES Occupational Centers, using state-of-the-art "full motion" video technology. The Accelerated College Entrance program delivers college-level courses at a growing number of high schools using on-site instruction during the regular school day.

High school students with access to the campus can enroll in the broad array of courses offered by the College. They benefit from the experience of a college learning environment, while receiving a significant reduction in tuition and fees.

Non-Matriculated Students

The Center services non-matriculated students, those who have not been admitted to a degree or certificate program at the College, but who are enrolled in credit-bearing courses. The Center for Continuing Education and Corporate Services also welcomes individuals interested in college study to improve

academic standing, prepare for a college major, meet job advancement needs, prepare for employment, or just learn something new. Information, advisement, skills assessment, registration, and scheduling services are all provided to assist individuals with educational endeavors. Registration and scheduling materials are generally available for the summer and fall terms after April 15th, and after October 15th for the spring term. Once non-degree students whose educational goal is a certificate or degree have completed 12 credit hours, they are encouraged to apply for matriculation in the program of their choice through the Enrollment Services Office.

Community Outreach

A variety of non-credit courses are offered to the community throughout the year by the Center for Continuing Education and Corporate Services. Offerings are available to help individuals upgrade job-related skills, learn new skills, increase professional performance, and for purposes of personal development and cultural enrichment.

Both credit and non-credit courses are offered at off-campus sites. For additional information, call the Center for Continuing Education and Corporate Services at 607-746-4504.

Tech Prep Articulations

Delhi College has taken the lead in addressing the national concern of student preparedness through the Tech Prep program. Tech Prep has been established to meet the demands of the workplace for highly skilled, adaptable employees. Additionally, Tech Prep is designed to strengthen the academic and technical skills of secondary school students so that they will be fully prepared to succeed in college-level technology studies. This particular feature focuses on helping students build a solid foundation in mathematics, science, and communication skills.

Tech Prep is typically a four-year program of study—two years of high school, which transfers smoothly to a two-year-college associate's degree program. Input from college and high school faculty as well as business and industry representatives has been critical in identifying what successful students should know and be able to do upon graduation.

An important feature of the Tech Prep project is the articulation program whereby secondary students earn college credits during their high school studies. The following is a list of the Delhi College programs offering articulated courses.

Additional information regarding Tech Prep is available by contacting the Enrollment Services Office at 607-746-4550.

Automotive Technology

Articulated Courses:

- AUTO 115 Automotive Brake Systems (4 credit hours)
- WELD 100 Fundamentals of Welding (2 credit hours)

Carpentry

Articulated Courses:

- CARP 130 Light Frame Construction Theory (3 credit hours)
- CARP 150 Finish Carpentry (3 credit hours)

Computer-Aided Drafting and Design

Articulated Courses:

- CADD 111 Fundamentals of Drafting (4 credit hours)
- CADD 112 Dimensioning and Tolerancing (3 credit hours)
- CADD 151 Production Drawings (4 credit hours)
- CADD 153 Industrial Drawings (3 credit hours)
- CADD 240 CAD (AUTOCAD) (2 credit hours)

Construction Technology/ Architectural Technology

Articulated Courses:

- CNST 110 Principles and Practices of Wood Construction (3 credit hours)
- CNST 150 Concrete and Masonry Construction (3 credit hours)
- ARCH 110 Residential Drawings (3 credit hours)
- ARCH 150 Introduction to Architectural Computer Graphics (3 credit hours)

Electrical Construction and Maintenance

Articulated Courses:

- ECMT 130 Electrical Laboratory I (4 credit hours)

Engineering Science

Articulated Courses:

- EGSC 115 Computer-Aided Engineering Drawing (3 credit hours)

Horticulture

Articulated Courses:

- HORT 150 Grounds Equipment (2 credit hours)
- HORT 120 Introduction to Horticultural Practices (4 credit hours)

Hospitality Management

Articulated Courses:

- HOSP 110 Basic Food Preparation and Standards (3 credit hours)
- HOSP 115 Basic Food Preparation and Standards Lab (3 credit hours)
- HOSP 135 Applied Foodservice Sanitation (1 credit hour)
- CITA 110 Microcomputer Applications I (3 credit hours)

Plumbing

Articulated Courses:

- PHPF 140 Plumbing Blueprint Drafting (2 credit hours)

International Education

Increasing student, faculty, and staff understanding of cultures and societies other than the United States is an important objective of Delhi College and the State University of New York. Specifically, students are offered opportunities to grow personally and academically through activities and offerings such as:

- credit courses in foreign languages;
- non-credit and staff programs with international themes;
- opportunities to travel abroad;
- interaction with international students on campus;
- interaction with foreign visiting scholars; and
- library holdings on international and multicultural themes.

Delhi College students have access to a wide array of study-abroad programs offered within the SUNY system, and Delhi College, in turn, attracts students from abroad. Agreements have been developed that allow Delhi students to spend a semester studying at Tianjin University of Commerce in the People's Republic of China, as well as for students from Human International University in Japan and the Western Hospitality Institute in Montego Bay, Jamaica, to transfer to Delhi and complete a degree. Additional agreements are being pursued with other countries. Further information regarding international education opportunities, as well as support services for international students, can be obtained by contacting the International Student Advisor.

ADMISSION TO DELHI

Enrollment Services
Financial Information
Financial Aid

Enrollment Services

Admissions

Admission to Delhi College is based on an applicant's academic qualifications, and is made without regard to the race, color, creed, age, sex, national origin, marital status, disability, or handicap of an individual. Admission will be offered to qualified applicants whose academic preparation and experience indicate that there is a reasonable chance for success in their chosen curricula.

Applications are received on a rolling basis. However, students are encouraged to apply early, particularly to popular programs of study such as Nursing, Applied Technologies, and Veterinary Science Technology.

The credentials of each applicant are evaluated on an individual basis. Students are admitted to specific curricula, and admission varies according to space available.

Candidates are encouraged to include as many college-preparatory courses as possible in their high school program. Applicants with strong academic backgrounds have an advantage over those who have completed less rigorous high school programs, particularly where the number of applicants for programs exceeds the available space.

How To Apply

U.S. citizens and permanent residents may apply by:

1. Obtaining a SUNY application form from any New York State high school guidance office, by completing the Delhi College Application online, or by writing to the Enrollment Services Office, State University of New York, College of Technology at Delhi, Delhi, New York 13753.
2. Completing the applicant sections according to the instructions accompanying the application.
3. Asking their high school guidance counselor to complete the secondary school portion of the application and to attach an official copy of their high school transcript to the application. That application package should then be forwarded, together with the non-refundable application fee, to the State University of New York, Application Processing Center, State University Plaza, Albany, New York 12246.

Notes

1. Holders of a high school equivalency diploma (GED) must submit a copy of their test scores with the application. High school transcripts may be sent directly to the College.
2. Scores from the Scholastic Aptitude Test (SAT) or the American College Test (ACT) should be submitted directly from the testing agency.
3. Applicants may, in certain instances, be required to visit the campus for a personal interview. A personal interview may be the most critical factor in determining college choice and therefore should be part of every prospective student's selection process. Delhi faculty generally make themselves available to see students when requested as part of the admissions visit.

Admission to Baccalaureate Programs

For admission to a baccalaureate program, a candidate must submit a formal application and be a graduate of an accredited secondary school or have an equivalent education.

B.B.A. in Hospitality Management

Requirements for high school students:

- Minimum 80 high school average
- One year of Biology
- Mathematics II
- Students transferring from Delhi or other institutions must have a cumulative GPA of 2.25 or higher.

B.B.A. in Golf Course Management

Requirements for high school students:

- Minimum 80 high school average
- 3 units of English
- 3 units of Social Science
- 2 units of Mathematics (Course I and II)
- 2 units of Science (Biology is required for Golf Course Superintendent, recommended for other programs)
- 950 SAT or 19 ACT as an indicator (not required)
- On-campus interview (strongly recommended)

Freshman applicants who do not meet the minimum entrance requirements for the B.B.A. degree will be offered admission into the appropriate A.A.S. degree programs of Golf Course Operations, Business, or Hotel & Resort Management (according to concentration interest). It is understood that these students meet the minimum entrance requirements for the appropriate A.A.S. program.

Requirements for transfer students:

- Minimum 2.3 cumulative GPA (2.5 for Golf Professional)
- For Golf Professional program, a letter of recommendation from a PGA golf professional
- On-campus interview

Only grades of C or better in college course work will be accepted for transfer into the Golf Course Management program. See the Academic Policies section of this catalog for further information about transfer credit. Previous study in golf course management is not required for transfer students.

B.T. in Information Technology

Requirements for high school students:

<u>High School GPA</u>	AND	<u>ACT Results</u>	OR	<u>SAT Results</u>
86 and above *		N / A		N / A
81 – 85 *		16		750
77 – 80 *		20		860

After initial screening, an on-campus interview with division faculty and a representative from the Enrollment Services Office is highly recommended.

Requirements for transfer students:

<u>College GPA</u>	AND	<u>ACT Results</u>	OR	<u>SAT Results</u>
3.0 and above *		N / A		N / A
2.5 – 2.9 *		16		750
2.0 – 2.4 *		20		860

See the Academic Policies section of this catalog for further information about transfer credit.

Transfer Applicants

Students who have attended other colleges, full- or part-time, are classified as transfer students and may be admitted with advanced standing. In addition to the application procedures previously listed, transfer applicants must request official transcripts from all previously attended colleges. These must be submitted directly from those colleges to the Enrollment Services Office at Delhi. A maximum of 30 credit hours will be accepted from other colleges for an associate's degree. Students transferring into bachelor's degree options should consult with the academic division regarding transfer credit. Courses completed at another institution transfer only as credit; i.e., letter grades and quality points do not transfer. Transfer students must complete all specified degree requirements.

January Applicants

Each year the College admits a limited number of students for the spring semester. Several programs are not open for spring admission due to the sequencing of courses in those programs. Prospective applicants should refer carefully to the curricula offerings listed in the SUNY Application Guidebook or contact the Enrollment Services Office at Delhi. Also, see the Admissions Decisions section below for general admissions criteria.

Foreign Student Applicants

Applicants who are not permanent residents of the United States must request a foreign student application from the Enrollment Services Office, State University of New York, College of Technology, Delhi, New York 13753. The completed application must be accompanied by the following materials:

1. Completed FSA-1, 2, 3, and 4 forms.
2. Scores from a TOEFL examination.
3. Official copies of all academic transcripts accompanied by a translation if the originals are not in English.
4. Adequate financial resources that are documented by bank or other financial statements. Financial resources need to be in place prior to granting an I-20 certification.

Please note that each foreign student applicant must have the equivalent of a United States high school diploma. I-20 forms will be sent only after a student has been accepted by the College.

Admissions Decisions

Applications are considered on a rolling admissions basis with all eligible candidates admitted on a first-come, first-served basis. In considering applicants for admission, the Enrollment Services Office places particular emphasis on the following:

1. Secondary school records or equivalency scores.
2. Satisfactory completion of prerequisite course requirements established for the respective curricula of the College.
3. SAT or ACT scores. While not required, scores from either test, when available, will be used in conjunction with all other available academic credentials.
4. Additional information to explain special or extenuating circumstances.

**NOTE: In addition, all potential students are required to have:*

4 units of English

3 units of Social Science

3 units of college preparatory Mathematics

2 units of Science

Admissions decisions are released beginning November 1 for the following fall semester and continue throughout the year.

Admissions Interviews

Prospective students and their families are strongly encouraged to visit the campus to discuss college plans with an admissions counselor. This interview provides an opportunity to discuss curricula and career choice-s, college life, and financial aid. Further, all visiting students and their families will be offered a tour of the campus. The Enrollment Services Office is open for appointments from 9:00 a.m. to 4:00 p.m. Monday through Friday.

Readmission

Former students who wish to apply for readmission after a lapse of one or more semesters must write to the Enrollment Services Office for a Petition to Readmit. Students wishing to pursue a second degree after graduating from a Delhi program should also follow this procedure.

Students who are academically dismissed from the College are required to successfully complete six credit hours of approved course work with grades of C or better in each course before being re-admitted to the College.

Transfer Credit

Delhi College accepts transfer credits from accredited institutions, the College Level Examination Program (CLEP), the College Entrance Examination Board's Advanced Placement Examination (AP), Regents College Examinations, and the Armed Forces. Applicants must submit official transcripts and/or other official documentation.

Credit evaluations are provided after a student has been accepted to the College. Delhi College accepts a maximum of 30 transfer credit hours for associate's degree programs, 83 credit hours for bachelor's

degrees, and up to half of the total credit hours required for graduation in certificate programs. Members of the Armed Forces may be eligible for additional transfer credit hours (PE and First Aid).

Ex-Offenders

Individuals who are ex-offenders will have their application for admission reviewed under a College policy established in accordance with section 23A of the New York State Correction Law. Copies of this policy are available from the Enrollment Services Office upon request. Individuals who are ex-offenders and who wish to apply should identify themselves by checking box 19a on the application.

Non-Matriculated Students

Non-matriculated students are served by the Center for Continuing Education and Corporate Services, the programs and services of which are described elsewhere in this catalog.

Service Members Opportunity College

Delhi is a member of the Service Members Opportunity Colleges (SOC) and Service Members Opportunity Colleges Associate Degree (SOCAD) program. The College is part of a consortium of national higher education institutions which function in cooperation with the Department of Defense, the Military Services, and the Coast Guard to help meet the voluntary higher education needs of service members and their dependents.

Concurrent Admissions Program (CON AP)

The Concurrent Admissions Program (CON AP) is conducted by colleges and universities that are members of Service Members Opportunity Colleges (SOC). Concurrent with their enlistment in the Army, new soldiers are encouraged to apply for admission to Delhi College. Upon meeting satisfactory criteria for full or provisional admission, soldiers will be allowed to defer admission until completion of military service.

After completing a two-, three- or four-year enlistment, the new veteran will be encouraged to enroll at Delhi. This program also applies to soldiers enlisting in the Army Reserve.

Those interested in the CON AP program are encouraged to contact the Office of Enrollment Services.

Armed Forces Credit

Some training courses provided by the Armed Forces may be the equivalent of college courses, and transfer credit may be obtained. Where courses, service school experience, or subject matter exams are applicable to a curriculum, credit will be determined using the American Council on Education publication entitled *Guide to Evaluation of Educational Experiences in the Armed Services*.

Early Admission Program

Early admission may be granted to an applicant who has completed the junior year of high school and is recommended for college by the principal or a counselor. A contract detailing specific arrangements for completing the requirements for high school graduation must be made between the student, the high school principal, and the Dean of Enrollment Services. For further information, contact the Enrollment Services Office. Arrangements for this contract are the responsibility of the applicant.

Non-High School Graduates

Contact the Enrollment Services Office for more details.

Deposits

A \$50.00 tuition deposit is requested of all accepted applicants. The deposit is applied toward the applicant's first-semester tuition. A \$50.00 housing deposit is also required of all accepted applicants and is applied toward the applicant's first-semester housing cost.

Applied Technologies Programs

All applicants for the following Applied Technologies programs must be high school graduates, have a GED, or be at least 18 years of age. There may be specific course requirements.

0926	Automotive Technology
0923	Carpentry
1045	Computer-Aided Drafting (Electronic)
1044	Computer-Aided Drafting (Mechanical)
0955	Electrical Construction and Maintenance
0960	Electrical Instrumentation and Controls
0921	Plumbing, Heating, and Pipefitting
0957	Refrigeration and Air Conditioning
0712	Welding

Financial Information

Please note: Tuition and fees are subject to change at any time without notice.

FEES

Costs Per Year (Full-Time)

*Tuition	\$3,200.00
*Tuition (B.B.A. and B.T. students)	\$3,400.00
College Fee	25.00
Student Activity Fee	180.00
Board (19-Meal Plan)	2,600.00
Room (Double Occupancy)	3,190.00
Intercollegiate Athletics Fee	180.00
Health Services Fee	150.00
Technology Fee	200.00
Sub-total	\$9,725.00

Estimated Variable Costs:

Books & Supplies	\$750.00
Personal	945.00
Travel	580.00
Sub-total	\$2,275.00

Total Estimated Annual Costs **\$12,000.00**

Other Miscellaneous Fees:

** Health Insurance	\$283.00
** Alumni Fee	\$35.00

*Tuition for Non-Resident Students is \$5,000 per year.

*\$3,400 per year.

**Please review information included with semester billings for further information on these fees.

Fees

Part-Time

Part-time students are those carrying fewer than 12 credit hours.

*New York State Resident	\$128.00/ credit hour
B.B.A. and B.T. New York State Resident	\$137.00/ credit hour
Out-of-State Resident	\$210.00/ credit hour
College Fee	\$.85/ credit hour
Student Activity Fee (On-Campus Courses)	\$6.00/ credit hour
Intercollegiate Athletics Fee	\$7.50/ credit hour
Health Services Fee	\$6.25/ credit hour
Technology Fee	\$8.40/ credit hour

*Part-time tuition is \$99.00/credit hour if a course is taken during an off-peak session or at an off-campus location.

Payment of Charges

Statements of charges for each semester are mailed prior to Orientation. All charges are due and payable in full to the "State University of New York at Delhi" prior to the start of classes.

Miscellaneous Fees

A transcript fee of \$5.00 per copy is charged in advance for all copies of a student's permanent record.

Students who register after the first day of classes will be charged a \$30.00 late registration fee.

Students attending Fall Orientation will be assessed a \$50.00 orientation fee. Students beginning classes in January and attending Spring Orientation will be assessed a \$20.00 fee.

A returned check charge of \$20.00 will be assessed for any check returned or redeposited.

Any student who does not pay the balance due in full by the indicated due date may be assessed a \$30.00 late payment fee.

A \$15.00 fee will be charged to any student wishing to add a course after the first four days of class or drop a course after the first four weeks of class.

Financial Obligation of Students

A student will not receive grades, transcripts, or any official recognition for work completed until all bills due the College have been paid.

Refunds

Refunds are made subject to the policies of the State University Board of Trustees and the College administration.

Students withdrawing from the College must complete a separation form available in the Counseling Services Office in Foreman Hall and obtain clearance from each of the offices listed on the form to be eligible for any financial refund.

United States Department of Education legislation permits schools to automatically apply financial aid refunds to a student's non-institutional account if there are unpaid charges. Delhi implements this policy for outstanding balances with the College Foundation at Delhi, Inc. and the College Association at Delhi, Inc.

Refund Schedules and Policies

Semester charges will be reduced for approved voluntary withdrawals based on the information and schedules found below. The portion of federal financial aid that a student is eligible to retain or apply to charges is explained in the Title IV section below.

Refund information is shown for the three principal college charges—tuition, room, and board.

Tuition

1 st week	100 percent
2 nd week	70 percent
3 rd week	50 percent
4 th week	30 percent
5 th and subsequent weeks	No Refund

Room Rent

Students withdrawing from the College will receive the following refunds of their residence hall rental fee based on the date on which personal effects are removed from the room and the check-out procedures are completed.

1 st week	50 percent
2 nd week	35 percent
3 rd week	25 percent
4 th week	15 percent
5 th and subsequent weeks	No Refund

Board

All students residing in College residence halls must purchase a meal plan. Resident students may select from a wide variety of meal plan options. Purchase of meal plans is optional for students living off campus. The cancellation period for optional meal plans ends with the close of business on the 10th day of classes. After the cancellation period, no refunds will be authorized except for voluntary withdrawal or dismissal from the College.

Refund values are based on the time remaining under the plan as of the morning following written notice of cancellation and surrender of any meal plan ID card issued prior to cancellation, less the cost of ID replacement, if applicable.

Meal plan "Bronco Bucks" refunds are based on the lesser of the unspent value or pro-rated value based on the time remaining under the plan.

Unspent meal plan "Green Bax" are fully refundable.

Refund Policy for Academic and Disciplinary Dismissals

Any student who is dismissed for academic or disciplinary reasons prior to the end of an academic term shall be liable for all tuition, fees, and room charges for that term.

Removal from College Residence Hall Policy

Any student who is removed from a College residence hall for disciplinary reasons will be liable for all room charges for that semester.

Title IV Aid Recipients

Title IV refunds apply only to students who receive Federal Title IV assistance, namely: Stafford Loans, Unsubsidized Stafford Loans, PLUS Loans, Perkins Loans, Pell Grants, and SEO Grants.

Reduction of charges for Title IV aid recipients follows the same percentage schedule as noted above. However, Title IV policy determines the amount of aid a student is eligible to retain that can be applied to his or her obligation. A percentage is calculated based on

days attended vs. total days of instruction. Title IV aid is then multiplied by this percentage to determine how much Title IV aid can be used to meet the student's overall obligation. A student is eligible to retain all Title IV-approved aid upon completion of 60 percent of the semester.

Financial Aid

There are several types of financial aid available to qualified students attending Delhi College. Financial need, which is the basis for financial aid awards, is the difference between the family's contribution and the cost of attending Delhi College. The federal government calculates the family's contribution when a family files the Free Application for Federal Student Aid (FAFSA).

How and When to Apply

In order for the financial aid staff to determine what financial aid a student is eligible for, a Free Application for Federal Student Aid (FAFSA) must be filed. This form should be completed every year prior to the end of February. Filing after February may result in a student receiving less financial aid. Assistance in completing and filing the FAFSA form may be obtained by contacting the Enrollment Services Office.

The federal processing center calculates the family's expected contribution and determines the student's need. This data is then electronically sent to Delhi College for processing of a financial aid award letter. An award letter is then sent to the student if he or she has been accepted to Delhi.

Financial Aid Award Letter

If Delhi College (school code 002857) is listed on the FAFSA, the student will receive a financial aid award letter about four weeks after filing. This award letter will include the following:

- Estimated Tuition Assistance Program (TAP) and Federal Pell Grant awards, if eligible.
- Campus-based aid (Work Study, Perkins, SEOG), if eligible and available.

- Maximum amount of subsidized and/or unsubsidized Federal Stafford loan available.
- If applicable, the maximum amount of a parent PLUS loan available.
- Any other financial assistance available through the College and/or any external agency.
- The financial aid award letter is based on the information reported on the FAFSA. The award letter will change if corrections or changes are made on the FAFSA during the verification process.

If a student is receiving any scholarships, grants, awards, loans, or any other assistance from another agency or organization, the financial aid package will be adjusted to reflect this assistance. A verification letter from the agency or organization providing the support must be submitted.

Available Financial Aid at Delhi College

Delhi College Scholarships

The College Foundation at Delhi allocates over \$100,000 to the College scholarship program each year. Funds are awarded to incoming students and may be renewed throughout the student's academic career at Delhi. Awards of up to \$1,000 are given to students who have demonstrated exceptional academic achievement prior to enrolling at Delhi. Recipients are identified during the admission process. Awards are renewed annually, provided certain academic and social criteria are maintained. Contact the Enrollment Services Office for more information.

State Grants & Scholarships

TAP (Tuition Assistance Program)

This grant program is designed to assist New York State residents enrolled full-time in a degree program. The maximum award is 90% of tuition. To apply, a student must file the FAFSA and the supplement form which is mailed to the applicant about six weeks after filing the FAFSA.

APTS (Aid for Part-Time Study)

This grant program assists New York State residents enrolled part-time in a degree program. The maximum award is dependent upon funding and the number of eligible students who apply. To apply, the FAFSA and a supplement application must be filed. Both are available from the Enrollment Services Office.

Regents Awards

These awards are available to:

- NYS residents enrolled full-time who are children of veterans deceased or disabled during specific periods as a result of a service-related incident.
- NYS residents enrolled full-time who are children/spouses of firefighters or police officers who are deceased as a result of a service-related incident.

For information write to: NYSHESC Student Information, Albany, NY 12255. Web Site: www.hesc.com

Native American Awards

Grants are awarded to individuals who are residents of one of New York's eight major reservations and who are attending an approved college. For more information, contact NYS Native American Programs, NYS Education Dept., Albany, NY 12234.

Educational Opportunity Program (EOP)

EOP is designed for New York State residents who historically have been educationally and economically disadvantaged and are attending a New York State college. This program provides both academic and financial benefits, as well as other support services to help students succeed at Delhi College. To apply, check YES to the EOP application on the admissions application and file the FAFSA. For more information, contact Enrollment Services.

Other State Financial Aid Programs

A number of additional state programs offer grants to specialized groups (e.g., Veterans Affairs Benefits, VESID, Bureau of Indian Affairs, etc.). Contact NYS Education Dept., Division of Educational Programs, Albany, NY 12234 for more information.

Federal Grants, Scholarships, and Loans

Pell Grant

The Pell Grant Program is designed to assist students enrolled in a degree program who demonstrate financial need. Currently, annual awards range from \$400 to \$3,750. To apply, a student must file the FAFSA.

Supplemental Educational Opportunity Grant

The Supplemental Educational Opportunity Grant program is for undergraduate students with exceptional financial need who are enrolled in a degree program. Annual awards vary depending on funding and the number of recipients. To apply, a student must file the FAFSA.

Work-Study Program

The Work-Study Program is for students who demonstrate financial need and who indicate on the FAFSA a desire to work. Students work eight to ten hours per week throughout the semester and receive a paycheck every two weeks to use for educational expenses. To apply, students must file the FAFSA and check YES to the question regarding interest in work.

Perkins Loan

The Perkins Loan Program is designed to offer high-need students another funding source for financing a college education. Annual loan amounts may be up to \$3000; however, awards vary depending on funding. Students do not repay this loan until nine months after leaving college, and the interest rate is

5%. There are neither origination nor processing fees associated with this loan. To apply, students must file the FAFSA and check YES to the question regarding interest in student loans.

Stafford Loan Program (Subsidized and Unsubsidized)

The Stafford Loan Program is designed to assist students with college expenses. Undergraduate students may borrow up to \$2,625 the freshman year, \$3,500 the sophomore year (plus additional years for associate's degree students), and \$5,500 for each of the junior and senior years (for baccalaureate degree students). An independent student may borrow up to an additional \$4000 in unsubsidized Stafford loans. The interest rate on the loan is variable on an annual basis, but can not exceed 8.25%. An origination, processing, and insurance fee is assessed on the loan, currently at a rate of 3%. Repayment begins six months after a student stops attending college for at least six credit hours. A student has ten years to repay the Stafford loans. To apply, students are required to file the FAFSA.

Subsidized

The Subsidized Stafford Loan Program is available to students who demonstrate need. The government subsidizes the interest on the loan while the student is in college.

Unsubsidized

The Unsubsidized Stafford Loan Program is available to students who do not demonstrate need. The student is responsible for the interest while in school, either by paying the interest or having the interest capitalized.

Parent Loans for Undergraduate Students (PLUS)

The PLUS Loan Program allows parents to borrow up to the difference between the cost of attendance minus all financial aid awarded to a student. The interest rate is variable and changes annually, but can not exceed 9%. Parents have ten years to repay this loan, with repayment beginning sixty days after full disbursement of the loan to the College. The lender and guarantor assess an origination, processing, and insurance fee at the time of application, which is currently 3%.

Important Facts Regarding Financial Aid

Students must maintain satisfactory academic progress and pursuit of program as defined by College policy to receive financial aid. For more information, contact Enrollment Services.

Most aid is for part- and/or full-time students only, matriculated in a degree program. Any questions regarding eligibility should be directed to the Enrollment Services Office.

Financial aid will not be processed for a student until the student's file is complete. Failure to provide paperwork requested by the Enrollment Services Office will result in an incomplete file and cause delays in financial aid processing. Therefore, it is important that students respond immediately to all requests for paperwork.

Most financial aid is available only to U.S. citizens and/or eligible non-citizens.

ACADEMICS

Programs of Study
General Education Requirement
Program Descriptions
Course Descriptions

Programs of Study

Degrees and Certificates

Associate in Arts (AA) –

The A.A. degree programs provide the necessary foundation for transferring to a four-year program of study with emphasis on the humanities and social sciences.

Associate in Science (AS) –

The A.S. degree programs provide the necessary foundation for transferring to a four-year program of study with emphasis on the sciences and business.

Associate in Applied Science (AAS) –

The A.A.S. degree programs provide courses of study with emphasis on occupational/career preparation. Transfer opportunities to four-year programs of study are also available. Students should check with their academic advisor.

Associate in Occupational Studies (AOS) –

The A.O.S. degree programs emphasize occupational and career preparation for specific employment fields.

Bachelor in Business

Administration (BBA) – Delhi offers seven B.B.A. degrees in Culinary Arts, Golf Course Management, and Hospitality Management.

Bachelor of Technology (BT) –

Delhi offers three B.T. degrees in Information Technology.

Certificate (CERT) –

Certificate programs are one-year series of courses providing technical proficiency in specific fields.

PROGRAM	AWARD	HEGIS*
Adventure Recreation	AAS	5506.10
Applications Software Development	BT	0799
Architectural Technology	AAS	5317
Automotive Mechanics	AAS	5306
Automotive Mechanics	AOS	5306
Automotive Mechanics	CERT	5306
Business: Accounting	AAS	5002
Business Administration	AS	5004
Business: Business Administration	AAS	5004
Business Management	CERT	5004
Business: Marketing	AAS	5004
Carpentry	AAS	5317
Carpentry	AOS	5317
Carpentry	CERT	5317
Computer-Aided Design (Electronic)	CERT	5303
Computer-Aided Drafting (Mechanical)	CERT	5303
Computer-Aided Drafting And Design	AAS	5303
Computer-Aided Drafting And Design	AOS	5303
Computer Information Systems	AAS	5103
Construction Technology	AAS	5317
Culinary Arts	AAS	5010
Culinary Arts	BBA	0508
Electrical Construction And Maintenance	CERT	5317
Electrical Construction And Electrical Instrumentation And Controls	AOS	5314
Electrical Construction And Plumbing	AOS	5317
Electrical Construction And Refrigeration	AOS	5317
Electrical Instrumentation And Controls	CERT	5314

PROGRAM	AWARD	HEGIS*
Engineering Science	AS	5609
Golf Course Club Manager	BBA	0599
Golf Course Operations	AAS	5402
Golf Course Superintendent	BBA	0599
Golf Professional	BBA	0599
Heating, Ventilating, And Air Conditioning	AAS	5317
Horticulture	AAS	5402
Hotel And Resort Management	AAS	5010
Hotel And Resort Management	BBA	0508
Individual Studies	AAS	5699
Individual Studies	CERT	5699
Landscape Contracting Technology	AAS	5402
Liberal Arts And Sciences: General Studies	AA	5649
Liberal Arts And Sciences: General Studies	AS	5649
Liberal Arts And Sciences: Humanities	AA	5649
Liberal Arts And Sciences: Mathematics	AS	5649
Liberal Arts And Sciences: Science	AS	5649
Liberal Arts And Sciences: Social Sciences	AA	5649
Network Administration	BT	0799
Nursing	AAS	5208.10
Nursing: Weekend	AAS	5208.10
Park And Outdoor Recreation	AAS	5506.10
Physical Education Studies	AS	5299.30
Plumbing And Electrical Instrumentation	AOS	5314
Plumbing And Refrigeration	AOS	5317
Plumbing, Heating And Pipefitting	CERT	5317
Practical Nursing: Adult	CERT	5209.20
Recreation And Sports Management	AAS	5506.10
Refrigeration And Air Conditioning	CERT	5317
Refrigeration And Electrical Instrumentation	AOS	5314
Restaurant And Foodservice Management	AAS	5010
Restaurant And Foodservice Management	BBA	5499
Travel And Tourism Management	AAS	5011.10
Travel And Tourism Management	BBA	0508
Turf Equipment Management	CERT	5499
Turf Management	AAS	5402
Veterinary Science Technology	AAS	5402
Web Development	BT	0799
Welding	CERT	5308
Welding Technology: Pipefitting	AOS	5308

* HEGIS is a universal classification system for academic programs in higher education

General Education Requirement

All Delhi College students enrolled in A.A. and A.S. degree programs are required by the State University to complete coursework in 7 of 10 general education subject areas, unless a program has specifically been granted a waiver by SUNY system administration. Students enrolled in bachelor's degree programs are required to complete coursework in all 10 of the subject areas, with the same stipulation. The 10 general education subject areas are:

- Mathematics
- Natural Sciences
- Social Sciences
- American History
- Western Civilization
- Other World Civilizations
- Foreign Languages
- Humanities
- The Arts
- Basic Communication

In addition, critical thinking and information management competencies are infused throughout the general education curriculum.

In some cases, students can satisfy part of the general education requirement based on performance on certain standardized tests. See the General Education Courses section of the Catalog below for details.

Some courses may also satisfy the general education requirement in more than one area. The use of a single course to satisfy more than one subject category is subject to the following limitations: (1) no course used to satisfy the Humanities category may be used to satisfy another subject category; and (2) the general education requirement must be satisfied by a minimum of 21 credits of course work by A.A. and A.S. students and 30 credits of course work by bachelor's degree students (unless a specific program waiver has been granted).

Students in A.A. and A.S. programs who plan to transfer to a SUNY four-year school are advised to try to complete coursework in all 10 general education subject areas before transferring. Students in A.A.S. programs also need to be aware of the general education requirement if they plan to transfer to a SUNY four-year school, since students at all units of the State University are subject to the same requirement.

Students should consult their academic advisors for specific details of how their program meets the SUNY general education requirement.

General Education Courses

The following courses have been approved as satisfying the learning outcomes in the 10 general education subject areas required of all students in SUNY A.A., A.S., and bachelor's degree programs. Students should consult their academic advisors regarding additional courses that may have been approved since the publication of this catalog. **Note: Some programs may require students to take or select from particular courses on this list.**

In some cases, students may be able to satisfy part of the general education requirement based on performance on certain Regents Examinations, as indicated below, or other standardized tests, such as Advanced Placement (AP) exams or the College Level Examination Program (CLEP). Students may also be able to satisfy part of the requirement based on transfer of equivalent courses taken at other institutions.

Mathematics*

- MATH 110 Contemporary Mathematics
- MATH 115 Statistics
- MATH 128 College Algebra
- MATH 135 Finite Math
- MATH 138 Trigonometry
- MATH 150 Pre-Calculus Mathematics
- MATH 210 Calculus I
- MATH 215 Calculus II
- MATH 220 Calculus III
- MATH 225 Differential Equations

**Students who passed Regents Math Course III with a score of 85 or above are deemed to have satisfied the SUNY general education requirement in mathematics.*

Natural Sciences

- BIOL 105 Wildlife of North America
- BIOL 115 Animal Behavior
- BIOL 120 Human Heredity
- BIOL 125 Nutritional Microbiology
- BIOL 130 General Biology I
- BIOL 135 General Biology II
- BIOL 140 Field Biology
- BIOL 210 Botany
- BIOL 215 Zoology
- BIOL 220 Human Anatomy and Physiology I
- BIOL 225 Human Anatomy and Physiology II
- BIOL 230 General Microbiology
- CHEM 120 Introductory Chemistry I
- CHEM 125 Introductory Chemistry II
- CHEM 180 General Chemistry I
- CHEM 185 General Chemistry II

- CHEM 230 Organic Chemistry I
- CHEM 235 Organic Chemistry II
- PHYS 150 General Physics I
- PHYS 155 General Physics II
- PHYS 210 Physics I: Mechanics, Heat, and Sound
- PHYS 215 Physics II: Electricity and Optics
- PHYS 220 Physics III: Atomic Physics
- SCIE 110 Science in a Modern Society
- SCIE 125 Exploring Physical Science Applications

Social Sciences

- ANTH 100 Cultural Anthropology
- ANTH 110 Human Origins
- ECON 100 Introductory Macroeconomics
- ECON 110 Introductory Microeconomics
- GEOG 100 Human Geography
- GOVT 110 American Government
- GOVT 120 State and Local Government
- GOVT 130 World Affairs
- GOVT 140 Public Administration
- HUMN 205 Introduction to Women's Studies
- PSYC 100 Introductory Psychology I
- SOCI 100 Introductory Sociology

American History*

- HIST 100 United States History I
- HIST 104 History of American Technology
- HIST 105 United States History II
- HONR 210 The American Experience

**Students who scored 85 or above on the NYS American History and Government Regents Exam may take any of the above courses to satisfy the SUNY general education requirement in this area. All other students must take either HIST 100 or HIST 105 to satisfy this requirement.*

Western Civilization

- HIST 120 History of the Ancient and Medieval World
- HIST 125 History of Western and World Civilizations I
- HIST 130 History of Western and World Civilizations II
- HONR 200 Foundations in Western Thought
- HONR 205 Contemporary Thinkers
- HUMN 240 History of Western Architecture

Other World Civilizations

- ANTH 300 Survey of World Cultures
- HIST 110 History of Latin America
- HIST 120 History of the Ancient and Medieval World

- HIST 125 History of Western and World Civilizations I
- HIST 130 History of Western and World Civilizations II
- HUMN 210 World Religions

Humanities

- HUMN 160 Introduction to Mythology
- HUMN 170 Philosophy
- HUMN 180 Ethics
- HUMN 200 Introduction to the Bible
- HUMN 210 World Religions
- HUMN 240 History of Western Architecture
- LITR 100 Introduction to Literature
- LITR 110 Introduction to Fiction
- LITR 120 Introduction to Film
- LITR 200 American Literature I
- LITR 215 American Literature II
- LITR 220 British Literature I
- LITR 225 British Literature II
- LITR 230 Minorities and Women in Literature
- LITR 240 Shakespeare
- LITR 250 Introduction to Poetry
- LITR 260 Introduction to Drama

The Arts

- ARCH 115/ ARTS 115 Freehand Drawing
- HUMN 101 Art Appreciation
- HUMN 102 Music Appreciation
- HUMN 195 Theatre Arts
- HUMN 240 History of Western Architecture

Foreign Language*

- HUMN 100 Elementary French I
- HUMN 105 Elementary French II
- HUMN 110 Intermediate French I
- HUMN 115 Intermediate French II
- HUMN 120 Elementary Spanish I
- HUMN 125 Elementary Spanish II
- HUMN 141 Conversational Languages
- HUMN 142/ HUMN 143
- HUMN 243 Advanced Conversational Languages

**Students who passed Checkpoint B on a NYS Regents Exam in a foreign language are deemed to have satisfied the SUNY general education requirement in this area.*

Basic Communication

- COMM 100 Public Speaking
- COMM 310 Argumentation and Debate
- ENGL 100 Freshman Composition
- ENGL 200 Advance Composition

Accounting

The Field

Accounting is the language of government, business, industry, education, philanthropy, and people. Decision makers need access to the right financial information. Accounting provides the quantitative information necessary for appropriate decisions by management in all types of activities.

Opportunities for accounting employment are varied and include positions with private industry and businesses, public accounting services, and governmental agencies. Recent Delhi College graduates have obtained positions in general, payroll, and tax accounting.

The Instructional Program

The curriculum is designed to foster technical knowledge and skills at the introductory, intermediate, and managerial levels of accounting. Students gain a broad understanding and appreciation for other elements of management such as computer processing, finance, economics, communications, and business law. Accounting majors are required to complete a practice set manually and are exposed to accounting computer software. The program is strengthened by courses in English, mathematics, humanities, and social science as well.

Students may meet personal professional interests by electing additional courses in the areas of accounting, business management, and liberal arts and sciences. The accounting curriculum is designed to prepare students for entry-level accounting positions and to facilitate transfer to four-year institutions.

Program Objectives

A graduate of the Accounting A.A.S. program should be able to:

1. Prepare financial statements and maintain accounting records.
2. Demonstrate in-depth knowledge of the different types of accounts (assets, liabilities, equities, revenues, and expenses) and be able to compare proprietorship, partnership, and corporation accounting procedures.
3. Discuss the topics of financial analysis, financial forecasting, operating and financial language, working capital management, and capital budgeting.
4. Be familiar with current American business practices, including production marketing, finance, and human resource management.
5. Express him/herself effectively through written and oral business communications.
6. Demonstrate familiarity with the law and legal systems in the United States, particularly the law of Contracts and the law of Agency.
7. Demonstrate understanding of the impact of individual economic decisions and the major arguments and considerations that influence government as it attempts to intervene in the market system.
8. Discuss corporate power, labor unions, poverty and wealth, government taxation, and public policy.
9. Understand and apply the fundamental concepts of statistics.
10. Display a fundamental understanding of computers and computer information systems and be familiar with common computer applications such as word processing, spreadsheets, database management, and graphics.

Accounting

A.A.S. Degree SUNY Curriculum Code: 0630

First Semester

Course No.	Course	Cr. Hrs.
ACCT 110	Accounting I	3
BUSI 110	Mathematics of Finance	3
CITA 110	Microcomputer Applications I	3
ENGL	English	3
MATH 115	Statistics	4
Total		16

Second Semester

Course No.	Course	Cr. Hrs.
ACCT 140	Accounting II Majors	4
BUSI 120	Business Communication	3
ECON	Macro/Micro Economics	3
ENGL	English Elective	3
	Business Elective	3
Total		16

Third Semester

Course No.	Course	Cr. Hrs.
ACCT	Accounting Elective ¹	3
BUSI 210	Business Law I	3
	Business Elective	3
	College Algebra or higher	3
	Unrestricted Elective ²	3
Total		15

Fourth Semester

Course No.	Course	Cr. Hrs.
ACCT 260	Managerial Analysis and Control	3
	Business Elective	3
	Social Science/ Humanities Elective	3
	Unrestricted Elective ²	3
	Liberal Arts/Sciences Elective	3
Total		15

Degree Requirements: 62 credit hours

Admission Requirements: Students must meet the College requirement for mathematics, English, and reading competency.

Notes: ¹ *Accounting Electives:* Students must take a minimum of one accounting elective; others may be taken as business electives. Fall offerings include

ACCT 210 Intermediate Accounting I

ACCT 270 Governmental/Non-profit Accounting

² *Unrestricted Electives:* It is recommended that students who plan to transfer take social science, humanities, or other liberal arts and science courses to fill unrestricted electives.

Architectural Technology

The Field

The primary focus of the Architectural Technology program is preparation for direct employment in architecture and related fields. The value of well-trained architectural technicians is widely recognized by professionals in the industry. The architectural technician's job is a challenging one with broad prospects and possibilities.

The Instructional Program

The vast majority of core courses feature "hands-on" performance in the laboratory or studio supported by classroom theory. All of the core courses are taught by architects, engineers, and construction professionals with extensive work experience.

The Architectural Technology program places equal emphasis on the preparation of detailed residential and commercial construction drawings and the creative process of rendering and designing buildings and "technology"; and on the understanding of building methods, materials, structure, and mechanical systems. The drawing instruction, in turn, is equally divided between conventional design and drafting media and computer-generated design and drafting.

The Architectural Technology program is distinguished by its range of fully equipped construction laboratories and fully equipped drafting and computer studios for "hands-on" instruction.

Employment

The market for architectural technology skills is nationwide and goes beyond the conventional architectural firm. Attractive employment opportunities can be found with construction companies, engineering firms, government agencies, large corporations, and building products manufacturers, among others.

Program faculty maintain broad contacts within the industry regionally and advise and assist graduates in securing employment.

Transfer

The Architectural Technology program is currently providing students the opportunity to transfer or enter the work force. A large percentage of recent program graduates have continued their education in bachelor's degree programs in Architecture, Engineering and related fields. The technology emphasized at Delhi comple-

ments the theory and design emphasized at architectural schools to provide a well-rounded professional education. Academically strong graduates of the Architectural Technology program have

successfully transferred to many national universities, such as Cornell, RPI, Syracuse, Clemson, Tennessee, Kent State, Ohio State, Arizona, Roger Williams, and New York Institute of Technology.

Architectural Technology

A.A.S. Degree SUNY Curriculum Code: 0538

First Semester

Course No.	Course	Cr. Hrs.
ARCH 101	Freshman Orientation to Architectural Technology	1/2
ARCH 110	Residential Drawings	3
ARCH 150	Introduction to Architectural Computer Graphics ¹	3
BTEC 110	Construction Materials	3
CNST 110	Principles and Practices of Wood Construction	3
MATH	Mathematics ²	3-4
Total		15 1/2 -16 1/2

Second Semester

Course No.	Course	Cr. Hrs.
ARCH 220	Commercial Detailing	3
ARCH 250	Advanced Architectural Computer Graphics	3
BTEC 150	Statics and Strengths of Materials	3
ENGL	English Elective ²	3
	Math or Science Elective	3-4
Total		5-16

Third Semester

Course No.	Course	Cr. Hrs.
ARCH 201	Senior Architectural Orientation	1/2
ARCH 140	Architectural Design I	4
BTEC 210	Structural Theory and Applications	3
CNST 210	Commercial Building Systems	4
HUMN 240	History of Western Architecture	3
PHYS 150	General Physics I	3
Total		17 1/2

Fourth Semester

Course No.	Course	Cr. Hrs.
ARCH 240	Architectural Design II	4
CNST 280	Mechanical and Electrical Equipment for Buildings	4
	Technical Elective	3-4
	English Elective	3
	Social Science Elective	3
Total		17-18

Degree Requirements: 65 credit hours

Admission Requirements: High school Mathematics I and II or equivalent are required; Mathematics III or equivalent, physics, and computer-aided design (CAD) are recommended.

Notes:

¹Students with demonstrated computer graphics ability may substitute a technical elective with faculty permission.

²Math and English by placement. Pre-Calculus is the minimum math level required for graduation. Students who have completed Pre-Calculus or higher may elect a second math or a laboratory science course. A minimum of 9 credit hours of math and science is required for graduation.

Architectural Technology

Technical Electives

Course No.	Course	Cr. Hrs.	Course No.	Course	Cr. Hrs.
ARCH 115/			CNST 150	Concrete and Masonry Construction	3
ARTS 115	Freehand Drawing	3	CNST 160	Construction Surveying	3
BTEC 240	Energy and Environmental Design	3	CNST 250	Residential Building Systems	4
BTEC 250	Structural Steel and Reinforced Concrete	4	CNST 260	Estimating and Planning	3
BTEC 270	Law and Contracting	3			
BTEC 290	Construction Seminar	3			

Program Objectives

A graduate of the Architectural Technology A.A.S. program should be able to:

1. Discuss the academic and career opportunities available in the field of Architectural Technology and have a working knowledge of how to utilize these opportunities.
2. Apply fundamental principles of drafting to residential drawings, including basic lettering and linework techniques, wall sections, basic working drawings, and residential details.
3. Understand and apply the fundamental techniques, skills, and computer usage necessary in the construction industry including word processing, spreadsheets, and CAD.
4. Develop working drawings for a complete commercial building project including plans, sections, elevations, and details.
5. Apply three-dimensional computer-modeling techniques to buildings and other architectural features using AutoCad.
6. Utilize fundamental theories and principles of visual/spatial dynamics necessary to develop meaningful architectural design through the design, construction, and graphic documentation of three-dimensional models.
7. Demonstrate design conceptualization strategies, the process of design, and the development and resolution of specific construction details in both residential and commercial building systems.
8. Exhibit knowledge of the physical properties, design considerations, and practical applications of engineered structural components and common finish materials as they relate to the entire building system.
9. Demonstrate an understanding of the strength of materials through the analysis of basic forces, conditions for equilibrium, stress-strain relationships, riveted and bolted connections, steel and timber beam design, and simple column design.
10. Analyze building structural systems components of timber, steel, masonry, and concrete in terms of the forces applied to them, such as wind loads and seismic conditions.
11. Discuss and apply the principles and practices of wood construction, including building layout; floor, wall and roof framing; and member loading.
12. Demonstrate knowledge of the methods and materials of commercial buildings and structures, as well as construction project planning, construction site record keeping, and safety.
13. Understand the fundamentals of mechanical and electrical equipment requirements for buildings.
14. Understand and apply the principles of physics to the field of Architectural Technology.

Automotive Technology

The Field

The automotive industry is experiencing an increasing demand for well-trained general repair technicians and specialists to cope with the ever-changing technology of this field. In recent years, the design of many automobiles has become increasingly complex, and becoming an auto technician requires increased knowledge and abilities. Many of the auto design advances are responses to new safety standards, environmental problems, and the need for more efficient and economical modes of transportation. The automotive industry is no longer a static field of study, but rather a field in which more and more change can be expected in the future.

Career Options

Graduates of the Automotive Technology program at Delhi have a number of career options. The majority of graduates proceed directly to employment in an automotive service capacity. Graduates are qualified for employment in independent repair shops, service departments of automobile dealers, service stations, federal and state government agencies, taxicab and automotive leasing companies, corporate fleets, specialty shops, franchise facilities, and automobile manufacturers. Graduates also have the background needed for future advancement to such positions as shop foreman, service writer, service manager, or parts manager.

A second option for graduates is to transfer to a four-year degree-granting institution with a program in this field. Two regional colleges that offer a Bachelor of Science in Automotive Management to which graduates could transfer are Pennsylvania College of Technology in Williamsport, Pennsylvania and SUNY Farmingdale.

A related career option would be to transfer to a school with a Technology Education or a Vocational Education bachelor's degree program, which would lead to a teaching career at the high school level. In New York State, two schools that offer this degree are SUNY Oswego and SUNY Buffalo.

The Instructional Program

The Automotive Technology program at Delhi is a fully accredited, college-level program with NATEF and ASE Certification. Course credits earned during the associate's degree program are fully transferable should a graduate decide to pursue a bachelor's degree in this field.

The program offers two associate's degree options and a one-year certificate to the entering student. The associate's degree options are the Associate in Applied Science (A.A.S.) and the Associate in Occupational Studies (A.O.S.). The technical course requirements are nearly the same for either degree (A.O.S. students participate in an additional six hours of lab

each semester), so that a graduate's employability is the same regardless of the degree option. The difference between the two options is in the number of general education and liberal arts courses that are required. The A.A.S. degree has a greater liberal arts/science component, which makes it a good choice for those who plan to continue their education after Delhi. On the other hand, it will be more rigorous and more difficult for those students who do not have a good math and science background. Students who begin in the A.A.S. option can switch to the A.O.S. option after the first semester. Shown below are the four-semester course sequences for both the A.A.S. and A.O.S. degrees, and the two-semester sequence for a certificate.

Automotive Technology

A.A.S. Degree SUNY Curriculum Code: 1393

First Semester

Course No.	Course	Cr. Hrs.
AUTO 115	Automotive Brake Systems	4
AUTO 125	Automotive Electrical I	4
ENGL 100	Freshman Composition	3
MATH 128	College Algebra	3
	Social Science or Humanities Elective	3
Total		17

Second Semester

Course No.	Course	Cr. Hrs.
AUTO 118	Automotive Suspension Systems	4
AUTO 128	Automotive Electrical II	4
MATH 138	Trigonometry	3
COMM 100	Public Speaking	3
	or	
ENGL 200	Advanced Composition	
WELD 100	Fundamentals of Welding	2
Total		16

Third Semester

Course No.	Course	Cr. Hrs.
AUTO 201	Automotive Engines	5
AUTO 225	Automotive Computer Systems	5
AUTO 235	Automotive Emissions Systems	3
	Social Science Elective	3
Total		16

Fourth Semester

Course No.	Course	Cr. Hrs.
AUTO 208	Automatic Transmissions	5
AUTO 218	Manual Transmissions and Drive Lines	3
AUTO 228	Advanced Computer Systems	3
	or	
AUTO 238	Automotive Air Conditioning and Heating	4
PHYS 150	General Physics I	3
Total		14-15

Degree Requirements: 63 credit hours

Admission Requirements: Two years of Regents high school math and science are recommended.

Automotive Technology

Program Objectives (A.A.S.)

A graduate of the Automotive Technology A.A.S. program should be able to:

1. Diagnose and apply the theory of operation in order to maintain and repair automotive and light truck braking systems including ABS.
2. Diagnose and apply the theory of operation in order to service and repair steering and suspension system components including wheel alignment on various automobiles and light trucks.
3. Demonstrate and apply knowledge of operation in order to diagnose and repair vehicle electrical systems including batteries, ignition, charging and starting systems, and accessory circuits using various resources and common industry test equipment.
4. Apply the knowledge of operation, construction, maintenance, repair, and adjustment of the engine assembly and its related systems.
5. Apply the theory of operation of automatic transmissions/transaxles including service, diagnosis, and repair.
6. Apply the theory of operation of manual transmissions and drive lines, including service, diagnosis, and repair of clutches, manual transmissions/transaxles, drive lines, final drive gearing, and transfer cases.
7. Diagnose and repair automotive computer systems components, electronic fuel injection, and engine management systems using various resources and common industry test equipment.
8. Diagnose and repair advanced automotive systems including supplemental inflatable restraint systems, electronic instrumentation, new generation diagnostic systems, and current developments in the automotive field.
9. Apply the knowledge of operation, diagnosis, and repair of automotive emission test failures and emission control devices using various resources and common industry test equipment.
10. Apply the theory of operation, construction, service, and repair of vehicle air conditioning and heating systems.
11. Demonstrate and apply the knowledge of gas and arc welding as they apply to automotive mechanics.

Automotive Technology

A.O.S. Degree SUNY Curriculum Code: 0411

First Semester

Course No.	Course	Cr. Hrs.
AUTO 115	Automotive Brake Systems	4
AUTO 125	Automotive Electrical I	4
AUTO 131	Lab Practical I	2
	Mathematics by advisement	3
WELD 100	Fundamentals of Welding	
Total		15

Second Semester

Course No.	Course	Cr. Hrs.
AUTO 118	Automotive Suspension Systems	4
AUTO 128	Automotive Electrical II	4
AUTO 138	Automotive Fuel Systems	4
AUTO 148	Lab Practical II	
Total		14

Third Semester

Course No.	Course	Cr. Hrs.
AUTO 201	Automotive Engines	5
AUTO 225	Automotive Computer	5
AUTO 231	Lab Practical III	2
AUTO 235	Automotive Emission Systems	
Total		15

Fourth Semester

Course No.	Course	Cr. Hrs.
AUTO 208	Automatic Transmissions	5
AUTO 218	Manual Transmissions and Drive Lines	3
AUTO 228	Advanced Computer Systems	3
AUTO 238	Automotive Air Conditioning and Heating	4
AUTO 248	Lab Practical IV	
Total		17

Degree Requirements: 61 credit hours

Admission Requirements: Applicants must have earned a high school or equivalency diploma or be at least 18 years of age. Good communication and basic mathematics skills are recommended.

Program Objectives (A.O.S.)

A graduate of the Automotive Technology A.O.S. program should be able to:

1. Diagnose and apply the theory of operation in order to maintain and repair automotive and light truck braking systems including ABS.
2. Diagnose and apply the theory of operation in order to service and repair steering and suspension system components including wheel alignment on various automobiles and light trucks.
3. Demonstrate and apply knowledge of operation in order to diagnose and repair vehicle electrical systems including batteries, ignition, charging and starting systems, and accessory circuits using various resources and common industry test equipment.
4. Diagnose, maintain, and service common automotive problems using trade-accepted work practices in a realistic work environment.
5. Apply the theory of operation to the construction, maintenance, repair, adjustments, and safety aspects of automotive and light truck fuel systems including alternative fuels.
6. Demonstrate and apply the knowledge of gas and arc welding as they apply to automotive mechanics.
7. Apply the knowledge of operation, construction, maintenance, repair, and adjustment of the engine assembly and its related systems.
8. Apply the theory of operation of automatic transmissions/transaxles including service, diagnosis, and repair.
9. Apply the theory of operation of manual transmissions and drive lines, including service, diagnosis, and repair of clutches, manual transmissions/transaxles, drive lines, final drive gearing, and transfer cases.
10. Diagnose and repair automotive computer systems components, electronic fuel injection, and engine management systems using various resources and common industry test equipment.
11. Diagnose and repair advanced automotive systems including supplemental inflatable restraint systems, electronic instrumentation, new generation diagnostic systems, and current developments in the automotive field.
12. Apply the knowledge of operation, diagnosis, and repair of automotive emission test failures and emission control devices using various resources and common industry test equipment.
13. Apply the theory of operation, construction, service, and repair of vehicle air conditioning and heating systems.

Automotive Technology

Certificate SUNY Curriculum Code: 0926

The one-year Certificate consists of all the courses listed in the first two semesters of the A.O.S. degree. Successful completion of the Certificate will allow a student to transfer all courses to the A.O.S. option should he/she decide to continue.

First Semester

Course No.	Course	Cr. Hrs.
AUTO 115	Automotive Brake Systems	4
AUTO 125	Automotive Electrical I	4
AUTO 131	Lab Practical I	2
	Mathematics by advisement	3
WELD 100	Fundamentals of Welding	2
	Total	15

Second Semester

Course No.	Course	Cr. Hrs.
AUTO 118	Automotive Suspension Systems	4
AUTO 128	Automotive Electrical II	4
AUTO 138	Automotive Fuel Systems	4
AUTO 148	Lab Practical II	2
	Total	14

Certificate Requirements: 29 credit hours

Admission Requirements: Applicants must have earned a high school or equivalency diploma or be at least 18 years of age. Good communication and basic mathematics skills are recommended.

Program Objectives (Certificate)

A graduate of the Automotive Technology Certificate program should be able to:

1. Diagnose and apply the theory of operation in order to maintain and repair automotive and light truck braking systems including ABS.
2. Diagnose and apply the theory of operation in order to service and repair steering and suspension system components including wheel alignment on various automobiles and light trucks.
3. Demonstrate and apply knowledge of operation in order to diagnose and repair vehicle electrical systems including batteries, ignition, charging and starting systems, and accessory circuits using various resources and common industry test equipment.
4. Diagnose, maintain, and service common automotive problems using trade-accepted work practices in a realistic work environment.
5. Apply the theory of operation to the construction, maintenance, repair, adjustments, and safety aspects of automotive and light truck fuel systems including alternative fuels.
6. Demonstrate and apply the knowledge of gas and arc welding as they apply to automotive mechanics.

Business Administration and Marketing

The Field

Delhi College's Business Administration and Marketing programs are designed to prepare students for successful business careers or continued management education. Several programs are available:

- Business Administration (Transfer Program) – Associate in Science
- Business Administration – Associate in Applied Science
- Business Management – Certificate in Business
- Marketing – Associate in Applied Science

Associate in Applied Science programs in Business Administration and Marketing are primarily for students who, after obtaining their degree at Delhi, plan either to pursue a career in business or transfer to a four-year college or university. The Associate in Science program in Business Administration is available for students majoring in Business Administration who wish to transfer the maximum number of credits to a four-year college or university after completing their associate's degree program at Delhi. In order to gain admission to the A.S. program, students must have successfully completed Regents Mathematics Courses I and II in high school. The one-year certificate program in Business Management is primarily for part-time students who seek professional improvement through selected business coursework.

The Instructional Program

The curriculum keeps pace with industry practices and incorporates innovations in management techniques as well as teaching/learning methods. Frequent contact between instructors, faculty advisors, and students is actively encouraged.

Students may participate in SIFE, Students in Free Enterprise. SIFE is a not-for-profit organization sponsored by major corporations whose mission is to work in partnership with higher education and business to provide college students the leadership experience of teaching others how market economics and businesses operate, and how to use this knowledge to better themselves, their communities, and their countries. Work/study internships are also available.

Required courses for the Business Administration and Marketing program

cover a broad range of activities involved in the management of an organization. These include courses in accounting, marketing, finance, computer processing, communication, business law, and human relations. Special emphasis is given to developing the analytical and interpersonal skills needed for successful management careers.

The Business Administration and Marketing program is designed so that students, in addition to taking required courses, may concentrate on a chosen topical area. These electives broaden graduates' employment opportunities in

business, retailing, wholesaling, manufacturing, and service industries. Even greater flexibility is achieved by allowing students to take six credit hours in free electives, which may be any two credit courses offered by the College.

Students in this program will have ample opportunity for exposure to computer applications and uses.

Field trips to business enterprises and classroom visits by representatives from industry and faculty are included in the program. Each student is assigned a faculty advisor who will assist and guide them.

Business Management

Certificate SUNY Curriculum Code: 0053

First Semester

Course No.	Course	Cr. Hrs.
ACCT 110	Principles of Accounting I	3
BUSI 100	Introduction to Business	3
BUSI 110	Mathematics of Finance	3
ENGL	English	
or		
LITR	Literature	3
	Mathematics/ Science Elective	3
	Total	15

Second Semester

Course No.	Course	Cr. Hrs.
CITA 110	Microcomputer Applications I	3
ECON 100	Introductory Macroeconomics or	
ECON 110	Introductory Microeconomics	3
MATH 115	Statistics	4
	Business Electives	6
	Total	16

Certificate Requirement: 31 credit hours

Admission Requirements: Satisfactory completion of a high school curriculum and interest in a business administration and/or marketing career are the key admission requirements. It is suggested that applicants should also have completed high school Mathematics Course I.

Program Objectives (Business Management)

A graduate of the Business Management certificate program should be able to:

1. Prepare financial statements and maintain accounting records.
2. Generalize and discriminate among current American business practices, including production marketing, finance, and human resource management.
3. Demonstrate fundamental problem-solving skills related to finance and business.
4. Express him/herself effectively through written and oral communication.
5. Demonstrate understanding of the impact of individual economic decisions and the major arguments and considerations that influence government as it attempts to intervene in the market system.
6. Discuss corporate power, labor unions, poverty and wealth, government taxation, and public policy.
7. Display a fundamental understanding of computers and computer information systems and be familiar with common computer applications such as word processing, spreadsheets, database management, and graphics.

Business Administration

A.S. Degree SUNY Curriculum Code: 0671

First Semester

Course No.	Course	Cr. Hrs.
ACCT 110	Principles of Accounting I	3
CITA 110	Microcomputer Applications I	3
ENGL	English	
	or	
LITR	Literature Elective	3
MATH 115	Statistics	4
MATH 128	College Algebra	
	or	
MATH 150	Pre-Calculus	3
	Total	16

Second Semester

Course No.	Course	Cr. Hrs.
ACCT 120	Principles of Accounting II	3
BUSI 245	Principles of Marketing	3
ECON 100	Introductory Macroeconomics	3
ENGL	English	
	or	
LITR	Literature Elective	3
	Business Elective	3
	Total	15

Third Semester

Course No.	Course	Cr. Hrs.
BUSI 120	Business Communications	3
ECON 110	Introductory Microeconomics	3
MATH 150	Pre-Calculus	
	or	
MATH 210	Calculus I	3
	English/Humanities Elective	3
	Science Elective	3
	Total	15

Fourth Semester

Course No.	Course	Cr. Hrs.
BUSI 220	Principles of Finance	3
	Social Science Electives	6
	Business Electives	6
	Total	15

Program Objectives

(Business Administration A.S.)

A graduate of the Business Administration A.S. program should be able to:

1. Prepare financial statements and maintain accounting records.
2. Demonstrate in-depth knowledge of the different types of accounts (assets, liabilities, equities, revenues, and expenses) and be able to compare proprietorship, partnership, and corporation accounting procedures.
3. Express him/herself effectively through written and oral business communications.
4. Demonstrate familiarity with the organization and operation of American banking and financial institutions, sources of funds, the practical aspects of money, and short- and long-term credit for business.
5. Apply marketing methods and policies with an emphasis on planning, pricing, promoting, and distributing products and services to consumers.
6. Demonstrate understanding of the impact of individual economic decisions and the major arguments and considerations that influence government as it attempts to intervene in the market system.
7. Demonstrate understanding of the effects of corporate power, labor unions, poverty and wealth, government taxation, and public policy on the economic environment.
8. Display a fundamental understanding of computers and computer information systems and be familiar with common computer applications such as word processing, spreadsheets, database management, and graphics.

Degree Requirements: 61 credit hours and minimum mathematics competency

Admission Requirements: Satisfactory completion of a high school curriculum, successful completion of Regents Mathematics I and II, and interest in a business administration and/or marketing career are the key admission requirements.

Business Administration

A.A.S. Degree SUNY Curriculum Code: 0632

First Semester

Course No.	Course	Cr. Hrs.
BUSI 100	Introduction to Business	3
BUSI 110	Mathematics of Finance	3
CITA 110	Microcomputer Applications I	3
ENGL	English or	
LITR	Literature Elective	3
	Mathematics/ Science Elective	3
	Total	15

Second Semester

Course No.	Course	Cr. Hrs.
ACCT 110	Principles of Accounting I	3
BUSI 245	Principles of Marketing	3
ECON 100	Introductory Macroeconomics or	
ECON 110	Introductory Microeconomics	3
ENGL	English or	
LITR	Literature Elective	3
	Social Science Elective	3
	Total	15

Third Semester

Course No.	Course	Cr. Hrs.
ACCT 120	Principles of Accounting II	3
BUSI 120	Business Communications	3
MATH 115	Statistics	4
	Unrestricted Elective	3
	Business Elective	3
	Total	16

Fourth Semester

Course No.	Course	Cr. Hrs.
BUSI 220	Principles of Finance	3
	Unrestricted Elective	3
	Business Electives	6
	Liberal Arts/Sciences Elective	3
	Total	15

Program Objectives

(Business Administration A.A.S.)

A graduate of the Business Administration A.A.S. program should be able to:

1. Prepare financial statements and maintain accounting records.
2. Demonstrate in-depth knowledge of the different types of accounts (assets, liabilities, equities, revenues, and expenses) and be able to compare proprietorship, partnership, and corporation accounting procedures.
3. Generalize and discriminate among current American business practices, including production marketing, finance, and human resource management.
4. Demonstrate fundamental problem-solving skills related to finance and business.
5. Express him/herself effectively through written and oral business communications.
6. Demonstrate familiarity with the organization and operation of American banking and financial institutions, sources of funds, the practical aspects of money, and short- and long-term credit for business.
7. Apply marketing methods and policies with an emphasis on planning, pricing, promoting, and distributing products and services to consumers.
8. Demonstrate understanding of the impact of individual economic decisions and the major arguments and considerations that influence government as it attempts to intervene in the market system.
9. Discuss corporate power, labor unions, poverty and wealth, government taxation, and public policy.
10. Display a fundamental understanding of computers and computer information systems and be familiar with common computer applications such as word processing, spreadsheets, database management, and graphics.

Degree Requirements: 61 credit hours and minimum mathematics competency

Admission Requirements: Satisfactory completion of a high school curriculum and interest in a business administration and/or marketing career are the key admission requirements. It is suggested that applicants should also have completed high school Mathematics Course I.

Marketing

A.A.S. Degree SUNY Curriculum Code: 0633

First Semester

Course No.	Course	Cr. Hrs.
BUSI 100	Introduction to Business	3
BUSI 110	Mathematics of Finance	3
CITA 110	Microcomputer Applications I	3
ENGL	English	
	or	
LITR	Literature Elective	3
	Mathematics/Science Elective	3
	Total	15

Second Semester

Course No.	Course	Cr. Hrs.
ACCT 110	Principles of Accounting I	3
BUSI 245	Principles of Marketing	3
ECON 100	Introductory Macroeconomics	
	or	
ECON 110	Introductory Microeconomics	3
ENGL	English	
	or	
LITR	Literature Elective	3
	Social Science Elective	3
	Total	15

Third Semester

Course No.	Course	Cr. Hrs.
ACCT 120	Principles of Accounting II	3
BUSI 210	Business Communications	3
BUSI	Business Elective ¹	3
MATH 115	Statistics	4
	Unrestricted Elective	3
	Total	16

Fourth Semester

Course No.	Course	Cr. Hrs.
BUSI 220	Principles of Finance	3
BUSI	Business Electives ¹	6
	Unrestricted Elective	3
	Liberal Arts/ Science Elective	3
	Total	15

Program Objectives (Marketing)

A graduate of the Marketing A.A.S. program should be able to:

1. Prepare financial statements and maintain accounting records.
2. Demonstrate in-depth knowledge of the different types of accounts (assets, liabilities, equities, revenues, and expenses) and be able to compare proprietorship, partnership, and corporation accounting procedures.
3. Be familiar with current American business practices, including production marketing, finance, and human resource management.
4. Demonstrate fundamental problem-solving skills related to finance and business.
5. Demonstrate familiarity with the law and legal systems in the United States, particularly the Law of Contracts and the Law of Agency.
6. Demonstrate familiarity with the organization and operation of American banking and financial institutions, sources of funds, the practical aspects of money, and short- and long-term credit for business.
7. Apply marketing methods and policies with an emphasis on planning, pricing, promoting, and distributing products and services to consumers.
8. Demonstrate an understanding of the effects of economic actions on the business environment.
9. Display a fundamental understanding of computers and computer information systems and be familiar with common computer applications such as word processing, spreadsheets, database management, and graphics.

Degree Requirements: 61 credit hours and minimum mathematics competency

Admission Requirements: Satisfactory completion of a high school curriculum and interest in a business administration and/or marketing career are the key admission requirements. It is suggested that applicants should also have completed high school Mathematics Course I.

Note:

¹Students must take 3 of the following 4 courses to complete their degree:

BUSI 250 Salesmanship

BUSI 255 Advertising

BUSI 260 Retailing

BUSI 262 International Marketing

Carpentry, Woodworking, and Masonry

The Field

This area of study represents those skilled occupations that are instrumental in the construction and remodeling of residential and commercial buildings and structures. The construction industry is continually responding to the needs of our expanding population's need for housing, and new materials and techniques are being used to create energy-efficient, environmentally friendly buildings. These factors have combined to produce an industry that offers many career opportunities.

Career Options

The career opportunities in this field are numerous and diverse. For example, a carpenter, woodworker, or mason can work as an individual contractor and sole proprietor, or can be employed by a large corporation or institution as part of a building maintenance team. Other opportunities exist working for larger construction firms, building sub-contractors, or specialized construction businesses. Those specializing in woodworking have other types of opportunities in cabinet making and interior, finish construction.

The job titles associated with graduates of this program are:

- Carpenter
- Mason
- Woodworker
- Cabinet Maker
- Remodeler

A second option for graduates is to transfer to a four-year degree-granting institution with a program in this field. Two regional colleges that offer a bachelor's degree in a related field to which graduates could transfer are Pennsylvania College of Technology in Williamsport, Pennsylvania (B.S. in Construction Management) and the College of Environmental Science and Forestry (ESF) at Syracuse (B.S. in Wood Products Technology).

A related career option would be to transfer to a school with a Technology Education or a Vocational Education bachelor's degree, which would lead to a teaching career at the high school level. In New York State, two schools that offer this degree are SUNY Oswego and SUNY Buffalo.

The Instructional Program

Delhi College offers not only the Carpentry, Woodworking, and Masonry curriculum described here, but a related program in Construction Technology. The Carpentry, Woodworking, and Masonry program places greater emphasis on the hand skills and techniques used in construction. There is a theoretical side as well, but the primary objective is to educate skilled craftsmen and craftswomen. Students in this program have regular assignments on actual job sites where they learn "on-the-job." The related Construction Technology program has less of an

emphasis on hand skills and techniques, and more of an emphasis on construction management. This program's objective is to educate students in both the techniques of construction and the management side of supervising, estimating, planning, and coordinating the building site.

It is possible to transfer to a four-year bachelor's degree program from either of the above programs, but in general the Construction Technology program is better for transfer. The Carpentry, Woodworking, and Masonry program is better for someone wishing to start their own remodeling or woodworking business, for example.

For the Carpentry, Woodworking, and Masonry student, an Associate in Applied Science degree (A.A.S.), an Associate in Occupational Studies degree (A.O.S.), and a one-year certificate are offered. The A.A.S. curriculum contains about 7 liberal arts, math, and science courses. The A.O.S. curriculum contains 2 or 3 liberal arts, math, and science courses. The A.A.S. lends itself to employment and/or transfer. The A.O.S. is primarily aimed at employment. The A.O.S. degree also has greater flexibility for choosing woodworking, masonry, or remodeling as concentrations.

Carpentry, Woodworking, and Masonry

A.A.S. Degree SUNY Curriculum Code: 1392

First Semester

Course No.	Course	Cr. Hrs.
CARP 101	Construction Safety	1
CARP 120	Construction Plans and Specifications	3
CARP 130	Light Frame Construction	3
CARP 140	Light Frame Construction Lab	4
MATH 128	College Algebra	3
Total		14

Second Semester

Course No.	Course	Cr. Hrs.
CARP 150	Finish Carpentry	3
CARP 160	Finish Carpentry Lab	4
CARP 180	Energy-Efficient Construction	3
ENGL 100	Freshman Composition	3
MATH 138	Trigonometry	3
Total		16

Third Semester

Course No.	Course	Cr. Hrs.
CARP 210	Residential Remodeling	3
CARP 220	Residential Remodeling Lab	4
WDWK 110	Basic Woodworking	3
ARCH 150	Computer Graphics Social Science Elective	3
or		
WDWK 110	Basic Woodworking	3
WDWK 120	Woodworking Lab	4
	Technical Elective	3
ARCH 150	Computer Graphics Social Science Elective	3
Total		16

Fourth Semester

Course No.	Course	Cr. Hrs.
WDWK 210	Cabinet Construction	3
WDWK 220	Cabinet Construction Lab	4
PHYS 150	General Physics I	3
ENGL 200	Advanced Composition	
or		
COMM 100	Public Speaking Social Science Elective	3
Total		16

Program Objectives (A.A.S.)

A graduate of the Carpentry A.A.S. program should be able to:

1. Understand and apply knowledge of safe construction practices.
2. Understand and interpret blueprints in the building trades.
3. Understand and apply the principles of building layout, footing and foundation construction, and the framing of floor, wall, and roof sections of residential construction.
4. Understand and apply the theory related to the exterior and interior finish of a residential structure.
5. Demonstrate knowledge of the materials used to insulate a residential structure, the NYS Energy Code, and the theory of how a building loses heat and how this loss is calculated.
6. Demonstrate knowledge of the safe operation and maintenance of major power tools used in cabinetmaking.
7. Understand and apply the principles of residential remodeling theory apply an increasing level of skill and familiarity with basic woodworking hand and power tools to an increasingly complex series of projects.
8. Understand and apply knowledge concerning cabinet design, joinery, abrasives, adhesives, coloring, and finishing as it applies to cabinetmaking.
9. Understand and apply the fundamental techniques, skills, and computer usage necessary in the construction industry including word processing, spreadsheets, and CAD.
10. Recognize and respond to emergencies by making appropriate decisions regarding first-aid care.

Degree Requirements: 62 credit hours

Admission Requirements: High school Mathematics Course I and II or the equivalent are required. Students must meet the College requirements for English and reading competency.

Note: *Trigonometry is the minimum math level required for graduation.*

Carpentry, Woodworking, and Masonry

A.O.S. Degree SUNY Curriculum Code: 0503

First Semester

Course No.	Course	Cr. Hrs.
CARP 101	Construction Safety	1
CARP 120	Construction Plans and Specifications	3
CARP 130	Light Frame Construction Theory	3
CARP 140	Light Frame Construction Laboratory	4
MATH	Mathematics	3
Total		14

Second Semester

Course No.	Course	Cr. Hrs.
CARP 150	Finish Carpentry	3
CARP 160	Finish Carpentry Laboratory	4
CARP 170	Construction Estimating	3
CARP 180	Energy-Efficient Construction	3
CARP 190	Construction Employment Skills	3
Total		16

The second year A.O.S. options are these:

Second Year Option 1 (Fall Semester)

Course No.	Course	Cr. Hrs.
CARP 210	Residential Remodeling Theory	3
CARP 220	Residential Remodeling Lab	4
CARP 240	Advanced Framing	3
CARP 290	Mechanical Systems	2
	Technical Prerequisite*	3
Total		15

*WDWK 110 or MASN 110 depending on student's choice of Masonry or Cabinetmaking in the spring.

Second Year Option 1 (Spring Semester)

Course No.	Course	Cr. Hrs.
MASN 150	Finish Masonry	3
MASN 160	Finish Masonry Laboratory	4
MASN 170	Foundation Design	3
ARCH 150	Introduction to Computer Graphics	3
	Technical Elective*	3
Total		16

*WDWK 110 if student wants to take WDWK 220 Cabinet Construction lab in the spring.

Second Year Option 2 (Fall Semester)

Course No.	Course	Cr. Hrs.
WDWK 110	Woodworking Theory	3
WDWK 120	Woodworking Lab	4
WDWK 130	Design and Joinery	3
	Technical Elective*	3
	Technical Elective	3
Total		16

*MASN 110 if student wants to take MASN 150 Finish Masonry in the spring

Second Year Option 2 (Spring Semester)

Course No.	Course	Cr. Hrs.
WDWK 210	Cabinet Construction Theory	3
WDWK 220	Cabinet Construction Laboratory	4
WDWK 230	Residential Millwork	3
ARCH 150	Introduction to Computer Graphics	3
	Technical Elective	3
Total		16

Degree Requirements: 61-62 credit hours

Carpentry, Woodworking, and Masonry

Certificate SUNY Curriculum Code: 0923

First Semester

Course No.	Course	Cr. Hrs.
CARP 101	Construction Safety	1
CARP 120	Construction Plans and Specifications	3
CARP 130	Light Frame Construction Theory	3
CARP 140	Light Frame Construction	4
MATH 102	Technical Math	3
Total		14

Second Semester

Course No.	Course	Cr. Hrs.
CARP 150	Finish Carpentry	3
CARP 160	Finish Carpentry Laboratory	4
CARP 170	Construction Estimating	3
CARP 180	Energy-Efficient Construction	3
CARP 190	Construction Employment Skills	3
Total		16

Certificate Requirements: 30 credit hours

Admission Requirements: Applicants must have earned a high school or equivalency diploma or be at least 18 years of age. Two years of high school mathematics are recommended. Students may choose a second year of studies to complete an A.O.S. degree. The second year is designed with the student's construction interest in mind. He or she selects a major in Cabinetmaking, Masonry, Residential Remodeling, or a combination thereof.

Program Objectives (Certificate)

A graduate of the Carpentry certificate program should be able to:

1. Understand and apply knowledge of safe construction practices.
2. Understand and interpret blueprints in the building trades.
3. Understand and apply the principles of building layout, footing and foundation construction, and the framing of floor, wall and roof sections of residential construction.
4. Understand and apply the theory related to the exterior and interior finish of a residential structure, including stair design, layout and construction.
5. Perform the common quantity take-off procedures for estimating residential construction materials using a computer spreadsheet.
6. Demonstrate knowledge of the materials used to insulate a residential structure, the NYS Energy Code, and the theory of how a building loses heat and how this loss is calculated.
7. Demonstrate knowledge of the requirements essential to the establishment and operation of a small contracting business.
8. Recognize and respond to emergencies by making appropriate decisions regarding first-aid care.

Program Objectives (A.O.S.)

In addition to numbers 1-8 listed above for the Carpentry Certificate, a graduate of the Carpentry A.O.S. program with a concentration in **Remodeling and Finish Masonry** should be able to:

1. Understand and apply the principles of residential remodeling theory, including additions to existing structures, dormers, kitchen and bathroom design, renovating and remodeling, re-roofing, and re-siding.
2. Understand and apply mathematical solutions to various advanced framing situations.
3. Demonstrate a basic understanding of plumbing and electrical systems so that he/she may work efficiently with tradespersons in these fields.
4. Understand and apply the principles of construction theory as they relate to stone masonry, chimney and fireplaces, ornamental brickwork, and tile.
5. Demonstrate an understanding of the design, building techniques, and structural details of the various foundation systems available to the modern contractor.
6. Understand and apply the fundamental techniques, skills, and computer usage necessary in the construction industry including word processing, spreadsheets, and CAD.

In addition to numbers 1-8 listed above for the Carpentry Certificate, a graduate of the Carpentry A.O.S. program with a concentration in **Remodeling and Cabinetmaking** should be able to:

1. Understand and apply the principles of residential remodeling theory, including additions to existing structures, dormers, kitchen and bathroom design, renovating and remodeling, re-roofing and re-siding.
2. Understand and apply the mathematics of advanced framing principles, principles of truss construction, and residential member sizing.
3. Demonstrate a basic understanding of plumbing and electrical systems so that he/she may work efficiently with tradespersons in these fields.
4. Understand and apply knowledge concerning cabinet design, joinery, abrasives, adhesives, coloring, and finishing as it applies to cabinetmaking.
5. Demonstrate knowledge of advanced finish carpentry techniques such as complicated interior trim work and advanced stair construction as well as other aspects of residential millwork.
6. Understand and apply the fundamental techniques, skills, and computer usage necessary in the construction industry including word processing, spreadsheets, and CAD.

In addition to numbers 1-8 listed above for the Carpentry Certificate, a graduate of the Carpentry A.O.S. program with a concentration in Woodworking should be able to:

1. Demonstrate knowledge of the safe operation and maintenance of major power tools used in cabinetmaking.
2. Build a series of woodworking projects which demonstrate an increasing level of skill and familiarity with the basic woodworking hand and power tools.
3. Discuss and demonstrate familiarity with the fundamentals of furniture design and joinery techniques.
4. Understand and apply knowledge concerning cabinet design, joinery, abrasives, adhesives, coloring, and finishing as it applies to cabinetmaking.
5. Demonstrate knowledge of advanced finish carpentry techniques such as complicated interior trim work and advanced stair construction as well as other aspects of residential millwork.
6. Understand and apply the fundamental techniques, skills, and computer usage necessary in the construction industry including word processing, spreadsheets, and CAD.

Computer-Aided Drafting and Design

The Field

Computer-Aided Drafting and Design (CADD) is a vital part of every field where design activities occur and where technical drawings are required. It is used extensively in mechanical, electrical, industrial, architectural, and civil applications, and in many subsets of these such as landscape design, automotive design, fashion design, etc. In the past 15 years, CADD has revolutionized industry's methods of doing design work and producing technical documentation.

Career Options

The growth of this technology has produced a corresponding need for design/drafters who know both CADD software and the technical design factors of a particular field. The role of these design/drafters is to translate the ideas and concepts of inventors and engineers into graphical designs required for the production of an end product.

A graduate of the CADD program has a number of career options. One is employment as a CADD design/drafter, a career that can be rewarding in itself, or as a stepping stone to other technical and managerial positions. A second option is transfer to a four-year bachelor's degree program in one of the engineering technologies. A third option is transfer to a bachelor's degree program in industrial or technical education in preparation for a career as a technical teacher in public schools.

CADD graduates possess very saleable skills after two years of college, and these skills can be used as the basis for a number of different careers related to computer graphics.

The Instructional Program

The Computer-Aided Drafting and Design program offers two associate's degree options, the A.A.S. (Associate in Applied Science) and the A.O.S. (Associate in Occupational Studies). The technical CADD content of each is identical, and both are equally effective in securing employment. The A.A.S. option has a few more liberal arts and science courses and is appropriate for students who plan on transferring to a four-year school. The first semester of each option is identical so that students can enter either and then switch if desired after the first semester. Both degree options emphasize mechanical drafting and design during the first year and electronic drafting and design during the second. The focus of the CADD courses is on the production of industry-quality technical designs and drawings.

Two one-year certificate programs are also available: CADD Mechanical and CADD Electronic. Essentially, they are the first and the second years of the A.O.S. degree option, and a student who completes a certificate can use all of the credits toward the A.O.S. degree.

High School Articulation

The CADD program at Delhi College has been the statewide leader in developing Tech-Prep CADD articulation agreements with high school technology programs and BOCES centers. It is possible for a high school student to earn up to 15 college credits towards the CADD associate's degree while still in high school. The credits are granted after a student successfully completes the first semester of the CADD program at Delhi. These agreements are advantageous to students in that they eliminate redundant course work and make the transition to college more efficient. Students interested in this program should contact their high school technology department or their BOCES CADD instructor.

Advanced Placement

Advanced placement means that a student bypasses the first year of the CADD program and enters directly into the second. This is often appropriate for students from BOCES CADD programs (two years) and others who have had industrial experience equivalent to the first year of the program. BOCES students with 15 hours of articulated credit (see above) often take this route and may earn an associate's degree in only three semesters.

Computer-Aided Drafting and Design

A.A.S. Degree SUNY Curriculum Code: 1043

First Semester

Course No.	Course	Cr. Hrs.
CADD 111	Fundamentals of Drafting	3
CADD 112	Dimensioning and Tolerancing	3
CADD 113	Descriptive Geometry	3
CADD 130	Introduction to CAD	3
MATH	Mathematics*	3
Total		15

Second Semester

Course No.	Course	Cr. Hrs.
CADD 151	Production Drawings	3
CADD 152	Geometric Form Tolerances	4
CADD 153	Industrial Drawings	3
CADD 170	Manufacturing Processes	3
PHYS 150	General Physics	3
Total		16

Third Semester

Course No.	Course	Cr. Hrs.
CADD 215	Electrical and Electronic Diagrams	3
CADD 225	Electro-Mechanical Design	3
CADD 230	Electricity	3
CADD 240	CAD II (AUTOCAD)	3
ENGL 100	Freshman Composition	3
MATH	Mathematics*	3
Total		18

Fourth Semester

Course No.	Course	Cr. Hrs.
BTEC 150	Statics and Strengths of Materials	3
CADD 255	Printed Circuit Design	4
CADD 270	Electronics	3
COMM 100	Public Speaking	
	or	
ENGL 200	Advanced Composition	3
	History or Humanities Elective	3
SOCI	Social Science Elective	3
Total		19

Program Objectives (A.A.S. and A.O.S.)

In addition to numbers 1-9 listed above, a graduate of a CADD degree program should be able to:

1. Demonstrate a working knowledge of electricity and electronics.
2. Detail complete sets of working drawings as they relate to the electro-mechanical field and design simple electronic packages given a schematic and electrical parts list.
3. Detail complete sets of working drawings as they relate to the electronics industry.
4. Design single- and double-sided printed circuit boards given a schematic or logic diagram.
5. Design products using parametric solid modeling software.

Degree Requirement: 68 credit hours

Admission Requirements: A high school diploma or equivalent is required. Two units of high school mathematics, one unit of high school science, and keyboarding are recommended.

**Note: Mathematics by advisement. College Algebra and Trigonometry are the minimum exit-level mathematics requirement for the associate's degree. Students with appropriate backgrounds are placed in higher-level mathematics courses.*

Computer-Aided Drafting and Design

A.O.S. Degree SUNY Curriculum Code: 1043

Certificates SUNY Curriculum Code: 1044,1045

First Semester

Course No.	Course	Cr. Hrs.
CADD 111	Fundamentals of Drafting	3
CADD 112	Dimensioning and Tolerancing	3
CADD 113	Descriptive Geometry	3
CADD 130	Introduction to CAD	3
MATH	Mathematics ¹	3
Total		15

Second Semester

Course No.	Course	Cr. Hrs.
CADD 151	Production Drawings	3
CADD 152	Geometric Form Tolerances	4
CADD 153	Industrial Drawings	3
CADD 170	Manufacturing Processes	3
MATH	Mathematics ¹	3
Total		16

Third Semester

Course No.	Course	Cr. Hrs.
CADD 215	Electrical and Electronic Diagrams	3
CADD 225	Electro-Mechanical Design	3
CADD 230	Electricity	3
CADD 240	CAD II (AUTOCAD)	3
MATH	Mathematics ¹ or Technical Elective	3
Total		15

Fourth Semester

Course No.	Course	Cr. Hrs.
BTEC 150	Statics and Strengths of Materials	3
CADD 255	Printed Circuit Design	4
CADD 270	Electronics Communications/ English ²	3
MATH	Mathematics ¹ or Technical Elective	3
Total		16

Program Objectives (Certificate)

A graduate of the CADD certificate program should be able to:

1. Delineate various mechanical types of parts by following the industry standard, ASME Y14.5M, as it relates to line quality, lettering, geometric constructions, multiview drawings (orthographic projection), and sectioning.
2. Detail various mechanical types of parts by following the ASME Y14.5M standard as it relates to dimensioning and tolerancing.
3. Detail various mechanical types of parts by following the ASME Y14.5M standard as it relates to descriptive geometry, theory of projection, and auxiliary views.
4. Learn and master the use of at least two different types of computer-based 3-D graphic software, one in the first year (CADKEY) and a different one in the second year (AUTOCAD), to generate and create electronic files as well as printed/plotted sets of working drawings that conform to the ASME Y14.5M standard.
5. Detail complete sets of working drawings by following the ASME Y14.5M standard for the development, production, and/or servicing of various types of mechanical systems.
6. Detail drawings that relate to the areas of welded fabricated parts, piping, hydraulics, pneumatics, structural, and developments by conforming to various industry standards.
7. Understand and know how to use and apply geometric form tolerances and true positioning by following the ASME Y14.5M standard.
8. Resource and use both electronic and printed manufacturing manuals.
9. Specify commonly used materials in making various types of parts based on a knowledge of cast, forged, stamped, machined, extruded, and other manufacturing processing methods.

Certificate Requirements: 31 credit hours

Degree Requirement: 62 credit hours

Admission Requirements: A high school diploma or equivalent is required. Two units of high school mathematics, one unit of high school science, and keyboarding are recommended.

Notes:

¹ *Mathematics by advisement. College Algebra and Trigonometry are the minimum exit-level mathematics requirement for the associate's degree.*

² *Students with appropriate backgrounds are placed in higher-level mathematics courses.*

³ *Communications or English by advisement.*

Technical Electives

Course No.	Course	Cr. Hrs.
ARCH 150	Introduction to Architectural Computer Graphics	3
CITA 110	Microcomputer Applications I	3

Course No.	Course	Cr. Hrs.
CITA 120	Computer Concepts and Operation Systems	3
EGSC 140	Introduction to GIS	3
LARC 110	Drawing and Surveying	3
LARC 120	Landscape Graphics	2

Computer Information Systems

The Field

There is a trend in business today to create one leadership position for all business technology functions. This position encompasses expertise in data processing, word processing, and all other computer technologies, as well as skills in general management, supervision, accounting, fiscal management, and planning.

The changing business environment also demands new data and information processing skills. They include the creation, editing, manipulation, storage, and retrieval of data. These processing functions transform and communicate data and words into meaningful information necessary to direct business activities.

As a result, the Computer Information Systems program has been designed as a computer-based management program to prepare individuals for new opportunities in the information systems management area.

Career possibilities may include positions as a business systems analyst, applications programmer, business consultant, manager of computer operations, office automation specialist, administrative assistant, and office manager. These opportunities exist in government as well as many industries, including manufacturing, retailing, and service organizations.

The Instructional Program

The Computer Information Systems program is designed to integrate computer-based technology into the business education program by embracing both data and word processing aspects of information systems. The content of the program is structured to provide competence in business management and the information systems that support business decisions. This program also integrates instruction in data processing, word processing, management accounting, and networks. The instructional program includes computer operation, software development, systems analysis and design, and Internet basics.

The primary goal of the program is employment after completing two years of study at Delhi. However, students are qualified to transfer to baccalaureate programs in the field or Delhi's Bachelor of Technology in Information Technology.

Computer Information Systems

A.A.S. Degree SUNY Curriculum Code: 0581

First Semester

Course No.	Course	Cr. Hrs.
CITA 110	Microcomputer Applications I	3
CITA 120	Computer Concepts & Operation Sys.	3
ACCT 110	Accounting I	3
ENGL 100	Freshman Composition	3
MATH	College Algebra or higher	3
Total		15

Second Semester

Course No.	Course	Cr. Hrs.
CITA 130	Microcomputer Applications II	3
CITA 140	Introduction to Programming	3
ACCT 120	Accounting II	3
	English Elective	3
MATH 115	Statistics	4
Total		16

Third Semester

Course No.	Course	Cr. Hrs.
CITA 200	Data Communications & Networking	3
CITA 210	Visual Programming & Development Tools	3
BUSI 120	Business Communications	3
ECON	Macro or Microeconomics	3

Fourth Semester

Course No.	Course	Cr. Hrs.
CITA	Computer Elective	3
	Social Science Elective	3
BUSI 200	Management I	3
	Liberal Arts & Science Elective	3
	Unrestricted Elective	3
Total		15

Degree Requirements: 61 credit hours and minimum mathematics competency

Admission Requirements: Satisfactory completion of a high school curriculum and interest in a business administration and/or marketing career are the key admission requirements. It is recommended that applicants should also have completed high school Mathematics Course I.

Program Objectives

A graduate of the Computer Information Systems A.A.S. program should be able to:

1. Display a fundamental understanding of computers and computer information systems and be familiar with common computer applications such as word processing, spreadsheets, database management, and graphics.
2. Understand and apply the terminology and concepts associated with computer systems hardware and software through the construction of personal computers and the installation, configuration, testing, and troubleshooting of systems software.
3. Demonstrate facility with microcomputer software used in business, including MS-DOS, commercial accounting software, and familiarity with other major commercial software.
4. Exhibit problem-solving skills using a programming language through writing, testing, and debugging programs related to various disciplines.
5. Demonstrate understanding of data communications concepts, terminology, and hardware and software associated with data communications systems.
6. Exhibit a good grasp of the development of computer applications using rapid development tools.
7. Prepare financial statements and maintain accounting records.
8. Demonstrate in-depth knowledge of the different types of accounts (assets, liabilities, equities, revenues, and expenses) and be able to compare proprietorship, partnership, and corporation accounting procedures.
9. Express him/herself effectively through written and oral business communications.
10. Demonstrate understanding of the principles of business organization, scientific management, decision making, business forecasting, and economic analysis.
11. Understand the fundamentals of economic theory.

Construction Technology

The Field

Delhi College's two-year program for construction supervisors, managers, and technicians is nationally accredited by the American Council for Construction Education. The program addresses an expanded population and a complex technical society. These changes have significantly increased construction needs in housing, commercial buildings, and civil structures in the United States. These same technical advances have expanded the career opportunities for construction managers and technicians in field construction processes, particularly for assisting construction contractors in project superintendence, estimating construction costs, bidding procedures, project expediting, material testing, building layout and surveying, general construction inspection, and other closely allied specialties.

New construction concepts and methods have opened exciting areas for the technician, particularly in energy-efficient building techniques, prefabrication, material testing, and modular concepts. With these latest concepts combined with new, more sophisticated materials and equipment, the requirement for college-level training and/or competence is now a recognized minimum for entry into construction industry careers.

Many graduates of Delhi's Construction Technology program have elected to continue their studies in Construction Management and Construction Technologies at schools such as Syracuse University, Purdue University, New Jersey Institute at Tech Central, SUNY Oswego, Connecticut State University, University of Florida, and Rochester Institute of Technology.

Degree Requirements: 67½ credit hours

Admission Requirements: High school Mathematics Course I and II or the equivalent are required; Mathematics III or the equivalent and physics are recommended.

***Note:** *Math and English by placement. Trigonometry is the minimum math level required for graduation. Students who have completed Trigonometry or higher may elect a second math or a laboratory science course. A minimum of 9 credit hours of math and science is required for graduation.*

The Instructional Program

The Construction Technology program offers sound educational experiences in all aspects of building construction and related areas. The courses are designed to give a basic understanding of light frame and commercial building construction.

In addition to building materials and methods courses, students receive instruction in estimating, law and contracting, construction planning and control, and

other courses closely related to the field control of the construction process.

The instructional facility for Construction Technology is Smith Hall, a building designed specifically for specialized classroom and laboratory activities. Students receive extensive laboratory work to augment their classroom instruction. Laboratory practice, where feasible, includes the design, engineering, planning, and erection of full-scale buildings.

Construction Technology

A.A.S. Degree SUNY Curriculum Code: 0540

First Semester

Course No.	Course	Cr. Hrs.
ARCH 110	Residential Drawing	3
ARCH 150	Introduction to Architectural Computer Graphics	3
BTEC 110	Construction Materials	3
CNST 100	Orientation to Construction Technology	½
CNST 110	Principles and Practices of Wood Construction	3
MATH	Mathematics*	3-4
Total		15½-16½

Second Semester

Course No.	Course	Cr. Hrs.
BTEC 150	Statics and Strengths of Materials	3
CNST 150	Concrete and Masonry Construction	3
CNST 160	Construction Surveying	3
ENGL	English Elective*	3
MATH	Mathematics*	3-4
	Social Science Elective	3
Total		18-19

Third Semester

Course No.	Course	Cr. Hrs.
ARCH 220	Commercial Detailing	3
CNST 210	Commercial Building Systems	4
CNST 230	Construction Site Safety Management	2
COMM 00	Public Speaking	3
PHYS 150	General Physics I	3
	Business/Management Elective	3
Total		18

Fourth Semester

Course No.	Course	Cr. Hrs.
BTEC 270	Law and Contracting	3
BTEC 290	Construction Seminar	3
CNST 260	Estimating and Planning	3
CNST 280	Mechanical and Electrical Equipment Buildings	4
	Social Science Elective	3
Total		16

Construction Technology

Business/Management Electives

Course No.	Course	Cr. Hrs.	Course No.	Course	Cr. Hrs.	Course No.	Course	Cr. Hrs.
ACCT 110	Principles of Accounting I	3	BUSI 100	Introduction to Business	3	BUSI 230	Human Behavior in Organization	3
ACCT 150	Accounting for Small Business	3	BUSI 200	Management I	3	BUSI 240	Basic Supervision	3
			BUSI 205	Small Business Management	3	BUSI 245	Principles of Marketing	3

Program Objectives

A graduate of the Building Construction Technology A.A.S. program should be able to:

1. Discuss the academic and career opportunities available in the field of Construction Technology and have a working knowledge of how to utilize these opportunities.
2. Discuss and apply the principles and practices of wood construction, including building layout; floor, wall and roof framing; and member loading.
3. Apply fundamental principles of drafting to residential drawings, including basic lettering and linework techniques, wall sections, basic working drawings, and residential details.
4. Understand and apply the fundamental techniques, skills, and computer usage necessary in the construction industry including word processing, spreadsheets, and CAD.
5. Exhibit knowledge of the physical properties, design considerations, and practical applications of engineered structural components and common finish materials as they relate to the entire building system.
6. Demonstrate an understanding of the strength of materials through the analysis of basic forces, conditions for equilibrium, stress-strain relationships, riveted and bolted connections, steel and timber beam design, simple column design, concrete form work design, and temporary structures.
7. Exhibit knowledge of the practical and technical aspects of concrete and masonry materials including soils classification, concrete mix design, applicable codes, report writing, and testing.
8. Understand and utilize construction surveying practices for residential and commercial structures, including use and care of equipment.
9. Demonstrate knowledge of the methods and materials of commercial buildings and structures, as well as construction project planning, construction site record keeping, and safety.
10. Develop working drawings for a complete commercial building project including plans, sections, elevations, and details.
11. Fully understand and be able to transmit pertinent information concerning the environmental hazards of chemicals and building materials produced on or brought to a construction site, as well as being aware of how hazardous materials should be handled, stored, and disposed in accordance with OSHA regulations.
12. Analyze the various components within a building and compare the different construction materials relative to current construction practices and the implications for indoor air quality.
13. Perform construction estimating calculations, including quantity take-offs, labor rates, overhead, and profit, and be conversant with the skills necessary to do time scheduling and project management using computer applications.
14. Understand the fundamentals of mechanical and electrical equipment requirements for buildings.
15. Understand and apply the principles of physics to the field of construction.
16. Recognize and respond to emergencies by making appropriate decisions regarding first-aid care.

Culinary Arts

The Field

The culinary arts are a special level of excellence found only in the finest food and beverage settings. The hospitality industry looks to the professional chef for mastery of the cookery and food preparation techniques that create the true culinary artist.

There is an ever-increasing need for the culinary artist-professional chef in today's hospitality and travel industry. It takes an expert in the fine art of food preparation to create the midnight buffets that are a cruise line tradition, the gala food presentations that highlight corporate meetings and conventions, and the gourmet meals served at major restaurants and in fine hotels and resorts.

The Instructional Programs

Delhi offers an Associate in Applied Science (A.A.S.) degree and a Bachelor of Business Administration (B.B.A.) in Culinary Arts.

The associate's degree program features an extensive hands-on approach to the culinary arts along with instruction in the social sciences, liberal arts, math, and science. A fine culinary dining experience is provided in the student restaurant, *Signatures by Candlelight*. Each Culinary Arts senior serves as Executive Chef one evening, preparing the menu based on a variety of classical cuisines.

A summer internship and cooperative study at a major culinary establishment is an essential component of the program. Delhi has over 50 years of experience in hospitality education, and its record of success has led to solid working relationships with the leading hotels, resorts, and restaurants that specialize in culinary arts. This network can assist students in identifying positions for their internship or upon graduation.

The bachelor's degree program continues to sustain and build culinary skills while developing managerial knowledge. Coursework includes accounting and financial management, human resources, leadership and management, and communication. Emphasis is on developing the analytical and interpersonal skills needed for successful management careers.

Culinary Arts

A.A.S. Degree SUNY Curriculum Code: 0578

First Semester

Course No.	Course	Cr. Hrs.
ENGL 100	Freshman Composition	3
HOSP 100	Orientation to the Hospitality Industry	1
CULN 100	Culinary Arts I	3
CULN 115	Culinary Arts I Lab	1
HOSP 130	Menu Planning and Controls	3
BIOL 125	Nutritional Microbiology	3
	Math Elective	3-4
Total		17-18

Second Semester

Course No.	Course	Cr. Hrs.
CULN 120	Professional Baking	3
CULN 125	Professional Baking Lab	1
CULN 180	Professional Table Service in the Hospitality Industry	1
	Arts & Science Elective	3
	Social Science/ Humanities Elective	3
	English/Literature Elective	3
Total		14

Third Semester

Course No.	Course	Cr. Hrs.
CULN 200	Culinary Internship*	2
CULN 250	Advanced Culinary Arts/Garde Manger and Charcuterie	3
CULN 255	Advanced Culinary Arts/Garde Manger and Charcuterie Laboratory	1
HOSP 210	Hospitality Human Resources I	3
HOSP 220	Nutrition I	3
	Social Science Elective	3
	Culinary Elective	3
Total		18

Fourth Semester

Course No.	Course	Cr. Hrs.
	Culinary Elective	3
HOSP 205	Hospitality Management	3
REST 190	Food and Beverage Cost Control Systems	3
CULN 280	Culinary Restaurant	5
Total		14

Degree Requirements: 63 credit hours

Admission Requirements: Applicants must have satisfactorily completed a year of high school science (preferably biology) and mathematics.

***Note:**

This two-credit course requires 480 hours of professional work experience.

Culinary Arts

Program Objectives (A.A.S.)

A graduate of the Culinary Arts A.A.S. program should be able to:

1. Understand and apply the vocabulary and practical skills required of the culinary professional.
2. Understand and apply the techniques, measurements, ingredients, mathematical calculations, and chemistry that are the foundation of successful professional baking.
3. Exhibit a basic knowledge of wines, including the types of soils in vineyards, weather cycles, the major grapes used to produce wine, and the primary styles of wine produced.
4. Display a thorough understanding of the culinary arts industry acquired through a required twelve-week summer internship.

5. Prepare and present cold food with an emphasis on the standards, principles, methods, and techniques required to produce quality, wholesome *garde manger* and *charcuterie* products.
6. Discuss the scope of the hospitality industry.
7. Apply a comprehensive understanding of basic food cookery, industry terminology, product identification, and the use and care of foodservice equipment.
8. Demonstrate a thorough understanding of the menu as a major management tool for food service operations, including its role as a merchandising mechanism and vehicle for the presentation of food and beverage products.
9. Exhibit knowledge of traditional management theory, leadership and

management roles, organizational structure and change, service, quality, decision-making, empowerment, and ethics.

10. Demonstrate knowledge of the basic principles of nutrition, including familiarity with carbohydrates, fats, proteins, vitamins, minerals, and water.
11. Display familiarity with food and beverage cost control systems, including accounting systems applied to sales, food, beverage, and labor cost controls.
12. Demonstrate a realistic understanding of how to operate a restaurant through hands-on experience in all aspects of running a restaurant operation.
13. Discuss the theories and philosophy of nutritional microbiology, with emphasis on the significance of microorganisms to food preparation and spoilage, methods of microbial control, and food-transmitted diseases.

Culinary Arts

B.B.A. Degree SUNY Curriculum Code: 1527

General Management Core

Course No.	Course	Cr. Hrs.
ACCT 110	Principles of Accounting I	3
ACCT 120	Principles of Accounting II	3
BUSI 343	Organizational Behavior	
	or	
BUSI 344	Organizational Theory	3
BUSI 360	International Business Management	3
CITA 110	Microcomputer Applications I	3
	Management Electives	6
	Total	21

Hospitality Management Core

Course No.	Course	Cr. Hrs.
HOSP 205	Hospitality Management	3
HOSP 210	Hospitality Human Resources Management I	3
HOSP 310	Hospitality Human Resources II	3
HOSP 320	Hospitality Financial Management	3
HOSP 350	Hospitality Law	3
HOSP 470	Hospitality Management Seminar	3
REST 190	Restaurant and Food Service Accounting	3
	Total	21

Liberal Arts and Sciences Core

Course No.	Course	Cr. Hrs.
COMM 310	Argumentation and Debate	3
ECON 100	Introductory Macroeconomics or	
ECON 110	Introductory Microeconomics	3
ENGL 100	Freshman Composition	3
GOVT 300	Public Policy	3
MATH 115	Statistics	4
MATH	Mathematics Elective (minimum College Algebra)	3
	Literature Elective	3
	Science Elective	3
	American History Elective	3
	Western Civilization Elective	3
	Other World Civilization Elective	3
	Arts Elective	3
	Language Elective	3
	Upper Division Elective	3
	Total	43

Culinary Arts Core

Course No.	Course	Cr. Hrs.
CULN 100	Culinary Arts I	3
CULN 115	Culinary Arts I Lab	1
CULN 120	Professional Baking	3
CULN 125	Professional Baking Lab	1
CULN 250	Advanced Culinary Arts	3
CULN 250	Advanced Culinary Arts Lab	1
CULN 280	Culinary Restaurant	5
CULN 350	History of Wines	3
CULN 420	Food & Culture	3
HOSP 130	Menu Planning & Controls	3
HOSP 335	Purchasing for the Hospitality Industry	3
REST 420	Classical Cuisine	3
	Culinary Arts Electives	11
	Total	43

Degree Requirements: 128 credit hours

Admission Requirements: Applicants must have satisfactorily completed a year of General Biology and Mathematics Course II. A high school average of 80 is required. Transfer students must have a minimum 2.25 GPA.

Electrical Construction and Maintenance

The Field

The electrical field is of considerable importance to our technological environment. With the increased demand for environmentally sound mechanical and electrical systems, the continuous growth in new technology, and the fact that industrial processes are rapidly becoming almost totally controlled and operated electrically, a wide demand for competent electricians has been created.

Delhi graduates can select employment with electrical contractors, manufacturers, utilities, service industries, commercial businesses, governmental agencies, and repair shops, or may become self-employed.

The Instructional Program

The Electrical Construction and Maintenance Program uses the National Electrical Code as the basis for all instruction. The program focuses on electrical maintenance, layout, and installation, stressing residential wiring during the first semester and commercial wiring during the second semester.

Students develop skills in the electrical trade using a “hands-on” educational approach to learning. Additionally, they learn the safe and proper use, care, and handling of various electrical tools, equipment, machines, and materials. They learn to apply electrical skills to residential, commercial, and industrial installations. Students further learn to coordinate electrical installations with other trades and are familiar with blueprints, specifications, and code requirements. Related topics covered include electrical layout, blueprint reading, mathematics, and electrical theory.

Electrical Construction and Maintenance

Certificate SUNY Curriculum Code: 0955

First Semester

Course No.	Course	Cr. Hrs.
ECMT 110	Electrical Theory I	3
ECMT 120	Electrical System Design I	3
ECMT 130	Electrical Laboratory I	4
ECMT 140	National Electric Code I	3
MATH	Mathematics by placement ¹	3
Total		16

Second Semester

Course No.	Course	Cr. Hrs.
ECMT 142	National Electric Code II	3
ECMT 150	Electrical Theory II	3
ECMT 160	Electrical System Design II	3
ECMT 170	Electrical Laboratory II	4
	Restricted Elective ²	3
Total		16

Certificate Requirements: 32 credit hours

Admission Requirements: Applicants must have earned a high school or equivalency diploma or be at least 18 years of age. Successful completion of high school Mathematics Course I and II is highly recommended.

Notes:

¹Minimum exit-level requirement for the Certificate is MATH 102 Mathematics for Applied Technology.

²Students must choose an elective based on career goals and advisor recommendation. A variety of business, technical, and social science electives are available.

Reading comprehension and the ability to perform mathematical calculations are essential skills that students need to succeed in this program.

Program Objectives

A graduate of the Electrical Construction and Maintenance Certificate program should be able to:

1. Understand and discuss electrical theory and its practical application to electrical circuits and equipment, including the topics of electron theory, Ohm's Law, types of electrical circuits, and concepts in direct current circuits and electromagnetism.
2. Design, plan, install, and maintain residential electrical equipment in accordance with the standards required by the National Electrical Code.
3. Comprehend and interpret the National Electrical Code regulations to ensure code compliance and demonstrate the skills required to perform the necessary calculations.
4. Demonstrate knowledge of the characteristics and applications of alternating current theory from the point of production throughout its distribution and use in single- and three-phase systems.
5. Understand and apply the theory of electrical heating systems, low-voltage control systems, residential and commercial services, and motor control systems.
6. Demonstrate the ability to plan, install, and maintain residential and commercial electrical systems.

Electrical Instrumentation and Controls

The Field

The field of automatically controlled electrical and electronic systems has created a vast demand for skilled industrial electricians/mechanics, technicians, and service technicians. The field varies from the thermostatically controlled electric heater to vast industrial processes which are totally automated.

Graduates of this program select employment in various areas of the electrical/electronics and HVAC industries.

The Instructional Program

The Electrical Instrumentation and Controls program enables students who have prior electrical knowledge and/or experience, and who wish further knowledge and instruction in the commercial and industrial aspects of the electrical/electronics industry, to improve their skills and knowledge. It is also intended to provide electrical training to students in the heating, air conditioning, and refrigeration fields who need an extensive knowledge of the electrical control systems used in the HVAC industry.

The program is comprehensive, dealing with AC/DC theory, AC/DC motors, AC motor frequency devices, controllers and programmable logic controllers, solid state theory, electronic control devices, electro-mechanical devices, and other components appropriate to the installation, maintenance, and servicing of automatic process systems, heating systems, and refrigeration and air conditioning control systems. The use and care of recording, metering, and testing devices are an integral part of the instruction, which is done according to the standards of the National Electric Code.

All students must provide their own set of electrician's hand tools.

Electrical Instrumentation and Controls

Certificate/A.O.S. Degree SUNY Curriculum Code: 0960

First Semester

Course No.	Course	Cr. Hrs.
BUSI 120	Business Communications	3
EICR 210	Electrical Theory III	6
EICR 220	Control System Design	3
EICR 230	Electrical Laboratory III	4
Total		16

Second Semester

Course No.	Course	Cr. Hrs.
EICR 250	Electrical Theory IV	6
EICR 260	Programmable Logic Controllers	3
EICR 270	Electrical Laboratory IV	4
PEDH 220	First Aid	2
Total		15

Certificate Requirements: 31 credit hours

Degree Requirements: 63-64 credit hours

Admission Requirements: Students who have successfully completed Electrical Construction and Maintenance; Plumbing, Heating, and Pipefitting; or Refrigeration and Air Conditioning will be accepted into the program. Consideration will also be given to applicants with previous related work/military experience.

Program Objectives

A graduate of the Electrical Instrumentation and Controls Certificate program should be able to demonstrate both theoretical and practical knowledge of:

1. Direct current motors and generators.
2. Direct current motor controllers and starters.
3. Residential and commercial heating control systems.
4. Residential and commercial cooling (air conditioning).
5. Voltage sources, both single-phase and three-phase, including alternators, generators, and batteries.
6. National Electric Code compliance, including calculating wire sizes, sizing starters, fuses, and overloads.
7. Magnetism and magnetic properties.
8. Electrical circuit configurations, including series, parallel, and series-parallel.
9. RLC circuits (resistance, inductance, capacitance).
10. Designing and drawing wiring and schematic diagrams.
11. Writing sequences of operation for control systems.
12. Power transmission systems (transformers).
13. Programmable logic controllers (PLCs).
14. AC motors and alternators, both single- and three-phase.

Engineering Science

The Field

Space exploration, potholes in the street, community water supply systems, and high resolution TV are examples of problems which engage the engineer. With something in excess of two million engineers in today's work force, one must accept the difficulty of describing the breadth of engineering work. However, most engineers have a four-year Bachelor of Engineering degree, and increasing numbers have one or more graduate degrees. Bachelor's degrees are normally taken in one of three areas: civil, mechanical, or electrical engineering. Graduate study leads to specialization in one of the more than 25 professionally recognized engineering branches.

The Instructional Program

Delhi's Engineering Science program provides the first two years of a Bachelor of Engineering degree. Common to all engineering programs are calculus, physics, chemistry, and a number of introductory engineering courses. Students choosing the Engineering Science program at Delhi receive coursework equivalent to lower-division offerings at four-year engineering schools. Graduates of Delhi's Engineering Science program transfer to engineering schools with full junior standing and complete bachelor's degree requirements in two years.

Advantages of the Engineering Science program include economy and a personalized instructional atmosphere. Delhi's tuition is substantially less than that at a four-year college. This fact can reduce the total cost of an engineering education by many thousands of dollars. Delhi's instructional atmosphere is distinguished by a teaching faculty devoted to classroom instruction. Classes are small, so students receive the attention often needed to weather the first difficult years of college life. Delhi's facilities include modern science laboratories and state-of-the-art computer systems.

Students matriculating in Delhi's Engineering Science program should be prepared for a first course in calculus. High school math preparation should be substantially equivalent to New York State Regents Math I, II, and III. A fourth year of math, such as "Senior Math" or "Elementary Functions," is desirable. Coursework in physics and chemistry, while not necessary, is strongly recommended.

Students with a strong interest in engineering but without the necessary math and science requirements can enroll in

Delhi's pre-engineering program to develop those academic skills needed for engineering science work.

Engineering Science

A.S. Degree SUNY Curriculum Code: 0530

First Semester

Course No.	Course	Cr. Hrs.
CSCI 110	Computer Science I	3
EGSC 120	Engineering Measurements Laboratory I	1
ENGL 100	Freshman Composition	3
MATH 210	Calculus I	4
PHYS 210	Physics I	4
Total		15

Second Semester

Course No.	Course	Cr. Hrs.
EGSC 115	Computer-Aided Engineering Drawing	3
ENGL	English	
LITR	Literature Elective	3
MATH 215	Calculus II	4
PHYS 215	Physics II	4
	Social Science Elective	3
Total		17

Third Semester

Course No.	Course	Cr. Hrs.
CHEM 180	General Chemistry I	4
EGSC 210	Statics	3
MATH 220	Calculus III	4
PHYS 220	Physics III	4
	Social Science Elective*	3
Total		18

Fourth Semester

Course No.	Course	Cr. Hrs.
CHEM 185	General Chemistry II	4
EGSC 130	Engineering Measurements Laboratory II	1
EGSC 230	Circuit Analysis I	3
EGSC 250	Dynamics	3
EGSC 260	Strengths of Materials	3
MATH 225	Differential Equations	4
Total		18

Degree Requirements: 68 credit hours

Admission Requirements: High school Mathematics Course I, II, and III. Mathematics 12, chemistry, and physics are strongly recommended.

***Note:** *Social science electives include anthropology, economics, geography, government, history, psychology, and sociology.*

Program Objectives

A graduate of the Engineering Science A.S. program should be able to:

1. Understand a variety of engineering disciplines, including civil, electrical, industrial, and mechanical engineering through the laboratory exploration of mechanical measuring devices, tension, compression, shear, torsion testing, concrete mix design, and basic electrical measuring devices.
2. Produce computer-aided engineering drawings through the use of AutoCad software.
3. Write, test, and debug computer programs related to the discipline of engineering.
4. Demonstrate knowledge of statically determinant systems in equilibrium.
5. Understand nonequilibrium systems: displacement, velocity, and acceleration.
6. Demonstrate understanding of calculus-based engineering circuit analysis.
7. Understand the behavior of material bodies as affected by mechanical and thermal stress and strain.
8. Demonstrate a thorough understanding of calculus and differential equations and be able to apply this knowledge to the field of engineering, using graphing calculators and appropriate computer software.
9. Exhibit a solid foundation of knowledge in the discipline of calculus-based physics including facility with the concepts of mechanics, heat, sound, electricity, optics, and atomic physics.
10. Understand and apply the concepts of general chemistry to the field of engineering.

Golf Course Management

The Field

Golf is a growth industry. In 1995 alone, the National Golf Foundation (NGF) reported that there were 468 new golf course openings across the country. With this development and growth has come a corresponding need for golf course managerial personnel. The number of college graduates with the combination of technical and managerial knowledge is small considering the demand. Golf Course Management graduates have a competitive edge over those with degrees narrowly focused in specific areas of expertise or other programs not centered on the industry.

Unprecedented growth in leisure and service industry has created demand for golf course managers including clubhouse managers, golf professionals, and golf course superintendents. According to the Golf Course Superintendents Association of America (GCSAA) and the Professional Golf Association of America (PGA), there is an ever increasing demand for qualified individuals who understand the technical aspects of the industry and have the management skills necessary for overall success of the facility operations. Delhi's bachelor's degree program in Golf Course Management offers students the opportunity to develop these skills.

The Instructional Program

The Bachelor of Business Administration (B.B.A.) degree program in Golf Course Management is designed to prepare future management personnel for the growing number of golf courses in the region and the nation. Graduates of the program qualify for assistant managerial positions at various golf courses, and after gaining sufficient experience,

may become candidates for management positions in the golf course industry.

The program builds upon the long history of excellent two-year A.A.S. programs at Delhi College in Golf Course Operations, Hospitality Management, Business Management, and Recreation Management. The Golf Course Management program offers a well-integrated curriculum that incorporates the liberal arts, general business, turf management, and hospitality management theory and application. In addition to a core set of courses, students select one of three areas of concentration. All three concentrations require an extensive 15-week internship at an approved national or international internship site.

Club Manager Concentration

This concentration offers instruction in the area of Golf Course Club Management. The student elects a sequence of courses that is necessary to successfully manage the golf course clubhouse facility. Emphasis is placed on food preparation and menu planning, bar and beverage management, hospitality purchasing and marketing, golf course management and planning, human resource management, and recreation and club management.

Golf Course Superintendent Concentration

This concentration offers instruction for students interested in becoming Golf Course Superintendents. The student elects a sequence of courses emphasizing horticultural practices, turf management, pest management, equipment management, irrigation management, budget planning and preparation, personnel management, and public policy.

Golf Professional Concentration

This concentration offers instruction for students interested in becoming a Golf Professional. Students interested in this concentration have an 8 handicap or less verified by a PGA golf professional or high school coach. Students in this concentration must pass a Playing Ability Test (PAT) by the conclusion of their sophomore year in order to remain in the program. Students elect a sequence of courses emphasizing golf fundamentals, golf education and coaching, tournament organization, golf shop management, merchandizing, and business management.

The bachelor's degree program does not replace the associate degree programs, but rather is designed to build upon them. Students may enter as freshman or transfer into the program after completing an associate degree.

Facilities

Delhi College is proud of the outstanding facilities that support this program. We are the only college in the Northeast that has an 18-hole golf course that serves as an academic laboratory. The golf course has a clubhouse that houses a full service restaurant and pro-shop, a 30 station practice range, and a chipping/putting practice green. The Turf Education Center dedicated in 1995 with industry support houses state-of-the-art equipment, classroom, a demonstration laboratory, greenhouses, and turf demonstration test plots. Alumni Hall Hospitality Center has a student-operated restaurant and lounge. Farnsworth Hall houses various classrooms and horticultural laboratories. A 35,000 square foot air structure gives students enrolled in the PGM program year-round opportunity for golf practice, education, and coaching.

Golf Course Management: Club Manager Concentration

B.B.A. Degree SUNY Curriculum Code: 1459

First Semester

Course No.	Course	Cr. Hrs.
	Social Science Elective	3
ACCT 110	Principles of Accounting I	3
GMBA 100	Orientation Golf Course Management	1
ENGL 100	Freshman Composition	3
HOSP 110	Basic Food Preparation and Standards	3
HOSP 115	Basic Food Preparation and Standards Lab	1
HOSP 130	Menu Planning and Controls	3
	Total	17

Second Semester

Course No.	Course	Cr. Hrs.
HOSP 120	Food Production, Planning, and Purchasing	3
HOSP 125	Food Production, Planning, and Purchasing Lab	1
ACCT 120	Principles of Accounting II or	
ACCT 140	Accounting II Majors	3
HORT 160	Soil Technology	3
MATH	Mathematics by placement	3-4
CITA	Computer Elective	3
	Total	16-17

Third Semester

Course No.	Course	Cr. Hrs.
COMM 100	Public Speaking	3
TURF 210	Turf Management	3
HOSP 215	Hospitality Marketing	3
REST 280	Restaurant Management and Operations Lab	6
ECON	Economics Elective	3
	Total	18

Fourth Semester

Course No.	Course	Cr. Hrs.
HORT 150	Grounds Equipment	2
HOSP 140	Beverage and Beverage Control	3
TURF 180	Introduction to Golf Course Operations/ Internship	3
HTEL 250	Hotel Banquet and Function Management Laboratory	6
	Humanities Elective	3

Total

17

Management
Internship

1

Total

21

Fifth Semester

Course No.	Course	Cr. Hrs.
GMBA 300	Golf Course Management and Planning	3
COMM 300	Organizational Communications or	
COMM 310	Argumentation and Debate	3
GOVT 300	Public Policy	3
HOSP 210	Hospitality Human Resources Management	3
HOSP 320	Hospitality Financial Management	3
	Arts Elective	6

Total

18

Sixth Semester

Course No.	Course	Cr. Hrs.
BUSI 255	Principles of Advertising	3
HOSP 335	Purchasing for the Hospitality Industry	3
	American History Elective	3
	Western Civilization Elective	
	Other World Civilizations Elective	3
	Foreign Language Elective*	6

Total

18

Seventh Semester

Course No.	Course	Cr. Hrs.
GMBA 350	Golf and Tournament Organization	3
BUSI 343	Individual Behavior in Organization or	
BUSI 344	Organizational Theory	3
PEDH 220	First Aid	2
	Science Elective	3-4
	Upper-Division Elective	6
	Total	17-18

Eighth Semester

Course No.	Course	Cr. Hrs.
GMBA 310	Advanced Golf Course Operations	3
GMBA 320	Golf Course Governance and Public Relations	3
GMBA 360	Golf Course	

Degree Requirements: 142 credit hours

Admission Requirements (Freshmen): Applicants should have a minimum 80 high school average and have taken 3 units of English, 3 units of social science, 2 units of math (Courses I and II), and 2 units of science (biology is recommended). SAT/ACT scores are not required, but an SAT score of 950 or better or an ACT score of 19 or better will be used as an indicator of success. An on-campus interview is strongly recommended. Applicants who do not meet the minimum entrance requirements for this concentration will be offered admission into the Hotel and Resort Management A.A.S. program. It is understood that these students meet the minimum entrance requirements for the A.A.S. program.

Admission Requirements (Transfers): Applicants must have a minimum 2.3 cumulative GPA, and only grades of C or better in college coursework will be accepted for transfer. See the Academic Policies section of this catalog for further information about transfer credit. An on-campus interview is mandatory. Previous study in golf course management is not required, but extra time may be needed to complete degree requirements.

**Note: Students are required to demonstrate proficiency in a foreign language. This can be accomplished by testing or by enrolling in a Foreign Language course. The preferred foreign language for this curriculum is Spanish.*

Lower-Division Electives

Any appropriate 100- and 200-level courses (in consultation with advisor)

Upper-Division Electives

Course No.	Course	Cr. Hrs.
BUSI 345	Risk Management	3
BUSI 360	International Business Management	3
HTEL 310	Hotel Maintenance and Engineering	3
HTEL 420	Hotel/Resort Operations	3
GMBA 330	Golf Shop Management	3
GMBA 370	Golf Education and Coaching	3

Golf Course Management: Golf Course Superintendent Concentration

B.B.A. Degree SUNY Curriculum Code: 1508

First Semester

Course No.	Course	Cr. Hrs.
HORT 120	Introduction to Horticultural Practices	4
HORT 130	Woody Plant Materials and Use	3
LARC	Drawing and Surveying	3
MATH	Mathematics by placement	3-4
ENGL 100	Freshman Composition	3
GMBA 100	Orientation Golf Course Management	
Total		17-18

Second Semester

Course No.	Course	Cr. Hrs.
HORT 160	Soil Technology	3
LDCT 110	Landscape Construction Principles	3
HORT 165	Woody Plants II	1
BIOL 210	Botany	4
TURF 180	Introduction to Golf Course Operations/ Internship	3
CITA	Computer Elective	
Total		17

Third Semester

Course No.	Course	Cr. Hrs.
TURF 210	Turf Management	3
TURF 230	Weeds and Weed Control	3
HORT 205	Horticultural Entomology	3
HORT 206	Plant Pathology	3
COMM 100	Public Speaking Social Science Elective	3
Total		18

Fourth Semester

Course No.	Course	Cr. Hrs.
HORT 150	Grounds Equipment	2
TURF 240	Advanced Turf Management Practices	2
HORT 220	Shade Tree Maintenance	3
HORT 212	Horticulture Chemicals	1
PEDH 220	First Aid	2
PRKM 220	Park and Recreation Administration	3
TURF 260	Irrigation Design	1
ACCT 110	Principles of Accounting I	3
Total		17

Fifth Semester

Course No.	Course	Cr. Hrs.
GMBA 300	Golf Course Management and Planning	3
BUSI 310	Strategic Management	3
COMM 300	Organizational Communications	
or		
COMM 310	Argumentation and Debate	3
	Arts Elective	3
ECON	Economics Elective	3
Total		15

Sixth Semester

Course No.	Course	Cr. Hrs.
HUMN 120	Elementary Spanish I	3
	American History Elective	3
	Humanities Elective	3
	Upper Division Elective	3
Total		15

Seventh Semester

Course No.	Course	Cr. Hrs.
GMBA 350	Golf and Tournament Organization	3
GOVT 300	Public Policy	
or		
BUSI 343	Individual Behavior in Organization	3
BUSI 344	Organizational Theory	3
	Other World Civilizations Elective	3
	Upper-Division Elective	3
Total		15

Eighth Semester

Course No.	Course	Cr. Hrs.
GMBA 310	Advanced Golf Course Operations	3
GMBA 320	Golf Course Governance and Public Relations	3
GMBA 362	Golf Course Management Internship	1
Total		21

Degree Requirements: 135 credit hours

Admission Requirements (Freshmen): Applicants should have a minimum 80 high school average and have taken 3 units of English, 3 units of social science, 2 units of math (Courses I and II), and 2 units of science (biology is *required*). SAT/ACT scores are not required, but an SAT score of 950 or better or an ACT score of 19 or better will be used as an indicator of success. An on-campus interview is strongly recommended. Applicants who do not meet the minimum entrance requirements for this concentration will be offered admission into the Golf Course Operations A.A.S. program. It is understood that these students meet the minimum entrance requirements for the A.A.S. program.

Admission Requirements (Transfers): Applicants must have a minimum 2.3 cumulative GPA, and only grades of C or better in college coursework will be accepted for transfer. See the Academic Policies section of this catalog for further information about transfer credit. An on-campus interview is mandatory. Previous study in golf course management is not required, but extra time may be needed to complete degree requirements.

Lower-Division Electives

Any appropriate 100- and 200-level courses (in consultation with advisor)

Upper-Division Electives

Course No.	Course	Cr. Hrs.
BUSI 345	Risk Management	3
BUSI 360	International Business Management	3
HOSP 335	Purchasing for the Hospitality Industry	3
HTEL 310	Hotel Maintenance and Engineering	3
HTEL 420	Hotel/Resort Operations	3
GMBA 330	Golf Shop Management	3
GMBA 370	Golf Education and Coaching	3

Golf Course Management: Golf Professional Concentration

B.B.A. Degree SUNY Curriculum Code: 1509

First Semester

Course No.	Course	Cr. Hrs.
	Social Science Elective	3
BUSI 100	Introduction to Business	3
HORT 120	Introduction to Horticultural	4
CITA	Computer Elective	3
ENGL 100	Freshman Composition	3
GMBA 100	Orientation Golf Course Management	1
Total		17

Second Semester

Course No.	Course	Cr. Hrs.
ACCT 110	Principles of Accounting I	3
HORT 160	Soil Technology	4
MATH	Mathematics by placement	3-4
COMM 100	Public Speaking	3
GMBA 200	Golf Fundamentals	2
Total		15-16

Third Semester

Course No.	Course	Cr. Hrs.
HOSP 210	Hospitality Human Resources Management	3
TURF 210	Turf Management	3
PEDH 220	First Aid	2
	Program Elective	3
ECON	Economics Elective	3
	Science Elective	3-4
Total		17-18

Fourth Semester

Course No.	Course	Cr. Hrs.
HORT 150	Grounds Equipment	2
	Humanities Elective	3
TURF 180	Introduction to Golf Course Operations/ Internship	3
HOSP 215	Hospitality Marketing	3
HOSP 140	Beverage and Beverage Control	3
	Western Civilization Elective	3
Total		17

Fifth Semester

Course No.	Course	Cr. Hrs.
GMBA 300	Golf Course Management and Planning	3
COMM 300	Organizational Communications	or
COMM 310	Argumentation and Debate	3
GOVT 300	Public Policy	3
GMBA 330	Golf Shop Management	3
	American History Elective	3
	Upper-Division Elective	3
Total		18

Sixth Semester

Course No.	Course	Cr. Hrs.
	Arts Elective	3
	Foreign Language Elective	3
	Upper-Division Elective	9
Total		15

Seventh Semester

Course No.	Course	Cr. Hrs.
GMBA 350	Golf and Tournament Organization	3
GMBA 370	Golf Education and Coaching	3
BUSI 310	Strategic Management	3
BUSI 343	Individual Behavior in Organization	or
BUSI 344	Organizational Theory	3
	Other World Civilizations Elective	3
	Upper-Division Elective	3
Total		18

Eighth Semester

Course No.	Course	Cr. Hrs.
GMBA 310	Advanced Golf Course Operations	3
GMBA 320	Golf Course Governance and Public Relations	3
GMBA 364	Golf Course Management Internship	15
Total		21

Degree Requirements: 138 credit hours

Admission Requirements (Freshmen): Applicants should have a minimum 80 high school average and have taken 3 units of English, 3 units of social science, 2 units of math (Courses I and II), and 2 units of science (biology is recommended). SAT/ACT scores are not required, but an SAT score of 950 or better or an ACT score of 19 or better will be used as an indicator of success. An on-campus interview is strongly recommended. **Playing Ability:** All applicants must have an 8 handicap or less verified by a PGA golf professional or high school coach. Students in this concentration must pass a **Playing Ability Test (PAT)** by the end of their sophomore year in order to remain in the program. The PAT is a 36-hole test conducted by the PGA in which the participant must score a maximum of 15 above the course rating. PGM certification and membership requires passing the PGA **Playing Ability Test**.

Applicants who do not meet the minimum entrance requirements for this concentration may be offered admission into the pre-program. A campus interview is required for students offered this option. Following the interview, a faculty/staff panel will determine admission. Students accepted as pre-program students must achieve a minimum 2.3 cumulative GPA by the end of their first year and be recommended by the faculty for unconditional admission into the B.B.A. program. Students not meeting these requirements must apply to and be accepted into an associate's degree program in order to remain matriculated at the College.

Admission Requirements (Transfers): Applicants must have a minimum 2.5 cumulative GPA, and only grades of C or better in college coursework will be accepted for transfer. See the Academic Policies section of this catalog for further information about transfer credit. An on-campus interview and a letter of recommendation from a PGA golf professional are mandatory. **Playing Ability:** All applicants must have a 6 handicap or less certified by a PGA professional or college coach

***Note:** Students are required to demonstrate proficiency in a foreign language. This can be accomplished by testing or by enrolling in a Foreign Language course. The preferred foreign language for this curriculum is Spanish.

Heating, Ventilating, Air-Conditioning

The Field

The heating, ventilating, air-conditioning (HVAC) industry designs, builds, installs, services, maintains, troubleshoots, and repairs indoor comfort and cooling systems year-round. Homes, office buildings, industrial plants, airplanes, cars, and computer technology all rely on complex HVAC systems to create and maintain safe, healthy, and comfortable living and working environments. Many industrial, medical, technical, and commercial processes also depend on sophisticated heating, cooling air quality and ventilation systems.

The HVAC industry is a \$150 billion a year business nationally and employs millions of people around the globe. The HVAC industry provides solutions to many important environmental issues such as indoor air quality and protecting the ozone layer through proper refrigerant handling. HVAC is a necessity today for personal comfort, medical health, food preservation, water supply, and work productivity. In fact, all human activities rely on HVAC in one way or another. This industry will produce thousands of new jobs in the next decades as markets for these products expand. A newer term that is being used to describe this industry is HPACR, which stands for “heating, piping, air conditioning, refrigeration.”

Careers

Within the broad field of HVAC, there are a number of distinct career titles. The titles are not mutually exclusive, and often overlap in certain types of HVAC operations. These career titles and options are described in the following paragraphs.

Refrigeration, Air-Conditioning

Technician – The refrigeration and air-conditioning technician is responsible for installing, servicing, and replacing the cooling units which cool our homes or keep our perishable commodities at appropriate temperature. This technician often specializes in one particular branch of the industry such as home air conditioning, auto air conditioning, mobile container systems such as for trucks, bulk tank coolers for milk producers, etc.

Plumbing Technician – Plumbing technicians install and repair pipes that carry water, waste, drainage, and natural gas in buildings. They cut, bend, and join pipes, and they install fixtures and appliances, such as bathtubs, toilets, dishwashers, and water heaters. They work from blueprints and drawings that show them where to put the pipes and fixtures. In small contracting businesses, the plumbing technician and the heating technician may be one person or one company.

Heating Technician – Heating Technicians install, service, and maintain the furnaces and boilers used to heat residential and commercial buildings. Heating technicians must be able to perform heat loss calculations in order to size the heating source to the structure. They must be able to install piping and sheet metal ductwork. They must also understand the electrical or electronic controls that operate the system.

Pipefitters – Pipefitters work on large industrial piping systems that carry steam, gases, and chemicals that supply power, heating, or refrigeration. Pipefitters may be known by the type of systems on which they specialize, such as “gas fitter” or “steamfitter.”

Delhi’s graduates in the HVAC field can find employment in a variety of situations, from a one-person contracting business to employment in multi-national corporations. The HVAC industry provides job security, respect, upward mobility, great salary, lifelong employment, and opportunity. HVAC professionals can use their skills just about anywhere in the world. HVAC is a high-technology industry with constant innovations that contribute to making the equipment work better, more efficiently, quicker, and less expensively.

The HVAC-related programs at Delhi College have a primary mission of preparing graduates for direct employment. If a graduate wished to pursue further education towards a bachelor’s degree, he or she could transfer to the Industrial Engineering Technology program at SUNY Utica-Rome or to Pennsylvania College of Technology in Williamsport, PA. Another four-year option would be to transfer to SUNY Oswego or Buffalo and pursue a Technical Education degree leading to a career as a technology or BOCES teacher in New York State.

The Instructional Program

There are a number of HVAC-related curricula at Delhi College, and this reflects the diversity in this large industry. The curriculum with the most breadth is the Associate in Applied Science (A.A.S.) degree in HVAC. This program contains a strong, representative technical component, in addition to a liberal arts, mathematics, and science component. This option is the best one for students considering transfer to a four-year program.

For other HVAC programs at Delhi, see the Refrigeration and Air Conditioning program and the Plumbing, Heating, and Pipefitting program.

Heating, Ventilating, Air Conditioning (HVAC)

A.A.S. Degree SUNY Curriculum Code: 1486

First Semester

Course No.	Course	Cr. Hrs.
RFAC 110	Fundamentals of Refrigeration	3
RFAC 120	Fundamentals of Refrigeration Lab	4
RFAC 130	HVAC Electrical	3
CITA 110	Microcomputer Applications I	3
MATH 128	College Algebra*	3

Total 16

Second Semester

Course No.	Course	Cr. Hrs.
PHPF 150	Heating Theory	5
PHPF 160	Heating Laboratory	3
PHPF 170	System Controllers	2
PHPF 180	System Controllers Laboratory	2
ENGL 100	Freshman Composition	3
PEDH 220	First Aid	2

Total 17

Third Semester

Course No.	Course	Cr. Hrs.
ENGL 130	Public Speaking	3
RFAC 180	HVAC System Controls	3
MATH 138	Trigonometry*	3
PHYS 150	General Physics I	3
WELD 100	Fundamentals of Welding	3

Total 15

Fourth Semester

Course No.	Course	Cr. Hrs.
RFAC 140	Commercial Refrigeration Principles	3
RFAC 150	Air Conditioning Troubleshooting	3
RFAC 160	Air Conditioning Principles	3
RFAC 170	Refrigeration and Air Conditioning System Operation Lab	4
	Social Science Elective	3

Total 16

Degree Requirements: 64 credit hours

Admission Requirements: Two units of high school mathematics are recommended.

**Note: MATH 128 and MATH 138 are the minimum mathematics requirement for the degree. Incoming students may place in higher-level math courses if appropriate.*

Plumbing, Heating, and Pipefitting plus Refrigeration and Air-Conditioning

A.O.S. Degree SUNY Curriculum Code: 1159

First Semester

Course No.	Course	Cr. Hrs.
PHPF 110	Plumbing Codes	2
PHPF 120	Plumbing Theory	3
PHPF 130	Plumbing/Drainage Laboratory	5
PHPF 140	Plumbing Blueprint Drafting	2
PEDH 220	First Aid	2
	Restricted Elective	3
	Total	17

Second Semester

Course No.	Course	Cr. Hrs.
PHPF 150	Heating Theory	3
PHPF 160	Heating Laboratory	3
PHPF 170	System Controllers	2
PHPF 180	System Controllers Laboratory	2
PHPF 190	Building Energy Requirements	1
MATH	Mathematics (by placement)*	3
	Total	14-15

Third Semester

Course No.	Course	Cr. Hrs.
RFAC 110	Fundamentals of Refrigeration	3
RFAC 120	Fundamentals of Refrigeration Laboratory	4
RFAC 130	HVAC Electrical	3
MATH	Mathematics (by placement)*	3-4
WELD 100	Fundamentals of Welding	2
	Total	15-16

Fourth Semester

Course No.	Course	Cr. Hrs.
RFAC 140	Commercial Refrigeration	3
RFAC 150	Air Conditioning Troubleshooting	3
RFAC 160	Air Conditioning Principles	3
RFAC 170	Refrigeration and Air Conditioning System Operation Lab	4
	Elective (by advisement)	3
	Total	16

Restricted Electives

Course No.	Course	Cr. Hrs.
BTEC 270	Law and Contracting	3
BUSI 100	Introduction to Business	3
BUSI 110	Mathematics of Finance	3
BUSI 120	Business Communications	3
BUSI 205	Small Business Management	3
BIOL 110	Environmental Issues	3
COMM 100	Public Speaking	3
ENGL 100	Freshman Composition	3
EGSC 115	Computer-Aided Engineering Drawing	3
UNIV 101	Student Success	3

Degree Requirements: 62 credit hours

Admission Requirements: Applicants must have earned a high school diploma or equivalency diploma or be at least 18 years of age. It is recommended that students entering this program have completed one unit of high school Mathematics Course I.

***Note:** *MATH 102 Mathematics for Applied Technology is the minimum mathematics requirement for the program.*

Horticulture

The Field

The demand for technically trained people who can plan, utilize, and care for plant materials used in residential, commercial, and recreational areas is increasing dramatically. Professional organizations estimate that the need for this type of trained technician will increase by 10 to 15 percent each year for the next 10 years. This demand is also reflected in a 97 percent job placement rate for graduates of Delhi's Horticulture program.

The College offers distinct programs and options in Horticulture which give students the opportunity to specialize. Programs include Landscape Contracting and General Horticulture. Options include Turf Management and Golf Course Operations.

Landscape Contracting graduates find opportunities in landscape design, landscape contracting, landscape production and sales, landscape equipment sales, or transfer to a B.L.A. program in Landscape Architecture.

Career possibilities for those choosing General Horticulture include nursery manager, greenhouse manager, horticultural inspector, and garden center manager.

Turf Management prepares students for careers as athletic facility managers, turf equipment salespersons, or for transfer to a bachelor's degree program in Turf Management.

The Golf Course Operations option prepares students specifically for career opportunities as golf course superintendents and related golf course support services.

Several industry-supported scholarships are available to assist second-year students in continuing their educations at Delhi.

The Instructional Program

Students study one of four areas: Turf Management, Landscape Contracting, General Horticulture, or Golf Course Operations. Credit is not lost if a student changes areas after the second semester since each area shares common core courses in the first year. Each area leads to the Associate in Applied Science (A.A.S.) degree.

Students in the Landscape Contracting program gain practical experience in the design and installation of residential and commercial landscapes. The program also gives students the bases for transfer to colleges offering a four-year degree in Landscape Architecture.

The General Horticulture program gives students a broad overview of the horticulture field. Practical experience is gained in growing and nurturing greenhouse crops. This option also has the flexibility to permit students to transfer upon graduation to a four-year college program in horticulture.

Turf Management emphasizes the care and maintenance of fine-turf areas. Students are taught the theory and practice of proper turf management, and are given extensive hands-on experience in the laboratory, at the College's 18-hole golf course, and on the extensive campus athletic fields.

The Golf Course Operations program emphasizes the management of golf course facilities. Students are required to have knowledge of the game of golf and also to intern during the summer between the first and second years at a program-approved golf course. Students gain extensive experience on the College's 18-hole golf course.

All four program areas afford students opportunities for extensive hands-on experience. Students are also required, with the assistance of their faculty advisor, to enroll as summer interns at various golf courses, athletic field facilities, arboreta, garden centers, and landscape contracting firms.

During the fourth semester, students can take the exam for the State Pesticide Applicator's License. This is often a required credential in the job market.

At the end of the second semester, a one-week field experience on Long Island is required of students in some programs. Consequently, some extra expense will be incurred. Also, for these students the semester will end one week later than indicated on the College calendar.

A one-year certificate in Turf Equipment Management is also offered. Students gain experience in maintaining all equipment used in golf course management. The demand for students with these skills is outstanding. Students can also elect to stay an extra year after completing their A.A.S. degree, making their skills even more appealing to potential employers.

General Horticulture

A.A.S. Degree SUNY Curriculum Code: 0610

First Semester

Course No.	Course	Cr. Hrs.
ENGL 100	Freshman Composition	3
HORT 120	Introduction to Horticulture	4
HORT 130	Woody Plant Material and Use	3
LARC 110	Drawing and Surveying	3
MATH	Mathematics ¹	3
Total		16-17

Second Semester

Course No.	Course	Cr. Hrs.
BIOL 210	Botany	4
HORT 150	Grounds Equipment	2
HORT 160	Soil Technology	3
HORT 165	Woody Plants II	1
HORT 170	Woody Plant Field Experience ²	1
HORT 180	Internship	1
LDCT 110	Landscape Construction Principles	3
Total		15

Third Semester

Course No.	Course	Cr. Hrs.
BUSI	Business Elective	3
COMM 100	Public Speaking	3
HORT 205	Horticultural Entomology	3
HORT 206	Plant Pathology	3
LDCT 210	Planting Design Social Science Elective	3
Total		18

Fourth Semester

Course No.	Course	Cr. Hrs.
HORT 212	Horticulture Chemicals	1
HORT 220	Shade Tree Maintenance	3
HORT 230	Greenhouse Production	2
HORT 240	Herbaceous Ornamentals	2
PEDH 220	First Aid	2
	Technical Elective	1-3
	Social Science/ Humanities Elective	3
Total		14-16

Degree Requirements: 63-65 credit hours

Program Objectives

(General Horticulture)

A graduate of the General Horticulture A.A.S. program should be able to:

1. Understand how a plant grows and develops.
2. Understand and be able to apply the basic principles of plant care, growth, and propagation.
3. Identify common ornamental and native plants of the Northeast United States, both woody and herbaceous.
4. Understand the principles of two-stroke and four-stroke small engines.
5. Operate and maintain common equipment and tools used in the profession.
6. Demonstrate a thorough knowledge of soils, fertilizers, soil amendments, soil management techniques, and how these are manipulated for plant growth.
7. Survey and plot a site, select appropriate plants, and design a landscape plan for that site that is both functional and aesthetically pleasing.
8. Demonstrate proficiency in working with common landscaping materials and the associated tools.
9. Design and develop landscape features such as steps, decks, walks, patios, and fences using materials such as flagstone, fieldstone, brick, and pressure-treated lumber.
10. Identify common pests, diseases, and other problems of ornamental plants and select the best method of treatment.
11. Understand the proper and safe use and handling of horticultural chemicals.
12. Demonstrate the ability to prune, spray, and maintain existing landscapes and ornamental plants.
13. Understand the fundamentals of greenhouses and commercial greenhouse production.
14. Demonstrate a responsible attitude in relationships with employers, colleagues, and clients.
15. Demonstrate an awareness of how a business is developed and operated in the profession.
16. Demonstrate familiarity with the basic techniques of first aid and handling emergencies.

Admission Requirements: Applicants must have a high school diploma and have completed one year of high school Mathematics Course I or Sequential Mathematics and one year of biology (preferably Regents level or equivalent).

Notes:

¹ *Mathematics by advisement.*

² *A one-week field trip to Planting Fields Arboretum, Oyster Bay, New York, is also required as a component of the basic curriculum.*

Students may choose, with advisement, from the following electives:

Program Electives

Course No.	Course	Cr. Hrs.
ARCH 150	Computer Graphics	3
LDCT 210	Landscape Design	2
TURF 210	Turf Management	3
TURF 230	Weeds and Weed Control	2
TURF 260	Irrigation Design	1
TURF 290		
-296	Horticulture Special Problems	2

Business Electives

Course No.	Course	Cr. Hrs.
ACCT 110	Accounting I	3
BUSI 205	Small Business Management	3
BUSI 245	Principles of Marketing	3
CITA 110	Microcomputer Applications I	3

Turf Management

A.A.S. Degree SUNY Curriculum Code: 0613

First Semester

Course No.	Course	Cr. Hrs.
ENGL 100	Freshman Composition	3
HORT 120	Introduction to Horticultural Practices	4
HORT 130	Woody Plant Materials and Use	3
LARC 110	Drawing and Surveying	3
MATH	Mathematics*	3
Total		16-17

Second Semester

Course No.	Course	Cr. Hrs.
BIOL 210	Botany	4
HORT 150	Grounds Equipment	2
HORT 160	Soil Technology	3
HORT 165	Woody Plants II	1
LDCT 110	Landscape Construction Principles	3
TURF 180	Internship	3
Total		16

Third Semester

Course No.	Course	Cr. Hrs.
COMM 100	Public Speaking	3
HORT 205	Horticultural Entomology	3
HORT 206	Plant Pathology	3
TURF 210	Turf Management	3
TURF 230	Weeds and Weed Control	3
	Social Science Elective	3
Total		18

Fourth Semester

Course No.	Course	Cr. Hrs.
HORT 212	Horticultural Chemicals	1
HORT 220	Shade Tree Maintenance	3
PEDH 220	First Aid	2
TURF 240	Advanced Turf Management Practices	2
TURF 260	Irrigation Design	1
	Technical Elective	1-3
	Business Elective	3
	Social Science/ Humanities Elective	3
Total		16-18

Degree Requirements: 66-68 credit hours

Admission Requirements: Applicants must have a high school diploma and have completed one year of high school Mathematics Course I and one year of biology (preferably Regents level or equivalent).

***Note:** *Mathematics by advisement*

Students may choose, with advisement, from the following electives:

Technical Electives

Course No.	Course	Cr. Hrs.
HORT 240	Herbaceous Plants	2
TECH 160	Fundamentals of Welding	2
TURF 110	Sharpening and Grinding	3
TURF 120	Turf Equipment Diagnosis	2

Business Electives

Course No.	Course	Cr. Hrs.
ACCT 110	Accounting I	3
BUSI 205	Small Business Management	3
BUSI 245	Principles of Marketing	3
CITA 110	Microcomputer Applications I	3

Program Objectives (Turf Management)

A graduate of the Turf Management A.A.S. program should be able to:

- Demonstrate basic knowledge of botany.
- Understand and apply basic principles and terminology used in the care, pruning, growth, propagation, growing media, soil amendments, and fertilization of plants.
- Demonstrate proficiency in the proper identification, terminology, and use of trees, shrubs, and groundcovers used in various Northeast landscapes.
- Exhibit a working knowledge of basic surveying techniques, the proper use of transits and levels, and the necessary drafting and drawing skills to communicate the data collected.
- Demonstrate knowledge of the diagnosis, repair, and operation of equipment used on home lawns and athletic fields.
- Demonstrate a thorough understanding of soil: its genesis, composition, classification, physical and chemical characteristics, and how to test, correct, and implement proper soil management practices on home lawns and athletic fields.
- Demonstrate knowledge of the construction principles and materials used for decks, fences, patios, walks, and retaining walls.
- Display a thorough practical understanding of the daily operations of lawn and athletic field maintenance.
- Properly identify, select, establish, and maintain major turf grasses used on home lawns and athletic fields.
- Properly identify and manage turf pests found on home lawns and athletic fields.
- Identify and control major weeds found on lawns, athletic fields, and in the surrounding landscape.
- Understand basic concepts in plant pathology and entomology as they relate to turf grass and ornamental plants.
- Describe, demonstrate, and apply the basic theories of Integrated Pest Management (IPM) practices used on lawns and athletic fields.
- Properly identify, select, calibrate, and safely apply pesticides used on lawns and athletic fields.
- Design, select, install, and maintain irrigation systems for lawns and athletic fields.
- Demonstrate a thorough working knowledge of athletic field design, construction, budgeting, and management.
- Properly select and maintain trees.
- Recognize and respond to emergencies by making appropriate decisions regarding first-aid care.

Hospitality Management

The Field

The hospitality industry is one of the oldest in the world. Today's combined hospitality industry ranks third in size among the nation's industries; it is complex and diverse, requiring skilled professionals.

Unprecedented growth in the service economy has created demand for hospitality business leaders in hotels, resorts, clubs, contract foodservices, major national and international airlines, public institutions, restaurants, country clubs, professional and trade associations, major travel agencies, and other venues that focus on hospitality. Lucrative managerial opportunities exist in a broad spectrum of arenas including entertainment complexes, theme parks, cruise lines, expositions, restaurants, and hotels all over the world.

The number of college graduates with a specialized focus on the hospitality industry is small compared to the huge demand of this fast-growing industry. Hospitality Management graduates have a competitive edge over those with degrees in general business or other programs not centered on the industry.

There is increasing demand for qualified professionals who understand issues such as maximizing profitability, forecasting the market, protecting assets, and applying technology. But the industry also demands individuals with people skills and the know-how to increase customer satisfaction and retain and motivate employees. Delhi's Bachelor of Business Administration program offers the opportunity to develop these skills.

The Instructional Programs

The hospitality professional often wears many hats, including that of business planner, personnel manager, and entrepreneur. The Bachelor of Business Administration in Hospitality Management curriculum emphasizes managerial leadership and is designed to develop technical with theoretical knowledge. It is tailored for those who aspire to become managerial leaders in all four segments of the industry.

The Bachelor of Business Administration program offers a well-integrated curriculum that incorporates the liberal arts, general business theory, and hospitality management theory and application. In addition, students select

one of four areas of specialization: Culinary Arts, Hotel and Resort Management, Restaurant and Foodservice Management, or Travel and Tourism Management. Each concentration focuses on classroom theory and practical experience to assist in gaining the understanding, skills, and techniques needed to qualify for job opportunities and achieve career goals in the chosen area.

The **Culinary Arts** program emphasizes hands-on food preparation skills enhanced by instruction in restaurant and club management, financial management, and human resources. For a detailed curriculum outline, please turn to page 48.

The **Hotel and Resort Management** concentration offers instruction in lodging management, recreation and club management, strategic marketing processes, research methods and applications, and human resources. For a detailed curriculum outline, please turn to page 63.

The **Restaurant and Foodservice Management** program emphasizes management and human resources skills, cost control, service concepts, multi-cultural food, advanced training systems, and franchising. For a detailed curriculum outline, please turn to page 97.

The **Travel and Tourism Management** track includes convention management, travel agency operations management, computerized ticketing for both domestic and international travel sales and distribution, and packaging and promotions development. For a detailed curriculum outline, please turn to page 101.

The bachelor's degree program does not replace the associate's degree programs, but rather is designed to build upon them. Students may enter as freshmen or transfer into the program after completing an associate's degree. It is not necessary to have previously been enrolled in a hospitality program; the curriculum provides the technical training required to equip students for careers in the hospitality industry. As in any field, increased levels of education and experience improve one's chances for advancement.

Detailed descriptions of the above four programs are listed separately under each program title elsewhere in this section of the Catalog.

Program Objectives

A graduate of the Hospitality Management B.B.A. program, regardless of concentration area, should be able to:

1. Prepare financial statements and maintain accounting records.
2. Demonstrate in-depth knowledge of the different types of accounts (assets, liabilities, equities, revenues, and expenses) and be able to compare proprietorship, partnership, and corporation accounting procedures.
3. Demonstrate understanding of the theory related to the behavior of individuals and groups within organizations and organizational processes.
4. Exhibit familiarity with business management concepts on the international level.
5. Display a fundamental understanding of computers and computer information systems and be familiar with common computer applications such as word processing, spreadsheets, database management, and graphics.
6. Discuss the scope of the hospitality industry.
7. Exhibit knowledge of traditional management theory, leadership and management roles, organizational structure and change, service, quality, decision-making, empowerment, and ethics.
8. Understand how the fundamental information, approaches, functions, and forms of human resource management are applied to the foodservice industry.
9. Understand and apply basic marketing and sales principles to the hospitality industry.
10. Demonstrate critical thinking, analysis, decision-making, and management skills related to the human resources management aspects of the hospitality industry.
11. Understand the financial planning process and the financial operating methods available to the hospitality firm.
12. Identify and understand the principles and concepts of laws affecting the hospitality industry, with a focus on prevention of liability and protection against accidents, attitudes, and incidents that could lead to lawsuits.
13. Analyze employment marketing strategies in order to gain sustainable competitive advantages within the hospitality industry.
14. Research relevant topics within the hospitality industry.

Hotel and Resort Management

The Field

The lodging and accommodations industry has existed for the travelers of the world since the very beginning of history. Food and shelter were a necessity for the early travelers of ancient lands and continue to be so in our modern age of travel and accommodations management.

Today, hotels offer far more than just a room for the night. Many hotels and resorts provide meeting rooms, convention facilities, business centers, restaurants, bars, casinos, entertainment, sports, recreation, and other facilities to attract business. They cater to many segments of the travel industry, from the business/convention travelers to the pleasure/leisure vacation travelers. Today's hotels and resorts span the quality spectrum from quality/deluxe to no-frills.

The lodging and accommodations industry offers a diversity of product variations for the modern traveler. Country inns, bed and breakfasts, motels, motor inns, resort hotels, convention hotels, destination resorts, and all-suite properties are some examples of the variety of products in today's lodging marketplace. The diversity of the accommodations and lodging industry offers a wide range of potential careers for Hotel and Resort Management students. Operational positions through management careers are available throughout the United States and the world.

The Instructional Programs

Delhi's nationally known Hotel and Resort programs include both an Associate in Applied Science (A.A.S.) degree and a Bachelor of Business Administration (B.B.A.) degree. Both curricula are designed for students who seek careers involving the operation and management of hotels, resorts, clubs, commercial hotels, motor inns, and the many other diverse businesses that make up today's accommodations and lodging industry.

Delhi's state-of-the-art Alumni Hall Hospitality Center is the centerpiece for the Hotel and Resort Management program. This facility simulates a hotel environment with a lobby, lounge, guestrooms, and meeting rooms. A full-service student restaurant, known as *Signatures*, and a hotel banquet and catering center provide hands-on operational learning experiences in food and beverage. The Marriott and Sheraton Suites serve as laboratories for hotel housekeeping and accommodations management courses.

The curriculum incorporates strong foundations in lodging, resort, food, and beverage operational skills. The emphasis on hands-on practical application is balanced with a mix of courses in hospitality management and theory. Human resource management, marketing, hospitality management, and accounting are some of the management courses within the program. State-of-the-art, com-

puter-based accommodation management systems are major management tools incorporated into a number of course offerings.

The Hotel and Resort Management program at Delhi was one of the first college-level hospitality academic programs in the United States. With 50 years of hospitality educational experience, Delhi has produced time-tested curricula along with one of the largest alumni networks available at any college or university. This extensive and well-developed alumni organization creates a link to the industry that is second to none.

Delhi also takes pride in its strong hospitality student trade organizations. The International Hotel Sales and Marketing Association of Delhi (IHSMA), assisted by faculty advisors, provides leadership experiences for its members. This student organization also engages in community service activities and sponsors trips to professional conventions and hotel programs throughout the Northeast.

Upon graduation, students are eligible to continue in Delhi's Bachelor of Business Administration program in Hospitality Management. This program offers graduates an excellent educational opportunity unique in the State University system.

Hotel and Resort Management

A.A.S. Degree SUNY Curriculum Code: 0582

First Semester

Course No.	Course	Cr. Hrs.
HOSP 100	Orientation to the Hospitality Industry	1
HOSP 110	Basic Food Preparation and Standards	3
HOSP 115	Basic Food Preparation And Standards Lab	1
HOSP 130	Menu Planning and Controls	3
HOSP 135	Applied Food Service Sanitation	1
	English Elective	3
ACCT 110	Accounting I	3
Total		15

Second Semester

Course No.	Course	Cr. Hrs.
HOSP 120	Food Production, Planning, and Purchasing	3
HOSP 125	Food Production Planning and Purchasing Laboratory	1
HTEL 160	Hotel Front Office Management and Guest Accounting	3
	English Elective	3
	Mathematics Elective	3-4
	Science Elective	3
Total		16-17

Degree Requirements: 65 credit hours

Admission Requirements: Applicants must have satisfactorily completed a year of high school science, preferably biology, and mathematics.

***Note:** *This one-credit course requires 320 hours of professional work experience.*

Third Semester

Course No.	Course	Cr. Hrs.
HTEL 165	Lodging Accommodations Management	3
HOSP 215	Hospitality Marketing	3
HOSP 235	Hospitality Professional Experience*	1
	Restricted Elective	3
HTEL 250	Hotel Banquet a Function Management Laboratory	or
REST 280	Restaurant Management and Operations	6
	Social Science Elective	3
Total		19

Fourth Semester

Course No.	Course	Cr. Hrs.
HOSP 205	Hospitality Management	3
HOSP 210	Hospitality Human Resources Management	3
	Liberal Arts/Sciences Elective	3
	Social Science Elective	3
	Restricted Elective	3
Total		15

Program Objectives (A.A.S.)

A graduate of the Hotel and Resort Management A.A.S. program should be able to:

1. Discuss the scope of the hospitality industry.
2. Apply a comprehensive understanding of basic food cookery, industry terminology, product identification, and the use and care of foodservice equipment.
3. Exhibit knowledge of food purchasing, receiving, and issuing; the elements of proper table service and wine service; and front-of-the-house management controls.
4. Demonstrate a basic understanding of bakery ingredients, production, and equipment.
5. Demonstrate a thorough understanding of the menu as a major management tool for food service operations, including its role as a merchandising mechanism and vehicle for the presentation of food and beverage products.
6. Display earned certification in basic sanitation principles, ways to apply them in practical situations, and methods of training and motivating employees to follow good sanitation practices.
7. Exhibit knowledge of traditional management theory, leadership and management roles, organizational structure and change, service, quality, decision-making, empowerment, and ethics.
8. Understand how fundamental information, approaches, functions, and forms of human resource management are applied to the foodservice industry.
9. Understand and apply basic marketing and sales principles to the hospitality industry.
10. Display a thorough understanding of the hotel and resort industry acquired through a required eight-week summer internship.
11. Demonstrate understanding of successful hotel front office operations and management.
12. Exhibit a thorough understanding of the key role that housekeeping plays in the operation of a successful hotel.
13. Plan, organize, and manage a catering function, including food preparation and service.
14. Understand and apply knowledge of commercial kitchen layout and equipment including equipment selection, sequence of work, and commercial flow.
15. Prepare financial statements and maintain accounting records.

Hotel and Resort Management

B.B.A. Degree SUNY Curriculum Code: 1168

General Management Core

Course No.	Course	Cr. Hrs.
ACCT 110	Principles of Accounting I	3
ACCT 120	Principles of Accounting II	3
BUSI 343	Organizational Behavior	
	or	
BUSI 344	Organizational Theory	3
BUSI 360	International Business Management	3
CITA 110	Microcomputer Applications I	3
	Management Electives	6
Total		21

Hospitality Management Core

Course No.	Course	Cr. Hrs.
HOSP 205	Hospitality Management	3
HOSP 210	Hospitality Human Resources Management I	3
HOSP 215	Hospitality Marketing	3
HOSP 310	Hospitality Human Resources II	3
HOSP 320	Hospitality Financial Management	3
HOSP 330	Hospitality Strategic Marketing	3
HOSP 350	Hospitality Law	3
HOSP 470	Hospitality Management Seminar	3
HTEL 160	Hotel Front Office and Guest Accounting	3
Total		27

Liberal Arts and Sciences Core

Course No.	Course	Cr. Hrs.
COMM 310	Argumentation and Debate	3
ECON 100	Introductory Macroeconomics	
	or	
ECON 110	Introductory Microeconomics	3
ENGL 100	Freshman Composition	3
GOVT 300	Public Policy	3
MATH 115	Statistics	4
MATH	Mathematics Elective (minimum College Algebra)	3
	Lower Division Literature	3
	Lower Division Science	3
	American History Elective	3
	Western Civilization Elective	3
	Other World Civilization Elective	3
	Arts Elective	3
	Language Elective	3
	Upper Division Elective	3
Total		43

Hotel and Resort Management Core

Course No.	Course	Cr. Hrs.
HOSP 110	Basic Food Preparation and Standards	3
HOSP 115	Basic Food Preparation and Standards Lab	1
HOSP 130	Menu Planning	3
HOSP 335	Purchasing for the Hospitality Industry	3
HTEL 165	Lodging Accommodations Management	3
HTEL 310	Maintenance and Engineering	3
HTEL 420	Hotel and Resort Operations	3
TRVL 388	Convention Services Management	3
	Restricted Electives	6
	Hospitality Electives	9
Total		37

Degree Requirements: 128 credit hours

Admission Requirements: Applicants must have completed a year of General Biology and Mathematics Course II. A high school minimum average of 80 is required. Transfer students must have a minimum 2.25 GPA.

Program Objectives (B.B.A.)

In addition to numbers 1-14 listed under Hospitality Management, a B.B.A. graduate with a **Hotel and Resort Management** concentration should be able to:

1. Apply a comprehensive understanding of basic food cookery, industry terminology, product identification, and the use and care of foodservice equipment.
2. Exhibit knowledge of food purchasing, receiving, and issuing; the elements of proper table service and wine service; and front-of-the-house management controls.
3. Demonstrate a basic understanding of bakery ingredients, production, and equipment.
4. Demonstrate a thorough understanding of the menu as a major management tool for food service operations, including its role as a merchandising mechanism and vehicle for the presentation of food and beverage products.
5. Display earned certification in basic sanitation principles, ways to apply them in practical situations, and methods of training and motivating employees to follow good sanitation practices.
6. Demonstrate a thorough knowledge of purchasing for the hospitality industry, including the purchasing function, identification, quality, and control of the major food groups and beverages, and specification and selection of non-food commodities.
7. Display a thorough understanding of the hospitality industry acquired through a required eight-week employment experience.
8. Demonstrate understanding of successful hotel front office operations and management.
9. Exhibit a thorough understanding of the key role that housekeeping plays in the operation of a successful hotel.
10. Plan, organize, and manage a catering function, including food preparation and service.
11. Demonstrate knowledge of basic maintenance and engineering concepts as they pertain to a hospitality facility in order that appropriate decisions can be made in maintenance and energy management.
12. Develop creative strategies for effectively managing change and resolving conflict while meeting the expectations of management, guests, employees, and government agencies.

Individual Studies

The Instructional Program

The Associate in Applied Science (A.A.S.) degree program in Individual Studies serves students who wish to tailor a degree program to a specific career or educational goal.

One- and two-year programs are available for Individual Studies students. Certificate candidates are awarded the Individual Studies Certificate after completing 30 credit hours of study, and A.A.S. degrees in Individual Studies are awarded to those students who complete 63 credit hours within the required guidelines of study. Students who consider themselves undeclared are accepted into the Individual Studies program, which serves as the curriculum for all undeclared students.

Students enroll in the Individual Studies program if they are:

- Developing an individualized curriculum for transfer or career.

- Uncertain of academic major or career goals.
- Lacking prerequisites for specific courses or majors.
- Combining an A.A.S./Applied Technologies degree.
- Changing their major from another Delhi program.

Program Goals

The Individual Studies program provides intensive academic advisement in an effort to have students explore major and/or career options with a focus on:

- Developing a curriculum for a career or for transfer to a four-year institution.
or
- Changing their major to a degree program other than Individual Studies.
or
- Changing their major to Individual Studies without substantial loss of credit.

Career Options

Career opportunities vary according to the individual curriculum developed; many possibilities are available.

Transfer Options

Transfer to a four-year college or university is dependent on:

- the curriculum developed.
- student's cumulative GPA.

Note: *The SUNY transfer guarantee is not available for the A.A.S. degree.*

Individual Studies

A.A.S. Degree

SUNY Curriculum Code: 0688

Required Coursework

English 100 or English 200	3 credits
English or Literature	3 credits
Humanities or Social Science	3 credits
Introductory course in computers (based on advisement)	3 credits
Liberal Arts/Sciences Elective	3 credits
Mathematics (Math 110 or higher)	3 credits
Science (lab or non-lab, based on advisement)	3-4 credits
Social Science	3 credits

Major Area Electives

Health / Safety / Physical Education, liberal arts and technical courses for completion of career or transfer goal 39 credits

Degree Requirements: 63 credit hours

Students who successfully complete a one-year technical certificate program and one credit hour in physical education will be granted thirty-one (31) semester hours of credits toward an A.A.S. degree in Individual Studies.

Admission Requirements: A high school diploma or equivalent is required. Four units of high school English, three units of social studies, one unit of mathematics, and one unit of laboratory science are highly recommended.

Individual Studies

Certificate SUNY Curriculum Code: 0987

Required Coursework

ENGL 100/200	
or	
BUSI 120	3 credits
MATH 102 or higher	
(by advisement)	3-4 credits
Science	3-4 credits
Liberal Arts Elective	3 credits
Computer Course	3 credits
(by advisement)	
Electives	16 credits
Total	31-33 credits

Program Objectives

A graduate of the Individual Studies certificate program should be able to:

1. Display a fundamental understanding of computers and computer information systems and be familiar with common computer applications such as word processing, spreadsheets, database management, and graphics.
2. Express him/herself effectively through written and oral communication.
3. Demonstrate an ability to manipulate college-level mathematical concepts, including mathematical circuits, planning and scheduling, linear programming, voting systems, and game theory.
4. Understand and apply methods and behaviors which promote success in college, including critical and creative thinking.
5. Demonstrate a solid grounding in the science of their choosing.
6. Display a fundamental understanding of the social sciences.
7. Program Objectives (A.A.S.)
8. All the competencies listed above are typically combined with a one-year technical certificate to create the A.A.S. in Individual Studies.

Information Technology

The Field

Information Technology (IT) is nationally recognized as one of the hottest and fastest growing career areas today. The rapidly increasing use of personal computers in the home, the expanding PC networks in the workplace, and the omnipresence of the Web are creating many new career specialization areas. The Information Technology program is designed to provide students with the necessary applied knowledge and skills in areas of management, communications, and one of three specialization areas: Applications Software, Network Administration, and Web Development and Management.

The need for IT programs and graduates to meet projected demand for information technology is clearly evident. Delhi's IT program meets this need by providing students with the necessary knowledge and skills set to perform day-to-day operations and maintenance of computing applications. Students gain experience and develop expertise in the areas of application software, network administration, and web development, depending on their selected concentration. In addition, their knowledge and experience in technology transfer, telecommunications, and interface design will make them especially valuable in the development and use of interactive media, web applications, and interoperable computing platforms and networks.

The Instructional Program

The program is designed to prepare students for employment in Information Technology career fields as professionals proficient in the use of computers and computational techniques and able to develop effective information systems to solve real-world problems. Students will have a solid grounding in object-oriented software design methods, network and connectivity issues, data repository techniques, and web programming, publishing, and applications development. The program provides specialized, in-depth training in key areas of information technology application through a combination of lecture, laboratory, and real-world experiences. The program also provides professional training for students who wish to combine IT with other disciplines, and prepares students for graduate study and research in appropriate areas.

In order to provide high quality preparation and practical education to men and women preparing for the challenging careers of tomorrow's highly technical society, the IT program requires a one-semester internship that provides a unique technical educational experience designed to supplement theoretical and conceptual learning with hands-on training. This internship strengthens the practical thrust of the IT program. As a result, prior to graduation, Information Technology students will have that rare opportunity of bridging the gap between theory and practice through their internship experiences. By commencement, they may be well ahead of many of their counterparts in developing important and successful lifelong contacts.

Delhi's IT program offers three areas of specialization, Applications Software, Network Administration and Web Development.

The **Application Software** concentration provides graduates with the skills to enter the workforce as IT professionals with special emphasis in programming language development and database design and implementation. After taking foundation courses in microcomputer systems and applications, instruction focuses on building application prototypes using object-oriented languages such as Visual Basic and C++ and database management systems like Oracle and SQL. Additional upper-level course work is taken in management, business, and communication. Each student can also augment their IT education with courses from networking and/or web development. Finally, a full semester internship is required.

The **Network Administration** concentration enables graduates to plan, develop, organize, manage, and integrate computing resources from various vendors, including Microsoft and Cisco, into properly functioning networks: LAN, WAN, Internet, Intranet. Additional upper-level course work is taken in management, business, and communication. Each student can also augment their IT education with courses from application software and/or web development. Finally, a full semester internship is required.

The **Web Development and Management** concentration focuses on programming, designing, and developing customized sites and pages for web-based applications primarily for the World Wide Web (and other internet and intranet applications). Emphasis is placed on both client side and server side development utilizing modern languages like Java and Javascript. Additional upper-level course work is taken in management, business, and communication. Each student can also augment their IT education with courses from networking and/or application software. Finally, a full semester internship is required.

The bachelor's degree program does not replace the associate's degree programs in computer information, but rather is designed to build upon them. Students may enter as freshmen or go through the transfer process for acceptance into the program after earning an associate's degree. It is not necessary to have been previously enrolled in a computer information program: the curriculum provides the technical training required to equip students for careers in information technology. As in any field, increased levels of education and experience improves one's chances for professional and managerial advancement.

Bachelor of Technology Degree Requirements

Course Summary

Lower-Division Credit Hours	67
Upper-Division Credit Hours	60

Credit Hour Breakdown

Liberal Arts and Sciences	37
General Management Core	27
Computer Information Core	36
Major Concentration Core	18
Unrestricted Electives	9
Total	127

Information Technology

B.T. Degree SUNY Curriculum Codes: 1502,1505,1506

General Management Core

ACCT 110	Principles of Accounting I	3
ACCT 120	Principles of Accounting II	3
BUSI 343	Organizational Behavior	3
BUSI 200	Management I	3
BUSI 344	Organizational Theory Upper Management Electives	9
ENGL 301	Technical Writing	3
COMM 300	Organizational Communication	3
Total		27

Liberal Arts and Sciences Core

ENGL 100	Freshman Composition*	3
ECON	Macro/Microeconomics* Lower Division English or Literature*	3
MATH 115	Statistics*	4
MATH	Mathematics Elective (minimum College Algebra)	3
	Science Elective*	3
	American History Elective*	3
	Western Civilization Elective*	3
	Other World Civilizations Elective	3
	Arts Elective*	3
	Language Elective*	3
	Humanities Elective*	3
Total		37

Computer Information Core

CITA 110	Microcomputer Applications I	3
CITA 120	Computer Concepts & Operating Systems	3
CITA 130	Microcomputer Applications II	3
CITA 140	Introduction to Programming	3
CITA 200	Data Communications and Networking	3
CITA 210	Visual Programming & Development Tools	3
CITA 400	Quantitative Approaches to Management	3
CITA 460	Organizational & End-User Information Systems	3
CITA 480	Internship in Information Technology	12
Total		36

Applications Software

SUNY Curriculum Code: 1502		
CITA 220	Systems Analysis Methods	3
CITA 340	Data Base Concepts	3
CITA 350	Object-Oriented Systems	3
CITA 450	Applied Database Management	3
	Core Elective: Lower	3
	Core Elective: Upper	3
Total		18

Network Administration

SUNY Curriculum Code: 1505		
CITA 230	Network Technology	3
CITA 320	Network Administration	3
CITA 370	Network Design Concepts	3
CITA 430	Computer Integration and Interoperability	3
	Core Elective: 1 Lower	3
	Core Elective: 1 Upper	3
Total		18

Web Development

SUNY Curriculum Code: 1506		
CITA 330	Web Publishing	3
CITA 420	Programming for the Web	3
CITA 470	Web Applications	3
CITA 310	Web Server Administration or	
CITA 340	Database Concepts	3
	or	
CITA 410	Multi-Media Computing	
	Core Elective: 1 Lower	3
	Core Elective: 1 Upper	3
Total		18

Unrestricted Electives

	1 Lower	3
	2 Upper	6
Total		9

Degree Requirements: 124 credit hours

***Note:** Courses or subject areas marked with an asterisk represent SUNY and Delhi College general education requirements. For more information, see the General Education Requirement and General Education Courses sections of this catalog, or consult with an academic advisor.

Admission Requirements: Freshman applicants for the Information Technology program must have had 4 units of high school English, 3 units of social science, 2 units of mathematics, 2 units of science, and a minimum 2.3 grade point average. An on-campus interview is recommended. Transfer students must have a minimum 2.3 grade point average and previous study in computers, applications, or information technology. Applicants must also possess demonstrable command of basic computer skills and literacy. (See Admission to Baccalaureate Programs in the Enrollment Services section of this Catalog.)

Landscape Contracting Technology

The Field

Landscape Contracting graduates will find opportunities in landscape design, landscape contracting, landscape production and sales, and landscape equipment sales.

Delhi has a student chapter of the Associated Landscape Contractors of America (ALCA) and competes in the national ALCA career days.

The Instructional Program

This program stresses design and installation of landscapes. It also assists students in gaining knowledge for maintaining both small and large landscape sites.

Students expand their experiences during a required summer internship. With placement assistance from their advisor, internships are arranged in a variety of settings. Opportunities have included internships with landscape contracting firms, garden centers, arboretums, etc.

Transfer Options

Students interested in transferring to a baccalaureate program in landscape architecture may prepare for this by appropriate course selection in consultation with their advisor in the Golf, Plant Science, and Recreation Department.

Degree Requirements: 67-69 credit hours

Admission Requirements: Applicants must have a high school diploma and have completed one year of high school Mathematics Course I and one year of biology (preferably Regents level or equivalent).

**Note: A one-week field trip to Planting Fields Arboretum, Oyster Bay, New York, is also required as a component of the basic curriculum.*

Suggested Electives

Course No.	Course
HORT 240	Herbaceous Ornamentals
HORT 230	Greenhouse Management
TURF 230	Weeds and Weed Control
TURF 260	Irrigation Design
BUSI 100	Introduction to Business
BUSI 205	Small Business Management
CITA 110	Microcomputer Applications I

Students may choose to tailor their curriculum options with the intention of transferring to a Landscape Architecture program. These students, in consultation with their advisors, should follow these guidelines.

Landscape Contracting Technology

A.A.S. Degree SUNY Curriculum Code: 0638

First Semester

Course No.	Course	Cr. Hrs.
ENGL 100	Freshman Composition	3
HORT 120	Introduction to Horticulture	4
HORT 130	Woody Plants Materials and Use	3
LARC 110	Drawing and Surveying	3
MATH	Mathematics by advisement	3-4
Total		16-17

Second Semester

Course No.	Course	Cr. Hrs.
BIOL 210	Botany	4
HORT 150	Grounds Equipment	2
HORT 160	Soil Technology	3
HORT 165	Woody Plants II	1
HORT 170	Woody Plant Field Experience*	1
LARC 120	Landscape Graphics	2
LDCT 110	Landscape Construction Principles	3
LDCT 180	Internship	1
Total		17

Third Semester

Course No.	Course	Cr. Hrs.
COMM 100	Public Speaking	3
HORT 205	Horticultural Entomology	3
HORT 206	Plant Pathology	3
LDCT 210	Planting Design	3
TURF 210	Turf Management I	3
	Social Science Elective	3
Total		18

Fourth Semester

Course No.	Course	Cr. Hrs.
HORT 212	Horticultural Chemicals	1
HORT 220	Shade Tree Maintenance	3
LDCT 220	Advanced Landscape Design/Construction	3
PEDH 220	First Aid	2
	Technical Elective	1-3
	Social Science/ Humanities Elective	3
	Business Elective	3
Total		16-18

Landscape Architecture

Transfer Options

Second Semester

Course No.	Course	Cr. Hrs.
ENGL 200	Advanced Composition	3

Third Semester

Course No.	Course	Cr. Hrs.
HUMN 101	Art Appreciation	3

Fourth Semester

Course No.	Course	Cr. Hrs.
TURF 260	Irrigation Design	1
HORT 240	Herbaceous Ornamentals	2

Other Suggested Electives

Course No.	Course	Cr. Hrs.
ARCH 150	Introduction to Architectural Computer Graphics	3

Landscape Contracting Technology

Program Objectives

A graduate of the Landscape Contracting Technology A.A.S. program should be able to:

1. Understand and apply the theory and principles of landscape design for both residential and commercial sites.
2. Read and create construction documents, prepare materials estimates and bids, and demonstrate familiarity with specialized landscape features.
3. Select, establish, and maintain ornamental trees and shrubs.
4. Properly identify, select, establish, and maintain major turf grasses used in landscapes.
5. Understand the role of pesticides and associated chemicals in modern horticulture, including their proper use and safe application.
6. Describe, demonstrate, and apply the theory and techniques of Integrated Pest Management (IPM) used in the landscape.
7. Understand the nature and cause of diseases and insect pests common to ornamental plants, identify them, and demonstrate knowledge of the methods used to control them.
8. Prepare analysis, design, and presentation drawings to communicate design intent to a client.
9. Exhibit a working knowledge of surveying and drafting techniques as they relate to site development.
10. Demonstrate knowledge and application of the construction techniques, principles, and materials used for decks, fences, walks, patios, and retaining walls.
11. Identify native and ornamental woody plants in the Northeast, and discuss their use in landscape design.
12. Demonstrate familiarity with less commonly used woody plants and be able to identify them through the use of the Internet and other computer-related resources.
13. Demonstrate an understanding of soil technology: its formation, composition, classification, and physical and chemical characteristics, and how to test soil and use the results to implement corrective soil practices.
14. Understand the basic principles of the growth, maintenance, and propagation of exterior and interior plants.
15. Understand the principles of operation for small engines used in landscaping equipment, and demonstrate the ability to select, safely operate, test, adjust, and maintain them.
16. Display a thorough understanding of the landscape contracting industry acquired through a 180-hour summer internship.
17. Display an understanding of the fundamentals of botany.
18. Recognize and respond to emergencies by making appropriate decisions regarding first-aid care.

Landscape Contracting Technology: Golf Course Operations

The Field

The Golf Course Operations program prepares students specifically for career opportunities as future golf course superintendents and related fields that support the golf course industry.

The Instructional Program

The Delhi College Golf Course is an outstanding recreational and educational facility offering students an opportunity to learn first-hand maintenance and proper turf management techniques.

Delhi has developed a network with over 200 golf courses throughout the Northeast to assist students interested in summer internships. Internship opportunities vary each year, and a faculty recommendation is required.

Several industry-supported scholarships are available to assist second-year students in continuing their educations at Delhi College.

Knowledge of the game of golf is a graduation requirement. Students can satisfy this requirement by taking PEDH 135 while enrolled in the program; by demonstrating previous experience, such as participation on a high school golf team; or by qualifying for the Delhi College golf team.

Degree Requirements: 65 credit hours

Admission Requirements: Applicants must have a high school diploma and have completed one year of high school Mathematics Course I and one year of biology (preferably Regents level or equivalent).

Golf Course Operations

A.A.S. Degree SUNY Curriculum Code: 1063

First Semester

Course No.	Course	Cr. Hrs.
ENGL 100	Freshman Composition	3
HORT 120	Introduction to Horticulture	4
HORT 130	Woody Plant Materials and Use	3
LARC 110	Drawing and Surveying	3
MATH	Mathematics by advisement	3-4
Total		16-17

Second Semester

Course No.	Course	Cr. Hrs.
BIOL 210	Botany	4
HORT 150	Grounds Equipment	2
HORT 160	Soil Technology	3
HORT 165	Woody Plants II	1
LDCT 110	Landscape Construction Principles	3
TURF 180	Introduction to Golf Course Operations/ Internship	3
Total		16

Third Semester

Course No.	Course	Cr. Hrs.
COMM 100	Public Speaking	3
HORT 205	Horticultural Entomology	3
HORT 206	Plant Pathology	3
TURF 210	Turf Management I	3
TURF 230	Weeds and Weed Control	3
	Social Science/ Humanities Elective	3
Total		18

Fourth Semester

Course No.	Course	Cr. Hrs.
HORT 212	Horticultural Chemicals	1
HORT 220	Shade Tree Maintenance	3
PEDH 220	First Aid	2
PRKM 220	Park and Recreation Administration	3
TURF 240	Advanced Turf Management Practices	2
TURF 260	Irrigation Design	1
	Social Science Elective	3
Total		15

Landscape Contracting Technology: Golf Course Operations

Program Objectives

A graduate of the Golf Course Operations A.A.S. program should be able to:

1. Demonstrate basic knowledge of botany.
2. Understand and apply the basic principles and terminology used in the care, pruning, growth, propagation, growing media, soil amendments, and fertilization of plants.
3. Demonstrate proficiency in the proper identification, terminology, and use of trees, shrubs, and groundcovers used in various Northeast landscapes.
4. Exhibit a working knowledge of basic surveying techniques, the proper use of transits and levels, and the necessary drafting and drawing skills to communicate the data collected.
5. Demonstrate knowledge of the diagnosis, repair, and operation of equipment used on golf courses.
6. Demonstrate a thorough understanding of soil: its genesis, composition, classification, physical and chemical characteristics, and how to test, correct, and implement proper soil management practices on golf courses.
7. Demonstrate knowledge of the construction principles and materials used for decks, fences, patios, walks, and retaining walls.
8. Display a thorough practical understanding of the daily operations on a golf course.
9. Properly identify, select, establish, and maintain major turf grasses used on golf courses.
10. Properly identify and manage turf pests found on golf courses.
11. Identify and control major weeds found on golf courses and in the surrounding landscape.
12. Understand basic concepts in plant pathology and entomology as they relate to turf grass and ornamental plants.
13. Describe, demonstrate, and apply the basic theories of Integrated Pest Management (IPM) practices used on golf courses.
14. Properly identify, select, calibrate, and safely apply pesticides used on golf courses.
15. Design, select, install, and maintain irrigation systems on golf courses.
16. Demonstrate a thorough working knowledge of golf course design, construction, budgeting, mathematics, and management.
17. Properly select and maintain trees on golf courses.
18. Demonstrate a thorough knowledge of personnel management, planning, and presentation techniques used on golf courses.
19. Recognize and respond to emergencies by making appropriate decisions regarding first-aid care.

Liberal Arts and Sciences

The Instructional Program

The Liberal Arts and Sciences “university parallel” transfer curriculum is designed to provide the first two years of education for students who wish to complete a four-year program leading to a bachelor’s degree. Delhi’s Liberal Arts program offers two degree options the Associate in Arts (A.A.) or the Associate in Science (A.S.) degree.

Students completing this curriculum will have an educational background that prepares them for such professional careers as law, medicine, and education. Required courses, together with a careful selection of electives, give students useful credits in English, mathematics, science, humanities, and the social sciences, as well as course concentration appropriate to individual needs.

Students should follow the Humanities, Social Sciences, or General Studies programs if they contemplate careers in teaching or other professions requiring a firm foundation in history, psychology, sociology, political science, government, economics, English and literature, philosophy, foreign languages, art, and music.

The Mathematics and Science programs are suggested for students planning courses of study or careers related to mathematics, chemistry, biology, physics, or other sciences.

All students must take at least one course from 7 of the 10 SUNY general education subject areas (see the General Education Requirement section of this catalog for more detail). Students who plan to transfer to a SUNY four-year school are advised to take at least one course from all 10 subject areas.

General Studies

A.A. Degree SUNY Curriculum Code: 1395

Course No.	Course	Cr. Hrs.	Course No.	Course	Cr. Hrs.
	Computer course by advisement	3		Liberal Arts Electives	18
ENGL 100	Freshman Composition or	3	MATH	Contemporary Math or higher	3
ENGL 200	Advanced Composition by placement			Math or Science Elective	3
ENGL	English Elective or	3		Social Science Electives	9
LITR	Literature Elective			Unrestricted Electives	12
	Humanities Electives	6			
	Laboratory Science Elective	4			

Degree Requirements: 64 credit hours

Program Objectives (General Studies A.A.)

A graduate of the General Studies A.A. program should be able to:

1. Express him/herself effectively through written and oral communication.
2. Demonstrate a knowledge of and an appreciation for literature.
3. Demonstrate an ability to manipulate college-level mathematical concepts, including mathematical circuits, planning and scheduling, linear programming, voting systems, and game theory.
4. Demonstrate a solid grounding in the science of his/her choosing.
5. Display a fundamental understanding of the behavioral and non-behavioral social sciences.
6. Discuss various areas within the humanities, based upon the courses he/she has elected to take.
7. Demonstrate a solid foundation of liberal arts knowledge based on the minimum of six courses in this area.

Liberal Arts and Sciences

General Studies

A.S. Degree

SUNY Curriculum Code: 1394

Course No.	Course	Cr. Hrs.	Course No.	Course	Cr. Hrs.
	Computer course by advisement	3	ENGL	English Elective or	
ENGL 100	Freshman Composition		LITR	Literature Elective	3
	or			Humanities Elective	3
ENGL 200	Advanced Composition by placement	3	MATH	Liberal Arts Electives	3
				Contemporary Math or higher	3
				Science Electives*	10
				Social Science Electives	9
				Concentration Electives	12
				Unrestricted Electives	15

Degree Requirements: 64 credit hours

***Note:** *Students in this program must take a minimum of one laboratory science.*

Program Objectives (General Studies A.S.)

A graduate of the General Studies A.S. program should be able to:

1. Express him/herself effectively through written and oral communication.
2. Demonstrate a knowledge of and an appreciation for literature.
3. Demonstrate an ability to manipulate college-level mathematical concepts, including mathematical circuits, planning and scheduling, linear programming, voting systems, and game theory.
4. Demonstrate a solid grounding in science, having taken at least three science courses, one of which must be a lab science.
5. Display a fundamental understanding of the behavioral and non-behavioral social sciences.
6. Discuss various areas within the humanities, based upon the courses he/she has elected to take.
7. Demonstrate a solid foundation of knowledge in an area of concentration of his/her choosing.

Humanities

A.A. Degree SUNY Curriculum Code: 0201

Course No.	Course	Cr. Hrs.	Course No.	Course	Cr. Hrs.
CITA	Microcomputer Applications I or higher	3	ENGL	English Electives and/or	
ENGL 100	Freshman Composition		LITR	Literature Electives ¹	9
	or			Humanities Electives	9
ENGL 200	Advanced Composition by placement	3	MATH	Contemporary Math or higher	3
			MATH 115	Statistics	4
				Science Electives ²	6-8
				Social Science Electives	12
				Unrestricted Electives	11-13

Degree Requirements: 62 credit hours

Notes:

¹ Six credits must be in 200-level or higher courses.

² Students in this program must take a minimum of one laboratory science.

Program Objectives (Humanities)

A graduate of the Humanities A.A. program should be able to:

1. Display a fundamental understanding of computers and computer information systems and be familiar with common computer applications such as word processing, spreadsheets, database management, and graphics.
2. Express him/herself effectively through written and oral communication.
3. Demonstrate a knowledge of and an appreciation for literature.
4. Demonstrate an ability to manipulate college-level mathematical concepts, including mathematical circuits, planning and scheduling, linear programming, voting systems, and game theory.
5. Understand and apply the fundamental concepts of statistics.
6. Demonstrate a solid grounding in science, having taken at least two science courses, one of which must be a lab science.
7. Display a good understanding of the behavioral and non-behavioral social sciences.
8. Discuss various areas within the humanities, based upon the course he/she has elected to take.
9. Demonstrate a solid foundation of liberal arts knowledge based on the minimum of six courses taken in this area.

Social Sciences

A.A. Degree SUNY Curriculum Code: 0212

Course No.	Course	Cr. Hrs.	Course No.	Course	Cr. Hrs.
CITA	Microcomputer Applications I or higher	3	MATH	Contemporary Math or higher	3
ENGL 100	Freshman Composition	3	MATH 115	Statistics	4
ENGL 200	Advanced Composition by placement	3		Science Electives ²	6-8
ENGL	English Electives and/or			Social Science Electives ³	18
LITR	Literature Electives ¹	6		Unrestricted Electives	11-13
	Humanities Electives	6			

Program Objectives (Social Sciences)
A graduate of the Social Sciences A.A. program should be able to:

1. Display a fundamental understanding of computers and computer information systems and be familiar with common computer applications such as word processing, spreadsheets, database management, and graphics.
2. Express him/herself effectively through written and oral communication.
3. Demonstrate a knowledge of and an appreciation for literature.
4. Demonstrate an ability to manipulate college-level mathematical concepts, including mathematical circuits, planning and scheduling, linear programming, voting systems, and game theory.
5. Understand and apply the fundamental concepts of statistics.
6. Demonstrate a solid grounding in science, having taken at least two science courses, one of which must be a lab science.
7. Display an in-depth understanding of the behavioral and non-behavioral social sciences based on the six social science courses taken.
8. Discuss various areas within the humanities, based upon the course he/she has elected to take.

Degree Requirements: 62 credit hours

Admission Requirements: Applicants to the General Studies, Humanities, and Social Sciences programs should have completed 4 units of high school English, 3 units of social studies, 2 units of college-preparatory math, and 1 unit of laboratory science.

Notes:

¹Three credits must be in a 200-level course.

²Students in this program must take a minimum of one laboratory science.

³Students in this program must take a minimum of 6 credits of behavioral and 6 credits of non-behavioral social science courses.

Additional Notes:

1. *General Education Requirement: All students in the General Studies, Humanities, and Social Sciences programs must take at least one course from each of the five following general education subject areas: Mathematics, Natural Sciences, Social Sciences, Humanities, and Basic Communication. In addition, students must take at least one American History, Western Civilization, or Other World Civilizations course, and at least one Arts or Foreign Language course.*
2. *Humanities: Humanities electives can be chosen from among all courses with an HUMN designation*
3. *Social Sciences: Students must take a combination of behavioral and non-behavioral social sciences. Behavioral social sciences include anthropology, human geography, psychology, and sociology. Non-behavioral social sciences include criminal justice, economics, government, and history.*
4. *All students must complete ENGL 100 or ENGL 200 with a grade of C or higher to meet graduation requirements.*
5. *For the above programs, HONR courses count as ENGL, LITR, HUMN, or social science requirements.*

Mathematics

A.S. Degree SUNY Curriculum Code: 0221

Science

A.S. Degree SUNY Curriculum Code: 0220

Course No.	Course	Cr. Hrs.	Course No.	Course	Cr. Hrs.
ENGL 100	Freshman Composition		MATH	Mathematics	
	or	3		Electives	7-16
ENGL 200	Advanced Composition		PEDH	Physical Education	
	by placement			Activity Elective	1
ENGL	English Elective		PEDH 210	Wellness	2
	or			Social Science	
LITR	Literature Elective	3		Electives	6
	Humanities Electives	6		Unrestricted	
	Laboratory Science			Electives ²	6-13
	Electives ¹	16-26			

Degree Requirements: 64 credit hours³

Admission Requirements: Applicants to the Mathematics and Science programs should have completed 4 units of high school English, 3 units of social studies, 3 units of college-preparatory math, and 2 units of laboratory science.

Notes:

- ¹ *The particular laboratory sciences will be determined in consultation with a faculty advisor depending on whether the student is primarily interested in pursuing mathematics, chemistry, physics, or the biological sciences.*
- ² *Most of the unrestricted electives should be taken in additional mathematics and science courses. Where a special need exists, students may take up to 6 credits of technical electives outside the department.*
- ³ *Biological Science majors are required to take a minimum of 7 credits hours of mathematics which must include one semester of Statistics and one semester of Pre-Calculus or Calculus I. Calculus II and Calculus III are recommended as electives. Chemistry and Physics majors are required to take a minimum of 12 credit hours of mathematics (a three-semester sequence of Calculus I, II, and III). Differential Equations and Statistics are strongly recommended as electives. Mathematics majors are expected to complete the calculus sequence through Differential Equations. Statistics is strongly recommended as an elective.*

Additional Notes:

- General Education Requirement: All students in the Mathematics and Science programs must take at least one course from each of the five following general education subject areas: Mathematics, Natural Sciences, Social Sciences, Humanities, and Basic Communication. In addition, students must take at least one American History, Western Civilization, or Other World Civilizations course, and at least one Arts or Foreign Language course.*
- Humanities: Humanities electives can be chosen from among all courses with an HUMN designation.*

Liberal Arts and Sciences

Program Objectives (Mathematics)

A graduate of the Mathematics A.S. program should be able to:

1. Determine the solution to linear, quadratic, exponential, and logarithmic equations in one variable.
2. Determine the solution to right triangles and oblique triangles by utilizing trigonometric functions and vector analysis.
3. Classify linear, quadratic, square root, exponential, logarithmic, rational, and trigonometric functions from their formulas and graphs.
4. Predict the behavior of linear, quadratic, square root, exponential, logarithmic, rational, and trigonometric functions (such as increasing/decreasing, intercepts, etc.) based on their parameters.
5. Solve a system of equations in two or three variables using the addition/elimination method, determinants, and/or matrices.
6. Apply linear, quadratic, exponential, logarithmic, and trigonometric functions and systems of equations in "real world" situations.
7. Integrate and differentiate the standard single variable and multivariable functions algebraically, numerically, or graphically where appropriate.
8. Apply techniques of single-variable calculus to problems involving optimization, areas, and volumes.
9. Use the technology of both the graphing calculators (e.g., TI-83) and a computer algebra system (e.g., Maple) in solving applications and for interpreting 3-D functions and their 2-D surfaces.
10. Use a vector approach with equation of the plane and orthogonal applications.
11. Solve certain classic types of ordinary differential equations algebraically, as well as some linear systems of differential equations.
12. Recognize the type of function that is a solution to a differential equation by viewing the phase plane.
13. Use an ODE program to solve initial value problems.
14. Use the LaPlace transform as a method of solving differential equations.
15. Demonstrate a solid foundation in lab science based upon completion of two of the following series: (1) Chemistry, (2) Physics, or (3) Biology or Botany/Zoology.

Program Objectives (Science)

A graduate of the Science A.S. program should be able to:

1. Express him/herself effectively through written and oral communication.
2. Demonstrate a knowledge of and an appreciation for literature.
3. Demonstrate a solid grounding in science, with a specific emphasis in chemistry, the biological sciences, or physics. Between 16 and 26 credits of laboratory science credits are completed by the science major.
4. Display a fundamental understanding of the social sciences.
5. Discuss various areas within the humanities, based upon the two courses he/she has selected to take.
6. Demonstrate a solid foundation in mathematics based upon the seven to sixteen credits hours earned in this area.

Natural Resource Recreation and Sports

The Field

The Natural Resource Recreation and Sports curriculum provides students the opportunity to obtain a general background in leisure studies and to focus their studies on one of five concentrations: Park and Outdoor Recreation, Recreation and Sports Management, Adventure Recreation, Environmental Science and Forestry (2+2), or Forest Technology (1+1). The program is designed to prepare students for post-graduation careers while at the same time offering the flexibility for students to transfer to four-year colleges.

Each of the program concentrations offers students a number of opportunities. In addition to the theoretical background associated with each of the concentrations, students of the Natural Resource Recreation and Sports (NRRS) program gain a tremendous amount of practical experience that is applicable to numerous leisure-oriented jobs. Graduates of the program find opportunities as park managers, recreation leaders, aquatics specialists, campground managers, sports specialists, outdoor adventure guides, park rangers, fitness or sport center directors, social directors, activity directors in therapeutic and resort settings, outdoor educators, recreation therapy aides, conservation officers, and many more. These concentrations are also designed to assist students in obtaining various certifications relative to the field, including NYS guiding license, kayaking instructor, wilderness first aid, and adventure program facilitator, among others.

Student who successfully complete the program receive an Associate in Applied Science (A.A.S.) degree in Natural Resource Recreation and Sports, with the exception of the Forest Technology concentration. For those students wishing to continue on for a bachelor's degree, the NRRS program has transfer agreements with SUNY ESF, SUNY Brockport, and SUNY Cortland. Graduates of the NRRS program are prepared to be certified as Recreation Associates by the National Recreation and Park Association, provided they have completed the necessary work experience requirement.

The NRRS program is also tied closely to the Physical Education Studies program at Delhi College. Many of the courses offered as part of the NRRS pro-

gram are core courses in the Physical Education Studies program, and both programs share a number of elective courses as well.

The Instructional Program

The core courses of the NRRS program emphasize theoretical and practical application of park, recreation, leisure, and natural resource management. Small class sizes allow for more individual contact between instructors and students. This one-on-one, hands-on atmosphere is the cornerstone of the program. Additional hands-on experience comes from the Catskill Outdoor Education Corps (COEC). This AmeriCorps project provides NRRS program students with a tremendous amount of instructional and resource support. The COEC also allows students the opportunity to gain valuable field-related experience through various community service projects such as trail development and outdoor education programming.

Program faculty also view student advisement as one of their most important responsibilities. Students can fully develop the coursework necessary for their concentration while at the same time addressing individual interests and needs through consultation with their faculty advisor.

Physical Education Studies

The Natural Resource Recreation and Sports program offers students a specialized option in Physical Education Studies. This option prepares students for immediate post-graduation careers in sports- and recreation-related fields or for transfer to baccalaureate programs in physical education.

The Physical Education Studies program at Delhi College leads to an Associate in Science (A.S.) degree, which requires more general education coursework than other NRRS options. However, the Physical Education Studies program is closely linked to other NRRS program concentrations, in particular the Adventure Recreation and the Recreation and Sports Management concentrations.

This program affords students the opportunity to gain American Red Cross certifications in First Aid and CPR, Life Guard Training, and Water Safety Instruction. Students may also pursue additional certifications relative to other Natural Resource Recreation and Sports

program concentrations.

SUNY ESF/Syracuse Connection

The Environmental Science and Forestry articulation program is designed for those students who ultimately desire a Bachelor of Science degree in the environmental sciences and/or forestry.

After the first two years of study at Delhi, students may transfer to a four-year college and major in one of the following programs: biological sciences (botany and forest pathology, entomology, zoology, wildlife biology, silvics, pest management); chemistry (natural and synthetic polymers, biochemistry and natural products, environmental); forest engineering; paper science and engineering; wood products engineering; forestry (resource management, forest resource science, management science, environmental education and communication, urban forestry, world forestry, and applied resource management).

Delhi has a special cooperative program with the College of Environmental Science and Forestry (ESF) at Syracuse for transfer. Successful graduates of Delhi's Environmental Science and Forestry option receive an A.A.S. and generally gain admission with full junior class status to ESF as well as other four-year colleges. Delhi also offers a one-plus-one concentration for students who desire an A.A.S. degree in Forest Technology through ESF's School of Forest Technology at Wanakena. Students receive a liberal arts background with an emphasis in mathematics and science during the first year of study at Delhi. The second year is spent at ESF's Wanakena Campus, located on the western edge of the Adirondack Mountains. Courses at Wanakena are almost totally technical in nature, and 50 percent of students' studies are devoted to field exercises.

Career opportunities for program graduates include jobs as assistant forest rangers, forestry aides, forest technicians, and loggers.

Educational Resources

The main campus has excellent recreational facilities. Farrell Hall is home to the college's gymnasium, weight rooms, theater, art rooms, and commuter lounge. An indoor pool and racquetball courts are located in adjacent Kunsela Hall. The campus also has several outdoor soccer, baseball, and softball fields. Also located on the main campus are an air structure

(which houses tennis and basketball courts and an indoor track), outdoor tennis courts, and an outdoor track.

The lower campus includes an 18-hole golf course with practice putting green and driving range, two fishing streams, picnic area, and hiking and horseback riding

trails. Adjacent to the lower campus is the Catskill Outdoor Education Center, a 50-acre interpretive center that includes 2 miles of trails, a small amphitheater, an outdoor classroom, and various sitting and picnic areas.

Other educational resources at the

program's disposal are a 100-acre arboretum that acts as a natural laboratory featuring special woodland interpretive trails and wildlife planting trails, and the John Lennox Demonstration Forest, the oldest conifer plantation of its type in New York State, covering about 185 acres.

Natural Resource Recreation and Sports Program: Adventure Recreation Concentration

A.A.S. Degree SUNY Curriculum Code: 1563

First Semester

Course No.	Course	Cr. Hrs.
PRKM 100	Orientation to Recreation and Physical Education	1
PRKM 110	Introduction to Recreation and Physical Education	3
PRKM 130	Program Planning and Leadership for Recreation and Physical Education	3
PRKM 128	Adventure Recreation I	1
PEDH 164	Lifeguard Training	3
	or	
PEDH 210	Wellness	2
BIOL	Lab Science Elective	4
ENGL 100	Freshman Composition	3
Total		17-18

Second Semester

Course No.	Course	Cr. Hrs.
	Concentration Electives	3-4
PRKM 129	Adventure Recreation II	1
PRKM 131	Adventure Recreation III	1
PRKM 145	Adventure Recreation Programming and Leadership	3
PEDH 220	First Aid	2
LARC 120	Landscape Graphics	2
	Lab Science Elective	4
Total		16-17

Third Semester

Course No.	Course	Cr. Hrs.
COMM 100	Public Speaking	3
PRKM 210	Outdoor Education and Camping	4
PRKM 230	Park and Recreation Internship I	3
	Concentration Electives	4
TRVL 170	Tourism	3
Total		17

Fourth Semester

Course No.	Course	Cr. Hrs.
PRKM 200	Design & Development of Park and Recreation Facilities	3
PRKM 220	Park and Recreation Management	3
PRKM 132	Adventure Recreation IV	1
	Social Science Elective	3
	Humanities/Social Science Elective	3
MATH	Mathematics by placement	3-4
PEDH	Physical Education Activity Elective	1
Total		17-18

Degree Requirements: 67 credit hours

Admission Requirements: Applicants must have a high school diploma and have completed one year of high school Mathematics Course I and one year of biology (preferably Regents level or equivalent).

Natural Resource Recreation and Sports Program: Park and Outdoor Recreation Concentration

A.A.S. Degree SUNY Curriculum Code: 1564

First Semester

Course No.	Course	Cr. Hrs.
PRKM 100	Orientation to Recreation and Physical Education	1
PRKM 110	Introduction to Recreation and Physical Education	3
PRKM 130	Program Planning and Leadership for Recreation and Physical Education	3
PRKM 255	Park and Recreation Maintenance Management	3
BIOL 140	Field Biology	4
ENGL 100	Freshman Composition	3
Total		17

Second Semester

Course No.	Course	Cr. Hrs.
PRKM	Concentration Electives	6
PEDH 220	First Aid	2
LARC 120	Landscape Graphics	2
BIOL 105	Wildlife of North America	3
	Lab Science Elective	4
Total		17

Third Semester

Course No.	Course	Cr. Hrs.
COMM 100	Public Speaking	3
PRKM 210	Outdoor Education and Camping	4
PRKM 230	Park and Recreation Internship I	3
PRKM	Concentration Electives	5
BIOL 110	Environmental Issues	3
Total		18

Fourth Semester

Course No.	Course	Cr. Hrs.
PRKM 200	Design & Development of Park and Recreation Facilities	3
PEDH	Physical Education Activity Elective	1
PRKM 220	Park and Recreation Management	3
MATH	Mathematics by placement	3-4
	Social Science Elective	3
	Humanities/Social Science Elective	3
Total		16-17

Program Objectives

(Park and Outdoor Recreation)

A graduate of the Natural Resource Recreation and Sports A.A.S. program with a concentration in Park and Outdoor Recreation should be able to:

1. Discuss the academic and career opportunities available in the field of park and outdoor recreation and have a working knowledge of how to utilize these opportunities.
2. Discuss the philosophy, history, scope, and significance of the park and outdoor recreation movement.
3. Select the appropriate sport, game, or outdoor activity for various situations in a park and/or recreational setting.
4. Plan and supervise recreation programs for governmental, non-profit, and commercial agencies.
5. Understand and apply fundamental concepts, principles, and procedures for the planning, development, and design of recreational resources, areas, and facilities.
6. Understand and apply principles, techniques, and procedures in the design, programming, and operation of outdoor education and camping facilities.
7. Demonstrate a thorough understanding of park and recreation administration.
8. Understand the relationships between organisms and their physical and biological environments and the structure and function of ecosystems, communities, and populations.
9. Demonstrate a thorough grounding in the theory and application of at least one specific area of the physical education discipline, such as cross country skiing, swimming, golf, tennis, fitness for life, team sports, volleyball, weight training, or badminton.
10. Demonstrate practical experience in the field of parks and outdoor recreation management.
11. Read blueprints and demonstrate basic drafting skills.
12. Plan and execute a basic maintenance management plan.
13. Develop and lead a recreation activity.
14. Satisfy the educational requirements to be certified as a Recreational Associate with the National Recreation and Park Association.
15. Plan a budget for a recreation program and/or facility.
16. Develop a risk management plan for a recreation program and/or facility.
17. Recognize and respond to emergencies by making appropriate decisions regarding first-aid care.

Degree Requirements: 68 credit hours

Admission Requirements: Applicants must have a high school diploma and have completed one year of high school Mathematics Course I and one year of biology (preferably Regents level or equivalent).

Natural Resource Recreation and Sports Program: Physical Education Studies

A.S. Degree SUNY Curriculum Code: 1485

First Semester

Course No.	Course	Cr. Hrs.
PRKM 100	Orientation to Recreation and Physical Education	1
PRKM 110	Introduction to Recreation and Physical Education	3
PRKM 130	Program Planning and Leadership for Recreation and Physical Education	3
BIOL 130	General Biology I	4
PEDH 200	Sports Officiating	2
PEDH	Physical Education Activity Elective	1
ENGL	English by placement	3
Total		17

Second Semester

Course No.	Course	Cr. Hrs.
PEDH	Physical Education Activity Elective	1
	Arts or Foreign Language Elective	3
	American History or Western Civilization or Other World Civilizations Elective	3
BIOL 135	General Biology II	4
COMM 100	Public Speaking	3
	Technical Elective	4
Total		18

Third Semester

Course No.	Course	Cr. Hrs.
MATH 115	Statistics	4
SOCI 100	Introductory Sociology	3
BIOL 220	Human Anatomy and Physiology I	4
PEDH 152	Team Sports I	1
PEDH 155	Fitness for Life	1
PEDH	Physical Education Activity Elective	1
LITR 100	Introduction to Literature or	
LITR 110	Introduction to Fiction	3
Total		17

Fourth Semester

Course No.	Course	Cr. Hrs.
PEDH 220	First Aid	2
PRKM 220	Park and Recreation Management	3
PEDH 210	Wellness	2
PSYC 100	Introductory Psychology I	3
CITA 110	Microcomputer Applications I	3
BIOL 225	Human Anatomy and Physiology II	4
Total		17

Program Objectives

(Physical Education Studies)

A graduate of the Natural Resource Recreation and Sports: Physical Education Studies A.S. program should be able to:

1. Discuss the academic and career opportunities available in the field of park and outdoor recreation management and have a working knowledge of how to utilize these opportunities.
2. Discuss the philosophy, history, scope, and significance of the park and outdoor recreation movement.
3. Select the appropriate sport, game, or outdoor activity for various situations in a park and/or recreational setting.
4. Plan and supervise recreation programs for governmental, non-profit, and commercial agencies.
5. Demonstrate a thorough understanding of park and recreation administration.
6. Understand and apply the principles of fitness in terms of cardiovascular endurance, proper weight control, and strength and flexibility through the design of individualized fitness programs.
7. Address quality-of-life issues through knowledge of the basics of personal well-being, including the concepts of self-responsibility, social support networks, and a sense of community.
8. Demonstrate a thorough grounding in the theory and application of several specific areas of the physical education discipline, some of which might be: racquetball, swimming, weight training, volleyball, cross country skiing, golf, badminton, tennis, and team sports.
9. Recognize and respond to emergencies by making appropriate decisions regarding first-aid care.
10. Demonstrate an understanding of the fundamental concepts of the life sciences.
11. Demonstrate an understanding of evolution and adaptation, theories concerning the origin of life, taxonomy, anatomy and physiology of the vertebrate body, animal behavior, and the fundamentals of ecology.
12. Display a thorough understanding of human anatomy and physiology.
13. Demonstrate a basic understanding of cultural anthropology with an awareness of human cultural diversity as well as similarity.
14. Develop and lead a physical education/recreation activity.
15. Satisfy the educational requirements to be certified as a Recreational Associate with the National Recreation and Park Association.
16. Plan a budget for a physical education/recreation program and/or facility.
17. Develop a risk management plan for a physical education/recreation program and/or facility.

Degree Requirements: 69 credit hours

Admission Requirements: Applicants must have a high school diploma and have completed one year of high school Mathematics Course I and one year of biology (preferably Regents level or equivalent).

Natural Resource Recreation and Sports Program: Recreation and Sports Management Concentration

A.A.S. Degree SUNY Curriculum Code: 1565

First Semester

Course No.	Course	Cr. Hrs.
PRKM 100	Orientation to Recreation and Physical Education	1
PRKM 110	Introduction to Recreation and Physical Education	3
PRKM 130	Program Planning and Leadership for Recreation and Physical Education	3
PEDH 152	Team Sports I	1
PEDH 200	Sports Officiating	2
BIOL	Lab Science Elective	4
ENGL 100	Freshman Composition	3
Total		17

Third Semester

Course No.	Course	Cr. Hrs.
PEDH 220	First Aid	2
PRKM 210	Outdoor Education and Camping	4
PRKM 230	Park and Recreation Internship I	3
PRKM	Concentration Electives	3
PEDH 210	Wellness	2
PEDH 135	Fundamentals of Golf	1
MATH	Mathematics by placement	3-4
Total		18-19

Second Semester

Course No.	Course	Cr. Hrs.
PRKM	Adventure Recreation Elective	1
LARC 120	Landscape Graphics	2
PEDH 110	Weight Training	1
PEDH 154	Team Sports II	1
PRKM	Concentration Electives	3-5
PEDH 127	Lifetime Sports II	1
PEDH	Swimming Elective	1-3
	Lab Science Elective	4
Total		14-18

Fourth Semester

Course No.	Course	Cr. Hrs.
PRKM 200	Design & Development of Park and Recreation Facilities	3
PRKM 220	Park and Recreation Management	3
PEDH 155	Fitness for Life	1
PEDH 126	Lifetime Sports I	1
	Social Science Elective	3
	Humanities/Social Science Elective	3
COMM 100	Public Speaking	3
Total		17

Degree Requirements: 66 credit hours

Admission Requirements: Applicants must have a high school diploma and have completed one year of high school Mathematics Course I and one year of biology (preferably Regents level or equivalent).

Nursing

The Field

Nursing involves the care and counsel of the ill and injured, the maintenance of health, and the prevention of illness. Delhi's Nursing programs prepare graduates to become Licensed Practical Nurses or Registered Nurses.

In New York State, the Licensed Practical Nurse (LPN) must practice under the supervision of a doctor or a Registered Nurse (RN). Registered Nurses may practice in a greater variety of settings, and with more autonomy. Such care is dependent on knowledge of the liberal arts and biological, physical, and social sciences. Therefore, the Nursing programs require instruction in these disciplines.

The Instructional Programs

The Associate Degree in Nursing (ADN) is a two-year program. Practical Nursing is a one-year certificate program. Delhi's Nursing program is accredited by the National League for Nursing Accrediting Commission. Anyone with questions or concerns regarding the curriculum can write them at 61 Broadway, New York, NY 10006 or call 1-800-669-1656. To be eligible to take the NCLEX-RN examination for registered nursing, students must complete the associate degree in Nursing. Students completing the one-year certificate program are eligible to take the NCLEX-PN examination for licensed practical nursing.

The curriculum is also designed to provide options for career mobility. Advanced placement is possible for successful graduates of many BOCES and hospital-based practical nursing programs. Students desiring advanced placement are considered on an individual basis after the admissions process to the College is initiated. This process includes a challenge by examination of Nursing courses in the first year of the Nursing program.

Students who do not meet admission requirements for the Nursing program may take courses to meet these requirements in a pre-clinical option. Students in the pre-clinical option take prerequisites for the Nursing program and space the educational process out over one or two additional semesters.

Delhi's Nursing programs provide individual attention to meet the needs of a diverse group of students, including recent high school graduates and adults seeking career changes and advancement. To help students acquire and develop skills, the program provides skills laboratory, a nursing interactive computer, and video programs.

The Nursing programs consist of a combination of theoretical and clinical courses. Classroom, laboratory, and actual clinical settings are used for educational purposes. The goal is to educate students to deliver optimum total patient care in uncomplicated situations. Students learn to take responsibility for their clients and to make mature decisions with regard to the physical and psycho-social needs of each client. The combination of classroom instruction and clinical experience gives students many opportunities to apply their theoretical knowledge to clinical practice. Clinical rotations are provided at several hospitals, nursing homes, day care centers, and mental health facilities.

Full- and part-time study within the Nursing curriculum is available.

The Medical-Surgical Nursing courses are sequential in a fall/spring continuum. These four Medical-Surgical Nursing courses must be taken in correct order with a clinical component.

If part-time study is pursued, a student must complete program requirements within a specified number of semesters. Completion of the Practical Nursing certificate program must occur by the end of four semesters. Completion of the associate degree must occur by the end of eight semesters.

To qualify for graduation, all students must earn a grade of 75% or better in each Nursing course, a grade of 70% or better in all other required courses, and a Pass in all clinical courses. Program graduates are eligible to take the appropriate exam for licensure. Nursing is a licensure program and has special requirements for entry and licensure. This information should be utilized when making career choices. Conviction for a felony or misdemeanor may affect an individual's right to be licensed. Applicants with concerns should contact the Albany Licensing Bureau at 1-800-342-3729.

Transportation to clinical sites is the responsibility of the individual student. Because of the clinical component, special uniforms, health requirements, and immunizations are required of Nursing students. Students will receive information about this after they are accepted into the program.

Partnership for Nursing Opportunities

SUNY Delhi, Hartwick College and Bassett Healthcare in Cooperstown have joined forces to provide attractive and affordable paths to both associate and baccalaureate degrees in nursing, as well as employment with a major regional healthcare provider. The program is sequential and begins with entrance in the Associate Degree Nursing program at Delhi. After completing the first year of study, attaining a certificate in practical nursing and passing the LPN exam, the student is eligible for employment at Bassett Healthcare. The student can then work full-time and continue on through a specially-designed educational program that will lead first to an Associate Degree in Nursing from nursing from Delhi and then to a baccalaureate degree in nursing from Hartwick College. Special financial aid is available to program participants. For additional information, contact Delhi's Enrollment Services Office at 1-800-96-DELHI.

Practical Nursing

Certificate SUNY Curriculum Code: 0938

First Semester

Course No.	Course	Cr. Hrs.
BIOL 220	Human Anatomy and Physiology I	4
ENGL 100	Freshman Composition or	
PSYC 100	Introductory Psychology I	3
NURS 100	Nursing through the Lifespan I	3
NURS 110	Fundamentals of Nursing	3
NURS 120	Nursing Clinical I	4
Total		17

Second Semester

Course No.	Course	Cr. Hrs.
BIOL 225	Human Anatomy and Physiology II	4
ENGL 100	Freshman Composition or	
PSYC 100	Introductory Psychology I	3
NURS 105	Nursing through the Lifespan II	3
NURS 115	Medical/Surgical Nursing I	3
NURS 125	Nursing Clinical II	4
Total		17

Program Objectives

(Practical Nursing Certificate)

A graduate of the Practical Nursing certificate program should be able to:

1. Demonstrate knowledge of assessment and nursing care concepts of the human system focussing on maternity, newborn, pediatric, aged, and mentally ill clients, with consideration of how cultural and ethnic diversity affects health care.
2. Understand and apply the principles and techniques used in assessing and meeting the basic physical and psychological needs of human systems through the lifespan, with primary foci on Activities of Daily Living (ADL), technical skills, and safety needs of clients.
3. Assist clients who have impaired body structure or function at various levels on the health/illness continuum. Emphasis is on the nursing process, therapeutic communication, critical thinking, and the health team's role in providing for safety, comfort, health teaching, and rehabilitation.
4. Apply the skills of assessment, communication, and utilize fundamental techniques in caring for the geriatric population.
5. Use the nursing process in assessing clients and in planning and implementing their care.
6. Display a thorough understanding of human anatomy and physiology.
7. Display knowledge of the fundamental concepts of psychology.

Certificate Requirements: 34 credit hours, a grade of 75% or better in each Nursing course, a grade of 70% or better in all other required courses, and a Pass in all clinical courses.

Admission Requirements:

1. High school graduation or equivalent.
2. High school minimum overall average of 72 (unweighted) or GED score of 250 or greater. High school biology, chemistry and math are strongly recommended.
3. An on-campus interview is recommended.
4. Each student must submit to the College Health Center a current immunization record (including Hepatitis B vaccine), the results of a physical examination, and the results of required lab testing.
5. Professional Rescuer Certification in CPR (American Red Cross or American Heart Association Course C).

Nursing

A.A.S. Degree SUNY Curriculum Code: 0622

First Semester

Course No.	Course	Cr. Hrs.
BIOL 220	Human Anatomy and Physiology I	4
ENGL 100	Freshman Composition or	
PSYC 100	Introductory Psychology I	3
NURS 100	Nursing through the Lifespan I	3
NURS 110	Fundamentals of Nursing	3
NURS 120	Nursing Clinical I	4
Total		17

Third Semester

Course No.	Course	Cr. Hrs.
BIOL 230	General Microbiology	4
NURS 200	Medical/Surgical Nursing II	3
NURS 220	Psychiatric/Mental Health Nursing or	
NURS 255	Maternal/Child Health Nursing	3
NURS 230	Nursing Clinical III Restricted Elective*	4 3
Total		17

Second Semester

Course No.	Course	Cr. Hrs.
BIOL 225	Human Anatomy and Physiology II	4
ENGL 100	Freshman Composition or	
PSYC 100	Introductory Psychology I	3
NURS 105	Nursing through the Lifespan II	3
NURS 115	Medical/Surgical Nursing I	3
NURS 125	Nursing Clinical II	4
Total		17

Fourth Semester

Course No.	Course	Cr. Hrs.
ENGL	English Elective or	
LITR	Literature Elective	3
NURS 210	Medical/Surgical Nursing III	3
NURS 220	Psychiatric/Mental Health Nursing or	
NURS 255	Maternal/Child Health Nursing	3
NURS 240	Nursing Clinical IV	4
PEDH	Physical Education	1
PSYC 210	Developmental Psychology	3
Total		17

Degree Requirements: 68 credit hours, a grade of 75% or better in each Nursing course, a grade of 70% or better in all other required courses, and a Pass in all clinical courses.

Admission Requirements:

1. High school graduation or equivalent.
2. High school minimum overall average of 72 (unweighted) or GED score of 250 or greater. High school biology, chemistry and math are strongly recommended.
3. An on-campus interview is recommended.
4. Each student must submit to the College Health Center a current immunization record (including Hepatitis B vaccine), the results of a physical examination, and the results of required lab testing.
5. Professional Rescuer Certification in CPR (American Red Cross or American Heart Association Course C).

***Restricted Elective:** College Algebra or higher math course, Introductory Sociology, or Nutrition.

Nursing

Program Objectives (A.A.S.)

A graduate of the Nursing A.A.S. program should be able to:

1. Demonstrate knowledge of assessment and nursing care concepts of the human system focussing on maternity, newborn, pediatric, aged, and mentally ill clients, with consideration of how cultural and ethnic diversity affects health care.
2. Understand and apply the principles and techniques used in assessing and meeting the basic physical and psychological needs of human systems through the lifespan, with primary foci on Activities of Daily Living (ADL), technical skills, and safety needs of clients.
3. Assist clients who have impaired body structure or function at various levels on the health/illness continuum. Emphasis is on the nursing process, therapeutic communication, critical thinking, and the health team's role in providing for safety, comfort, health teaching, and rehabilitation.
4. Utilize fundamental techniques in caring for the geriatric population.
5. Use the nursing process in assessing clients and in planning and implementing their care during various stages in the lifespan.
6. Demonstrate a good understanding of the holistic concepts of human systems and the nursing process with a focus on patho-physiologies and psycho-social concepts to health management of individuals, families, and communities.
7. Demonstrate an ability to synthesize and evaluate the health and disease-related situations of clients using advanced communication skills and independent critical thinking, including ability to coordinate laboratory data, nutritional therapy, and pharmacologic intervention.
8. Demonstrate that she/he has a theoretical background for the understanding of mental illness and coping with stress and crisis in individuals, families, and communities.
9. Prioritize physical and psychosocial client care and decision making through all phases of the nursing process including medicine administration, nutrition, and legal and ethical issues.
10. Identify physiologic and psychosocial needs of clients including application of pharmacological, nutritional principles, and lab data.
11. Utilize assessment skills, communication skills, and the nursing process to aid clients at various stages of the life cycle.
12. Set priorities, solve problems, and think critically in managing client care.
13. Utilize the nursing process as a critical thinking tool to assist new families in achieving optimum levels of health during child-bearing and child-rearing years.
14. Display a thorough understanding of human anatomy and physiology.
15. Be familiar with the characteristics of microorganisms, including culture, identification, biochemical activities, morphology, and impact of these life forms on human body and the environment.
16. Display knowledge of the fundamental concepts of psychology.
17. Discuss the sequential nature of human development over the entire lifespan.

Weekend College for Nursing

A.A.S. Degree SUNY Curriculum Code: 0622

First Semester			Second Semester			Third Semester		
Course No.	Course	Cr. Hrs.	Course No.	Course	Cr. Hrs.	Course No.	Course	Cr. Hrs.
NURS 220	Psychiatric/Mental Health Nursing	3	NURS 200	Medical/Surgical Nursing II	3	NURS 210	Medical/Surgical Nursing III	3
NURS 255	Maternal/Child Health Nursing	3	NURS 230	Nursing Clinical III	4	NURS 240	Nursing Clinical IV	4
	Total	6		Total	7		Total	7

Degree Requirements: 68 credit hours, a grade of 75% or better in each Nursing course, a grade of 70% or better in all other required courses, and a Pass in all clinical courses.

Admission Requirements: Applicants for Weekend College should be Licensed Practical Nurses. Graduates of BOCES or a hospital-based LPN school will need to pass the Nursing Challenge Exam. Information regarding this is available through Enrollment Services. Upon completion of this requirement (including the prerequisites), students will have approximately 33 college credit hours (including liberal arts, science, and nursing). The additional liberal arts and science courses for the A.A.S. degree are listed below. Applicants should have completed most of them prior to initiating the Weekend College Nursing courses. Students can transfer 30 credits to Delhi provided courses are equivalent to Delhi courses and they have achieved a 75% in all nursing courses or a 70% or better in all other courses. Students must earn 30 credits from Delhi to be awarded a degree.

The following courses are required to complete the A.A.S. degree in Nursing and to take the NCLEX-RN licensure exam:

Course No.	Course	Cr. Hrs.
BIOL 230	General Microbiology	4
ENGL	English Elective or	3
LITR	Literature Elective	
PEDH	Physical Education Elective	1
PSYC 210	Developmental Psychology	3
	Restricted Elective*	3

***Restricted Elective:** College Algebra or higher math, Introductory Sociology, or Nutrition.

Plumbing, Heating, and Pipefitting

The Field

The plumbing, heating, and pipefitting trades represent a comprehensive service industry which has many employment opportunities. Graduates often find employment with independent contractors, building maintenance operations, wholesale supply houses, and large industrial firms. More recently, the development of alternate energy heating systems has opened up additional opportunities for trained personnel who can install and service the new equipment.

The Instructional Program

This unique program deals with all aspects of the plumbing, heating, and pipefitting trades as they apply to residential and commercial construction. All instruction is in accordance with the American Standard National Plumbing Code.

Students develop competencies in soldering, sheetmetal fabrication, hydronics, and piping for sewer systems, heating systems, and hot water systems. Related instruction in mathematics and blueprint reading is included to enable students to meet the qualifications requested by employers. A variety of laboratory and field projects are undertaken to provide actual practice situations.

All students are required to purchase a set of basic hand tools in preparation for entrance into the trade.

Program Objectives

A graduate of the Plumbing, Heating, and Pipefitting certificate program should be able to:

1. Understand and apply the National Standard Plumbing Code and New York State Code.
2. Demonstrate basic knowledge of plumbing materials, tools, and equipment.
3. Display the ability to measure, cut, and join steel pipe, copper tubing, plastic and cast iron soil pipe; demonstrate knowledge of fittings as well as basic fabrication of sheet metal principles and layout techniques.
4. Exhibit basic drafting techniques as they relate to the plumbing, heating, and pipefitting field through the completion of various drawings such as piping isometrics, plumbing floor plans, and riser diagrams.
5. Install residential hydronic and steam heating systems, and indirect and direct domestic hot water heaters.
6. Design and install hot air heating systems and the various types of hot water heating systems for residential and light commercial buildings.
7. Understand AC theory, multi-zone heating systems, and light commercial controls.
8. Correctly and safely wire oil and gas boilers and hot air heating systems.
9. Display an understanding of building energy requirements and demonstrate the ability to perform residential heat loss calculations.
10. Recognize and respond to emergencies by making appropriate decisions regarding first-aid care.

Plumbing, Heating, and Pipefitting

Certificate SUNY Curriculum Code: 0921

First Semester

Course No.	Course	Cr. Hrs.
PEDH 220	First Aid	2
PHPF 110	Plumbing Codes	2
PHPF 120	Plumbing Theory	3
PHPF 130	Plumbing/Drainage Laboratory	5
PHPF 140	Plumbing Blueprint Drafting	2
	Restricted Elective	3
Total		17

Second Semester

Course No.	Course	Cr. Hrs.
MATH	Mathematics by placement*	3-4
PHPF 150	Heating Theory	3
PHPF 160	Heating Laboratory	3
PHPF 170	System Controllers	2
PHPF 180	System Controllers Laboratory	2
PHPF 190	Building Energy Requirements	1
Total		14-15

Certificate Requirements: 31 credit hours

Admission Requirements: Applicants must have earned a high school diploma or equivalency diploma or be at least 18 years of age. It is recommended that students entering this program have completed one unit of high school Mathematics Course I.

***Note:** *MATH 102 Mathematics for Applied Technology is the minimum mathematics requirement for the program.*

Restricted Electives

Course No.	Course	Cr. Hrs.
BTEC 270	Law and Contracting	3
BUSI 100	Introduction to Business	3
BUSI 110	Mathematics of Finance	3
BUSI 120	Business Communications	3
BUSI 205	Small Business Management	3
BIOL 110	Environmental Issues	3
COMM 100	Public Speaking	3
ENGL 100	Freshman Composition	3
EGSC 115	Computer-Aided Engineering Drawing	3
UNIV 101	Student Success	3

Refrigeration and Air Conditioning

The Field

The refrigeration and air conditioning industry is a specialized field and offers a multitude of employment opportunities to the person with appropriate training.

The industry consists of the manufacturing, selling, installing, and servicing of air conditioning and cooling units in a variety of applications. Recent emphasis on energy-efficient heating and cooling systems has generated additional employment opportunities with the following: small contractors, building maintenance, manufacturing firms, wholesale supply houses, and other service industries.

The Instructional Program

The program consists of the theoretical and practical aspects of troubleshooting, diagnosing, and repairing various refrigeration and air conditioning units. Domestic units and systems are covered during the first semester, and commercial units and systems are covered during the second semester.

Students in this program are affiliated with the Refrigeration Service Engineers Society. Prior to leaving in the spring semester, students are trained for and given the opportunity to take the CFC Certification Test, which is required by the Environmental Protection Agency (EPA) for refrigerant handling and reclaiming.

Students will be required to furnish a set of mechanic's hand tools.

Program Objectives

A graduate of the Refrigeration and Air Conditioning certificate program should be able to:

1. Understand and discuss fundamental refrigeration principles, including trade tools, gas laws, pressure/temperature relationship, heat transfer, refrigerants, compression cycle, compressors, condensers, evaporators, metering devices, refrigeration oils, desiccants and driers, evacuation, and safe handling of refrigerants.
2. Demonstrate a hands-on knowledge of the refrigeration system including skills in servicing, analyzing, problem solving, and pertinent safety practices.
3. Understand the basic electricity knowledge necessary to HVAC mechanics.
4. Demonstrate an understanding of the equipment and specific topics associated with commercial refrigeration systems.
5. Demonstrate a knowledge of air conditioning principles and air conditioning systems, including room air conditioners, air conditioning systems, heat pumps, low-voltage thermostats, and hydronics.
6. Apply the knowledge necessary to accurately troubleshoot air conditioning systems.
7. Demonstrate hands-on skills in the installation and servicing of a wide variety of air conditioning and commercial refrigeration equipment and systems in a safe manner.
8. Understand and apply the fundamentals of gas and arc welding as they apply to the refrigeration and air conditioning field.
9. Recognize and respond to emergencies by making appropriate decisions regarding first-aid care.

Refrigeration and Air Conditioning

Certificate SUNY Curriculum Code: 0957

First Semester

Course No.	Course	Cr. Hrs.
MATH	Mathematics by placement*	3-4
PEDH 220	First Aid	2
RFAC 110	Fundamentals of Refrigeration	3
RFAC 120	Fundamentals of Refrigeration Laboratory	4
RFAC 130	HVAC Electrical	3
WELD 100	Fundamentals of Welding	2
Total		17-18

Second Semester

Course No.	Course	Cr. Hrs.
RFAC 140	Commercial Refrigeration Principles	3
RFAC 150	Air Conditioning Troubleshooting	3
RFAC 160	Air Conditioning Principles	3
RFAC 170	Refrigeration and Air Conditioning System Operation Laboratory	4
	Elective (by advisement)	3
Total		16

Certificate Requirements: 33 credit hours

Admission Requirements: Applicants must have earned a high school diploma or equivalency diploma or be at least 18 years of age. It is recommended that students entering this program have completed one unit of high school Mathematics Course I.

***Note:** *MATH 102 Mathematics for Applied Technology is the minimum mathematics requirement for the program.*

Restaurant and Foodservice Management

The Field

Success in the restaurant management field requires a strong background in the food and beverage area, a strong business background, and leadership ability. Demand for restaurant managers is unprecedented, according to the National Restaurant Association. The primary reason for the booming market is that customers are eating more and more of their meals away from home, resulting in many new independent and chain-operated restaurant concepts.

The Instructional Programs

Delhi's curriculum provides both an Associate in Applied Science (A.A.S.) degree and a Bachelor of Business Administration (B.B.A.) degree in Restaurant and Foodservice Management; both provide students an opportunity to become part of this exciting and growing management field.

The A.A.S. program offers food preparation courses with extensive hands-on experience coupled with management courses in menu planning, purchasing, marketing, human resources, and financial management that prepare students for entry-level management positions in this dynamic field.

What makes Delhi's Restaurant Management programs unique is the six-credit Restaurant Management and Operations course, which requires students to apply the knowledge they have gained in the courses mentioned above in a student-operated restaurant (*Signatures*) within the Alumni Hall Hospitality Center. Students take part in everything from menu development to producing financial statements, as well as the day-to-day operations. While rotating through the various positions, students gain valuable practical experience and confidence.

The Delhi chapter of the International Food Service Executives Association is the student organization for Restaurant Management majors. This international organization takes part in seminars and workshops and plans student tours to hospitality centers throughout the Northeast.

The Bachelor of Business Administration program continues instruction for managerial and leadership roles in this exciting industry. Courses focus on human resources management, cost control and financial management, multi-cultural and classical cuisines, franchising, and purchasing. Significant growth in the service economy has created demand for qualified professionals in this area.

Restaurant and Foodservice Management

A.A.S. Degree SUNY Curriculum Code: 1003

First Semester

Course No.	Course	Cr. Hrs.
ACCT 110	Principles of Accounting I	3
HOSP 100	Orientation to the Hospitality Industry	1
HOSP 110	Basic Food Preparation and Standards	3
HOSP 115	Basic Food Preparation and Standards Laboratory	1
HOSP 130	Menu Planning and Controls	3
HOSP 135	Applied Food Service Sanitation	1
	English Elective	3
Total		15

Second Semester

Course No.	Course	Cr. Hrs.
HOSP 120	Food Production, Planning and Purchasing	3
HOSP 125	Food Production, Planning and Purchasing Laboratory	1
REST 190	Food and Beverage Cost Control Systems	3
	English Elective	3
	Mathematics Elective	3
	Restricted Elective	3
Total		16

Third Semester

Course No.	Course	Cr. Hrs.
HOSP 210	Hospitality Human Resources Management	3
HOSP 215	Hospitality Marketing	3
HOSP 235	Hospitality Professional Experience* 1	
REST 280	Restaurant Management and Operations Laboratory	
HTEL 250	Hotel Banquet and Function Mgmt. Lab	6
	Social Science Elective	3
	Restricted Elective	3
Total		19

Fourth Semester

Course No.	Course	Cr. Hrs.
HOSP 205	Hospitality Management	3
REST 290	Commercial Kitchen Layout and Equipment	3
	Liberal Arts/Sciences Elective	3
	Science Elective	3
	Social Science Elective	3
Total		15

Degree Requirement: 65 credit hours

Admission Requirements: Applicants must have satisfactorily completed a year of science, preferably biology, and mathematics.

***Note:** This one-credit course requires 320 hours of professional work experience.

Restaurant and Foodservice Management

Program Objectives (A.A.S.)

A graduate of the Restaurant and Foodservice Management A.A.S. program should be able to:

1. Discuss the scope of the hospitality industry.
2. Apply a comprehensive understanding of basic food cookery, industry terminology, product identification, and the use and care of foodservice equipment.
3. Exhibit knowledge of food purchasing, receiving, and issuing; the elements of proper table service and wine service; and front-of-the-house management controls.
4. Demonstrate a basic understanding of bakery ingredients, production, and equipment.
5. Demonstrate a thorough understanding of the menu as a major management tool for food service operations, including its role as a merchandising mechanism and vehicle for the presentation of food and beverage products.
6. Display earned certification in basic sanitation principles, ways to apply them in practical situations, and methods of training and motivating employees to follow good sanitation practices.
7. Exhibit knowledge of traditional management theory, leadership and management roles, organizational structure and change, service, quality, decision-making, empowerment, and ethics.
8. Understand how fundamental information, approaches, functions, and forms of human resource management are applied to the foodservice industry.
9. Understand and apply basic marketing and sales principles to the hospitality industry.
10. Display a thorough understanding of the restaurant industry acquired through a required eight-week summer internship.
11. Apply the principles of accounting to sales, food, beverage, and labor costs.
12. Demonstrate a realistic understanding of how to operate a restaurant, including the ability to cook food to order, service, purchasing food products, and managerial skills.
13. Understand and apply knowledge of commercial kitchen layout and equipment including equipment selection, sequence of work, and commercial flow.
14. Prepare financial statements and maintain accounting records.

Restaurant and Foodservice Management

B.B.A. Degree SUNY Curriculum Code: 1170

General Management Core

ACCT 110	Principles of Accounting I	3
ACCT 120	Principles of Accounting II	3
BUSI 343	Organizational Behavior	
	or	
BUSI 344	Organizational Theory	3
BUSI 360	International Business Management	3
CITA 110	Microcomputer Applications I	3
	Management Electives	6
	Total	21

Hospitality Management Core

HOSP 205	Hospitality Management	3
HOSP 210	Hospitality Human Resources Management I	3
HOSP 215	Hospitality Marketing	3
HOSP 310	Hospitality Human Resources II	3
HOSP 320	Hospitality Financial Management	3
HOSP 350	Hospitality Law	3
HOSP 330	Hospitality Strategic Marketing	3
HOSP 470	Hospitality Management Seminar	3
REST 190	Restaurant and Food Service Accounting	3
	Total	27

Liberal Arts and Sciences Core

COMM 310	Argumentation and Debate	3
ECON 100	Introductory Macroeconomics	
	or	
ECON 110	Introductory Microeconomics	3
ENGL 100	Freshman Composition	3
GOVT 300	Public Policy	3
MATH 115	Statistics	4
MATH	Mathematics Elective (minimum College Algebra)	3
	Lower Division Literature	3
	Lower Division Science	3
	American History Elective	3
	Western Civilization Elective	3
	Other World Civilization Elective	3
	Arts Elective	3
	Language Elective	3
	Upper Division Elective	3
	Total	43

Restaurant and Food Service Management Core

HOSP 110	Basic Food Preparation and Standards	3
HOSP 115	Basic Food Preparation and Standards Lab	1
HOSP 120	Food Production, Planning, and Purchasing	3
HOSP 125	Food Production, Planning, and Purchasing Lab	1
HOSP 130	Menu Planning	3
HOSP 335	Purchasing for Hospitality Industry	3
HTEL 310	Maintenance and Engineering	3
REST 310	Classical Cuisine	3
CULN 300	Food and Culture	3
	Restricted Electives	6
	Hospitality Electives	8
	Total	37

Degree Requirements: 128 credit hours

Admission Requirements: Applicants must have completed a year of General Biology and Mathematics Course II. A high school minimum average of 80 is required. Transfer students must have a minimum 2.25 GPA.

Restaurant and Foodservice Management

Program Objectives (B.B.A.)

In addition to numbers 1-14 listed under Hospitality Management, a B.B.A. graduate with a **Restaurant and Foodservice Management** concentration should be able to:

1. Apply a comprehensive understanding of basic food cookery, industry terminology, product identification, and the use and care of foodservice equipment.
2. Exhibit knowledge of food purchasing, receiving, and issuing; the elements of proper table service and wine service; and front-of-the-house management controls.
3. Demonstrate a basic understanding of bakery ingredients, production, and equipment.
4. Demonstrate a thorough understanding of the menu as a major management tool for food service operations, including its role as a merchandising mechanism and vehicle for the presentation of food and beverage products.
5. Display earned certification in basic sanitation principles, ways to apply them in practical situations, and methods of training and motivating employees to follow good sanitation practices.
6. Demonstrate knowledge of the basic principles of nutrition, including familiarity with carbohydrates, fats, proteins, vitamins, minerals, and water.
7. Demonstrate a thorough knowledge of purchasing for the hospitality industry, including the purchasing function, identification, quality, and control of the major food groups and beverages, and specification and selection of non-food commodities.
8. Display a thorough understanding of the hospitality industry acquired through a required eight-week employment experience.
9. Demonstrate knowledge of basic maintenance and engineering concepts as they pertain to a hospitality facility in order that appropriate decisions can be made in maintenance and energy management.
10. Display familiarity with food and beverage cost control systems, including accounting systems applied to sales, food, beverage, and labor cost controls.
11. Demonstrate a realistic understanding of how to operate a restaurant, including the ability to cook food to order, service, purchasing food products, and managerial skills.
12. Demonstrate appreciation for European and American cuisine and knowledge of classical cuisine throughout history acquired through discussions, projects, and hands-on cooking demonstrations.

Travel and Tourism Management

The Field

The Travel and Tourism Management curriculum at Delhi focuses on the knowledge and skills required to work in today's diverse travel and tourism industry. Graduates are prepared for employment with airlines, cruise companies, travel agencies, tour operators, travel wholesalers, meeting and convention development firms, convention and visitors bureaus, chambers of commerce, and tourism development agencies. A strong emphasis is placed on the marketing and sales of travel products to prepare students for marketing and sales positions with major hotel chains, resorts, airlines, and the cruise industry.

The Instructional Programs

To meet industry demands, Delhi offers two programs in Travel and Tourism Management. One leads to an Associate in Applied Science (A.A.S.) degree, the second to a Bachelor of Business Administration (B.B.A.) degree.

Delhi's philosophy of technology education is rooted in the development of hands-on, operational skills for its students. Delhi's Travel and Tourism curriculum begins with a course in tourism theory and fundamentals. The curriculum then moves to two computer-based (Sabre/Apollo) travel reservations and ticketing courses, the first focusing on the domestic travel market and the second emphasizing the international travel market. The knowledge and skills developed in the introductory and operational courses are put to use in the capstone travel and tourism packaging course, where students actually write and create their own travel package and program. A unique course in travel foods is also part of the well-balanced, product-focused, Delhi tourism curriculum.

The Association of Travel Executives, a member of the American Society of Travel Agents (ASTA), is the student organization for Travel and Tourism majors. This organization plans travel experiences for the campus community including annual "Spring Break" trips to Florida and the Caribbean. It also plans seminars and workshops focusing on current issues in the industry.

Delhi is a certified American Society of Travel Agents (ASTA) travel school.

Travel and Tourism Management

A.A.S. Degree SUNY Curriculum Code: 0680

First Semester

Course No.	Course	Cr. Hrs.
ACCT 110	Principles of Accounting I	3
CITA 110	Microcomputer Applications I	3
GEOG 100	Human Geography	3
HOSP 100	Orientation to the Hospitality Industry	1
TRVL 170	Tourism	3
	English Elective	3
	Physical Education Elective	1
	Total	17

Second Semester

Course No.	Course	Cr. Hrs.
BUSI 120	Business Communications	3
TRVL 175	Domestic Travel Sales and Distribution	3
TRVL 180	Basic Food Service for Travel and Tourism	3
	Mathematics Elective	3-4
	English Elective	3
	Total	15-16

Third Semester

Course No.	Course	Cr. Hrs.
HOSP 210	Hospitality Human Resources Management	3
HOSP 215	Hospitality Marketing	3
HOSP 235	Hospitality Professional Experience*	1
PEDH 220	First Aid	2
TRVL 270	International Travel Sales and Distribution	3
	Social Science Elective	3
	Science Elective	3
	Total	18

Fourth Semester

Course No.	Course	Cr. Hrs.
HOSP 205	Hospitality Management	3
BUSI 210	Business Law	3
TRVL 275	Travel and Tourism Packaging	3
	Restricted Elective	3
	Liberal Arts/Science Elective	3
	Total	15

Degree Requirement: 65 credit hours

Admission Requirements: Applicants must have satisfactorily completed a year of science, preferably biology, and mathematics.

***Note:** *This one-credit course requires 320 hours of professional work experience.*

Travel and Tourism Management

Program Objectives (A.A.S.)

A graduate of the Travel and Tourism Management A.A.S. program should be able to:

1. Display knowledge of the geographic, economic, and cultural factors of tourism and how they influence the hospitality, leisure, travel, and recreational industries.
2. Generate the components of both domestic and international travel itineraries using a computerized travel information system, including reservation procedures, ticketing, and documentation for domestic airlines, hotels and resorts, rental cars, tour companies, and cruise programs.
3. Work with foodservice concerns as they relate to travel and tourism, including familiarity with basic food preparation, menu planning, service, and industry terminology.
4. Design and develop tour and travel packages, from simple hotel/resort short-stay packages to the complex tour operation all-inclusive travel package.
5. Demonstrate a good understanding of world geography and culture.
6. Discuss the scope of the hospitality industry.
7. Exhibit knowledge of traditional management theory, leadership and management roles, organizational structure and change, service, quality, decision-making, empowerment, and ethics.
8. Understand how fundamental information, approaches, functions, and forms of human resource management are applied to the travel and tourism industry.
9. Understand and apply basic marketing and sales principles to the hospitality industry.
10. Display a thorough understanding of the travel and tourism industry acquired through a required eight-week summer internship.
11. Prepare financial statements and maintain accounting records.
12. Display a fundamental understanding of computers and computer information systems and be familiar with common computer applications such as word processing, spreadsheets, database management, and graphics.
13. Demonstrate familiarity with the law and legal systems in the United States, particularly the Law of Contracts and the Law of Agency.
14. Recognize and respond to emergencies by making appropriate decisions regarding first-aid care.

Travel and Tourism Management

B.B.A. Degree SUNY Curriculum Code: 1169

General Management Core

ACCT 110	Principles of Accounting I	3
ACCT 120	Principles of Accounting II	3
BUSI 343	Organizational Behavior	
	or	
BUSI 344	Organizational Theory	3
BUSI 360	International Business Management	3
CITA 110	Microcomputer Applications I	3
	Management Electives	6
	Total	21

Hospitality Management Core

HOSP 205	Hospitality Management	3
HOSP 210	Hospitality Human Resources Management I	3
HOSP 215	Hospitality Marketing	3
HOSP 310	Hospitality Human Resources II	3
HOSP 320	Hospitality Financial Management	3
HOSP 350	Hospitality Law	3
HOSP 330	Hospitality Strategic Marketing	3
HOSP 470	Hospitality Management Seminar	3
HTEL 160	Hotel Front Office and Guest Accounting	3
	Total	27

Liberal Arts and Sciences Core

COMM 310	Argumentation and Debate	3
ECON 100	Introductory Macroeconomics	
	or	
ECON 110	Introductory Microeconomics	3
ENGL 100	Freshman Composition	3
GOVT 300	Public Policy	3
MATH 115	Statistics	4
MATH	Mathematics Elective (minimum College Algebra)	3
	Lower Division Literature	3
	Lower Division Science	3
	American History Elective	3
	Western Civilization Elective	3
	Other World Civilization Elective	3
	Arts Elective	3
	Language Elective	3
	Upper Division Elective	3
	Total	43

Travel and Tourism Core

GEOG 180	Human Geography	3
TRVL 170	Introduction to Tourism	3
TRVL 175	Domestic Travel Sales and Distribution	3
TRVL 270	International Travel Sales and Distribution	3
TRVL 275	Travel and Tourism Packaging	3
TRVL 310	Geography of World Travel Destinations	3
TRVL 388	Convention Services Management	3
TRVL 390	Travel Agency Operations and Management	3
TRVL 475	Destination Development Marketing	3
	Hospitality Electives	10
	Total	37

Degree Requirements: 128 credit hours

Admission Requirements: Applicants must have completed a year of General Biology and Mathematics Course II. A high school minimum average of 80 is required. Transfer students must have a minimum 2.25 GPA.

Program Objectives (B.B.A.)

In addition to numbers 1-14 listed under Hospitality Management, a B.B.A. graduate with a **Travel and Tourism Management** concentration should be able to:

1. Demonstrate a good understanding of world geography and culture.
2. Display a thorough understanding of the hospitality industry acquired through a required eight-week employment experience.
3. Display knowledge of the geographic, economic, and cultural factors of tourism and how they influence the hospitality, leisure, travel, and recreational industries.
4. Generate the components of both domestic and international travel itineraries using a computerized travel information system, including reservation procedures, ticketing, and documentation for domestic airlines, hotels and resorts, rental cars, tour companies, and cruise programs.
5. Work with foodservice concerns as they relate to travel and tourism, including familiarity with basic food preparation, menu planning, service, and industry terminology.
6. Demonstrate knowledge of convention management and service, including ways to service groups effectively.
7. Design and develop tour and travel packages, from simple hotel/resort short-stay packages to the complex tour operation all-inclusive travel package.
8. Utilize the basic concepts of physical, political, and human geography to analyze the touristic importance of a country or region.
9. Demonstrate specific, hands-on, operational experience within the environment of the modern travel agency throughout the entire sales cycle from the initial customer contact to invoicing and billing.
10. Exhibit a working knowledge of tourism development and destination marketing.

Turf Equipment Management

The Field

Delhi's Turf Equipment Management certificate program, the first of its kind in the Northeast, is designed to meet a critical need for professionals in this area. In fact, the shortage of skilled turf equipment managers is the industry's most pressing need. Turf equipment managers who can maintain, repair, and manage the highly sophisticated equipment required on today's golf courses are in demand and can command highly competitive starting salaries.

The Instructional Program

Turf Equipment Management is a one-year certificate program that thoroughly trains students to maintain, repair, and manage the equipment used at golf courses across the country. The program prepares students to go right to work. It also complements Delhi's Turf Management and Golf Course Operations degrees. Students in these majors can elect to earn the Turf Equipment Management certificate in addition to an associate's degree as a way to make themselves more marketable.

Program Objectives

A graduate of the Turf Equipment Management certificate program should be able to:

1. Correctly diagnose and repair hydraulic system malfunctions found on landscape and grounds equipment.
2. Correctly use and care for common shop tools.
3. Demonstrate knowledge of the principles of operation, adjustment, and preventative maintenance needed to correctly service diesel engines.
4. Design a shop records system for parts and supplies and set up a preventative maintenance program for the turf equipment.
5. Demonstrate familiarity with the principles of operation, adjustment, and maintenance of common types of landscape and grounds maintenance equipment.
6. Demonstrate a functional, working knowledge of the basic principles of operation of small gas engines and be able to correctly utilize preventative maintenance skills.
7. Lay out a golf course equipment shop floor plan using OSHA regulations as a guide.
8. Understand the theory and basic principles of the maintenance complex organization to include shop safety, daily routine, equipment, storage, parts accountability, shop tools, and shop chemical management.
9. Correctly diagnose electrical system malfunctions on turf equipment.
10. Demonstrate a functional, working knowledge of the basic principles of sharpening reel and rotary mowers.
11. Demonstrate the ability to correctly diagnose wear patterns on cutting surfaces and adjust reel mowers to manufacturer's specifications.
12. Display a thorough practical understanding of the daily operations on a golf course.
13. Safely use shielded metal arc welding and oxy-fuel gas welding equipment.
14. Design, select, install, and maintain irrigation systems on golf courses.
15. Recognize and respond to emergencies by making appropriate decisions regarding first-aid care.

Turf Equipment Management

Certificate SUNY Curriculum Code: 1222

First Semester

Course No.	Course	Cr. Hrs.
HORT 150	Introduction to Grounds Equipment	2
MATH 102	Mathematics for Applied Technology	3
PEDH 220	First Aid	2
TURF 110	Sharpening and Grinding	3
TURF 120	Turf Equipment Diagnosis	2
TURF 130	Shop Layout and Management	2
Total		14

Second Semester

Course No.	Course	Cr. Hrs.
CITA 110	Microcomputer Applications I	3
TECH 160	Fundamentals of Welding	2
TURF 140	Advanced Turf Equipment Diagnosis	2
TURF 150	Advanced Grounds Equipment	3
TURF 160	Advanced Shop Layout and Management	3
TURF 180	Introduction to Golf Course Operations	3
TURF 260	Irrigation Design	1
Total		17

Certificate Requirements: 31 credit hours

Admissions Requirement: Students must have earned a diploma from an accredited secondary school or have a GED certificate.

Veterinary Science Technology

The Field

Delhi's Veterinary Science Technology program, established in 1961, was the first of its type in the United States. Since its inception, it has developed into a dynamic, nationally recognized program. This program is fully accredited by the American Veterinary Medical Association (AVMA).

The Veterinary Science Technology program is designed to meet existing demands for technical personnel in the veterinary and biomedical fields. Extensive laboratory facilities, versatile faculty and staff, and hands-on experiences with companion, laboratory, farm, and other animals are major assets of the program. A required practicum (work experience in a veterinary practice, animal research facility, or other approved animal facility) also enhances each student's skills and employment potential.

Students will receive an A.A.S. degree upon successful completion of the curriculum and will be eligible to take the Veterinary Technician National Examination (VTNE). This examination is utilized by New York and most other states as the official licensure examination for veterinary technicians.

The program is designed to be completed in two years, but the curriculum may be modified based on the academic preparedness or desires of the applicant.

The Profession — Veterinary Technician

The Veterinary Technology program provides students with a broad theoretical background and excellent technical skills essential for careers as veterinary technicians and/or laboratory animal technicians.

Licensed Veterinary Technicians (LVTs) are employed by veterinarians in small, large, and mixed animal practices. The LVT's role is comparable to that of the registered nurse and other medical technicians in human medicine. Their professional duties may include, but are not limited to, surgical and medical nursing, laboratory testing, and radiographic procedures under the supervision of licensed veterinarians and other LVTs. Graduates may also practice in veterinary and technical colleges, zoos, public health services, government, military service, private industry, and other animal-science-related fields.

Additional career opportunities are available to LVTs as Laboratory Animal Technicians (LATs). When employed by the pharmaceutical industry, by medical, dental, and veterinary colleges, by diagnostic and testing laboratories, and under the direction of veterinarians or research scientists, LATs may have responsibility for animal health and husbandry, investigative procedures, pharmaceutical testing, and administrative and related duties. With additional professional experience, graduates who complete advanced laboratory animal courses are eligible to take the American Association for Laboratory Animal Science (AALAS) certification examination.

With additional professional experience and coursework, graduates who complete the Business Option may be employed as veterinary practice managers or laboratory animal facilities managers and may be eligible to take certification examinations offered by the Veterinary Hospital Managers Association or the Laboratory Animal Management Association.

The Instructional Program

The Veterinary Science Technology program focuses on clinical assisting procedures, performance of laboratory testing techniques, and an understanding and appreciation of the concepts and practices employed in veterinary practice and biomedical research settings. The humane care and treatment of animal patients are stressed, as are the importance of compassion, veterinary medical ethics, effective interpersonal relations, and the psychology of dealing with patients and clients.

Lecture and laboratory instruction is presented by veterinarians and veterinary technicians who bring a broad range of experiences and expertise to the program. The laboratories are staffed to allow students to receive individual attention and maximum exposure to different veterinary practice philosophies. Traditional classroom sequences are supplemented with additional learning experiences which include assignments in the College's animal facilities, guest lectures, computer assisted learning projects, laboratory instruction, and field trips.

An active student chapter of the New York State Association of Veterinary Technicians (NYSAVT)/North American Veterinary Technicians Association (NAVTA) provides students with additional

educational and social opportunities both on and off the Delhi College campus.

The Facilities

Most Veterinary Science courses are conducted in Farnsworth Hall, one of the best instructional facilities for veterinary technology in the country. The facility is approved by the United States Department of Agriculture and New York State Department of Health. Farnsworth Hall offers excellent laboratory and clinical facilities. Instructional laboratories for anatomy, clinical techniques, radiography, and laboratory animal procedures, as well as a large surgical suite, are included. Specialized housing for 10 different species of animals is provided. Dogs, cats, primates, mice, rats, gerbils, hamsters, guinea pigs, rabbits, and a few other animal species are housed in Farnsworth Hall.

In addition, the Ladd Valley Veterinary Science Complex (1.5 miles away) includes the College Farm where students gain experience working with cattle, horses, sheep, goats, pigs, and poultry.

Delhi/Cornell Connection

Delhi College has transfer agreements with Cornell University and other colleges that students may wish to consider for further educational experiences. These agreements allow students who plan to continue on to four-year bachelor's degree programs the option of taking a series of additional courses designed to facilitate transfer to Cornell or other upper-division colleges.

"Delhi/Cornell Connection" students need to be highly motivated and have strong interests in veterinary science. Students with excellent high school science/mathematics backgrounds who are capable of carrying a heavy load are most likely to succeed.

The additional courses required of "Delhi/Cornell Connection" students include a second semester of biology and chemistry, and mathematics at least at the level of pre-calculus. Pre-calculus is a higher level of mathematics than is traditionally required for the A.A.S. degree. Successful graduates earn an A.A.S. degree in Veterinary Science Technology and have a strong foundation needed for success in four-year programs.

Transfer to most four-year programs requires a minimum grade point average of B (3.0 on a 4.0 scale).

Admission Requirements

A student admitted into the Veterinary Science Technology program must be a graduate of an accredited secondary school, or have an equivalent education, with an unweighted high school average of at least 80% (or B). The student must have completed the following courses with a minimum unweighted grade of 80% (or B): 4 units of English, 4 units of social studies, 2 units of math (consisting of Sequential Math I and II or equivalent), and 1 unit each of biology and chemistry. Where appropriate, courses must be NYS Regents or equivalent. Grades of B+ or higher are highly recommended in math and science courses.

Because of the volume of scientific literature required in most Veterinary Science courses, the student should have above-average reading and writing skills.

Any applicant whose high school record is deficient in any of the above requirements or who has a high school average below 80% may be required to complete at least one semester of a Pre-Veterinary Science curriculum, thus requiring five or more semesters to graduate from the Veterinary Science Program.

A successful applicant for the Delhi/Transfer Connection must be a graduate of an accredited secondary school, or have an equivalent education, with an unweighted high school average of at least 85% (or B+). The student must have completed the following courses with a minimum unweighted grade of 85% (or B+): 4 units of English, 4 units of social studies, 3 units of math (Sequential Math I, II, and III or equivalent), and 1 unit each of biology and chemistry. Where appropriate, courses must be NYS Regents or equivalent. SAT and ACT scores are also taken into consideration for the Delhi/Cornell Connection.

All applicants are strongly encouraged to participate in volunteer or work situations in veterinary clinics, laboratory animal or similar animal-oriented facilities (i.e. humane societies, zoos, farms, etc.)

Pre-exposure rabies vaccinations are highly recommended and may be required at internship sites. Additionally, first aid/CPR certification may be required for certain employment situations.

Students transferring into the program from another college or from another department within Delhi College need a C (2.0 on a 4.0 system) or better overall average, a C or better in liberal arts and science courses, and a C+ or better in all Veterinary Science courses.

A maximum of one-half of the total Veterinary Science Technology credit hours may be transferred to Delhi College from other AVMA-accredited Veterinary Technology programs, whether on-site or distance learning. A maximum of thirty (30) credit hours for any and all courses may be transferred from other colleges.

Courses to be transferred in from another college are evaluated on an individual basis for content and compatibility with Delhi College courses. The prospective student will be required to provide supportive material to demonstrate equivalency to Delhi courses to the satisfaction of the Delhi faculty. The College reserves the right to test transfer applicants to demonstrate compatibility of courses and knowledge.

Some required Veterinary Science Technology courses may be challenged by an enrolled student if that student has adequate qualifications to do so. Individual courses may have requirements which prohibit challenge.

All degree students must earn thirty (30) or more credit hours of coursework under the direct supervision of the faculty of Delhi College.

Advancement Requirements

Only grades of C or higher for each course taken at Delhi are considered passing grades for students in the program. A grade of C- or lower is not a passing grade. Individual courses may have standards that exceed this minimum passing grade requirement.

Satisfactory completion (C or higher for declared Pre-Veterinary Science and Veterinary Science students) of prerequisite courses is required to enroll in subsequent courses, as stated in program course descriptions.

Students must maintain a 2.0 or higher grade point average and complete all courses in sequence in order to graduate from the Veterinary Science Technology program. The program is designed to be completed in four semesters. However, students lacking prerequisites or on probation will need additional semesters to satisfy degree requirements.

Only students in the Veterinary Science program may take VETS 140 or higher-numbered courses.

Veterinary Science Technology: Clinical Option

A.A.S. Degree SUNY Curriculum Code: 0521

Typical First Semester

Course No.	Course	Cr. Hrs.
BIOL 230	General Microbiology	4
MATH	Mathematics by advisement	3-4
VETS 120	Introduction to Veterinary Science	3
VETS 115	Medical Mathematics for Veterinary Technicians	1
VETS 140	Animal Anatomy and Physiology	4
Total		15-16

Typical Second Semester

Course No.	Course	Cr. Hrs.
ENGL 100	Freshman Composition or	
ENGL 200	Advanced Composition	3
CHEM 120	Introductory Chemistry I or	
CHEM 180	General Chemistry I	4
VETS 130	Introduction to Animal Care	2
VETS 160	Introductory Research Animal Technology	4
VETS 171	Parasitology	3
VETS 180	Clinical Physiology	2
Total		18

Typical Third Semester

Course No.	Course	Cr. Hrs.
COMM 100	Public Speaking	3
VETS 200	Internship/Supervisory Experience	1
VETS 240	Surgical Nursing and Anesthesia	4
VETS 245	Radiography Social Science/ Humanities Elective (by advisement)	2 3
Total		16

Typical Fourth Semester

Course No.	Course	Cr. Hrs.
VETS 205	Clinical Laboratory Techniques (Lecture)	3
VETS 210	Clinical Laboratory Techniques (Lab)	2
VETS 230	Farm Animal Nursing	3
VETS 235	Farm Animal Nursing Laboratory	1
VETS 250	Veterinary Clinical Management	3
VETS 255	Veterinary Medical Nursing	3
Total		15

Degree Requirements: 64-65 credit hours

Veterinary Science Technology: Laboratory Animal Option

A.A.S. Degree SUNY Curriculum Code: 0521

Typical First Semester

Course No.	Course	Cr. Hrs.
BIOL 230	General Microbiology	4
MATH	Mathematics by advisement	3-4
VETS 120	Introduction to Veterinary Science	3
VETS 123	Medical Mathematics for Veterinary Technicians	1
VETS 140	Animal Anatomy and Physiology	4
Total		15-16

Typical Second Semester

Course No.	Course	Cr. Hrs.
ENGL 100	Freshman Composition	
	or	
ENGL 200	Advanced Composition	3
CHEM 120	Introductory Chemistry I	
	or	
CHEM 180	General Chemistry I	4
VETS 130	Introduction to Animal Care	2
VETS 160	Introductory Research Animal Technology	4
VETS 171	Parasitology	3
VETS 180	Clinical Physiology	2
Total		18

Typical Third Semester

Course No.	Course	Cr. Hrs.
VETS 205	Clinical Laboratory Techniques (Lecture)	3
VETS 210	Clinical Laboratory Techniques (Laboratory)	2
VETS 220	Applied Research Animal Technology	4
VETS 230	Farm Animal Nursing (Lecture)	3
VETS 235	Farm Animal Nursing Laboratory	1
	Social Science Elective (by advisement)	3
COMM 100	Public Speaking	3
Total		19

Typical Fourth Semester

Course No.	Course	Cr. Hrs.
VETS 200	Internship/Supervisory Experience	1
VETS 240	Surgical Nursing and Anesthesia	4
VETS 245	Radiography	2
VETS 250	Veterinary Clinical Management	3
VETS 255	Veterinary Medical Nursing	3
VETS 280	Primateology	2
	Social Science/ Humanities Elective (by advisement)	3
Total		18

Degree Requirements: 70-71 credit hours

Veterinary Science Technology: Business Concentration Option

A.A.S. Degree SUNY Curriculum Code: 0521

Typical First Semester

Course No.	Course	Cr. Hrs.
BIOL 230	General Microbiology	4
MATH 115	Statistics	4
VETS 120	Introduction to Veterinary Science	3
VETS 123	Medical Mathematics for Veterinary Technicians	1
VETS 140	Animal Anatomy and Physiology	4
	Total	16

Typical Third Semester

Course No.	Course	Cr. Hrs.
ACCT 110	Principles of Accounting I	3
ECON 100	Introductory Macroeconomics	
	or	
ECON 110	Introductory Microeconomics	3
COMM 100	Public Speaking	3
PSYC 100	Introductory Psychology	3
VETS 200	Internship/Supervisory Experience	1
VETS 240	Surgical Nursing/Anesthesia	4
VETS 245	Radiography	2
	Total	19

Typical Second Semester

Course No.	Course	Cr. Hrs.
ENGL 100	Freshman Composition	
	or	
ENGL 200	Advanced Composition	3
CHEM 120	Introductory Chemistry I	
	or	
CHEM 180	General Chemistry I	4
VETS 130	Introduction to Animal Care	2
VETS 160	Introduction Research Animal Technology	4
VETS 171	Parasitology	3
VETS 180	Clinical Physiology	2
	Total	18

Typical Fourth Semester

Course No.	Course	Cr. Hrs.
CITA 110	Microcomputer Applications I	
	or	
	Business Elective	3
VETS 205	Clinical Laboratory Techniques (Lecture)	3
VETS 210	Clinical Laboratory Techniques (Lab)	2
VETS 230	Farm Animal Nursing	3
VETS 235	Farm Animal Nursing Laboratory	1
VETS 250	Veterinary Clinical Management	3
VETS 255	Veterinary Medical Nursing	3
	Total	18

Degree Requirements: 71 credit hours

Veterinary Science Technology: Delhi/Cornell Connection

SUNY Curriculum Code: 0521

Typical First Semester

Course No.	Course	Cr. Hrs.
CHEM 120	Introductory Chemistry I	
	or	
CHEM 180	General Chemistry I	4
MATH	Mathematics by advisement 3-4	
VETS 120	Introduction to Veterinary Science	3
VETS 123	Medical Mathematics for Veterinary Technicians	1
VETS 130	Introduction to Animal Care	2
VETS 140	Animal Anatomy and Physiology	4
	Total	17

Typical Second Semester

Course No.	Course	Cr. Hrs.
ENGL 100	Freshman Composition	
	or	
ENGL 200	Advanced Composition	3
BIOL 230	General Microbiology	4
CHEM 125	Introductory Chemistry II	
	or	
CHEM 180	General Chemistry II	4
VETS 160	Introductory Research Animal Technology	4
VETS 171	Parasitology	3
VETS 180	Clinical Physiology	2
	Total	20

Typical Third Semester

Course No.	Course	Cr. Hrs.
BIOL 130	General Biology I	
	or	
BIOL 215	Zoology	4
COMM 100	Public Speaking	3
VETS 200	Internship/Supervisory Experience	1
VETS 240	Surgical Nursing and Anesthesia	4
VETS 245	Radiography	2
	Social Science Elective (by advisement)	3
	Total	17

Typical Fourth Semester

Course No.	Course	Cr. Hrs.
VETS 205	Clinical Laboratory Techniques (Lecture)	3
VETS 210	Clinical Laboratory Techniques Laboratory	2
VETS 230	Farm Animal Nursing	3
VETS 235	Farm Animal Nursing Laboratory	1
VETS 250	Veterinary Clinical Management	3
VETS 255	Veterinary Medical Nursing	3
	Social Science/ Humanities Elective (by advisement)	3
	Total	18

Degree Requirements: 72 credit hours

Welding Technology

The Field

Welding technology is an integral part of many construction-type activities both in the manufacturing sector and in the civil construction field. It is also a medium for sculpture and artistic expression. The field requires a blend of knowledge, combining the chemistry of materials, an understanding of physics, and good hand-and-eye coordination.

The most recent census established that over 900,000 men and women in the United States are employed as welders and/or flame cutters. The field has many employment opportunities, and many new welders are needed each year.

Careers

Graduates of the Welding Technology program at Delhi have a number of career options. The majority of graduates proceed directly to employment. Graduates are qualified for employment as welding technicians in manufacturing firms, in state and county highway departments, or as welding subcontractors. Graduates with experience qualify for positions such as welding inspector, welding quality control, welding estimator, and welding quality control.

A second option for graduates is to transfer to a four-year degree-granting institution with a program in this field. Two bachelor's degree programs to which A.A.S. graduates can transfer are the Welding and Fabrication Engineering Technology program at Pennsylvania College of Technology in Williamsport, PA and the Industrial Engineering Technology program at SUNY Institute of Technology at Utica/Rome. A related career option would be to transfer to a school with a Technology Education or a Vocational Education bachelor's degree, which would lead to a teaching career at the high school level. In New York State, two schools with this degree are SUNY Oswego and SUNY Buffalo.

The Instructional Programs

The Welding Technology program at Delhi College offers a number of degrees and options for students interested in pursuing welding. Both Associate in Applied Science (A.A.S.) and Associate in Occupational Studies (A.O.S.) degrees are available. The A.A.S. degree is useful for those students with good math and science backgrounds who are considering transferring to a four-year school at

some point. The A.O.S. degree is geared towards students who are seeking employment after graduation. The A.A.S. degree has two options Industrial and Sculpture. The traditional welding program is the Industrial option. The Sculpture option has been added recently for those who want to learn welding but want to apply it in artistic endeavors.

A one-year Certificate is also available.

Welding Technology: Industrial Option

A.A.S. Degree SUNY Curriculum Code: 0712

First Year

Course No.	Course	Cr. Hrs.
WELD 115	Shielded Metal Arc Welding	4
WELD 125	Gas Metal/ Gas Tungsten/ Flux-Cored Arc Welding I	2
WELD 130	Welding Metallurgy and Testing	3
WELD 140	Blueprint Reading I	3
CITA 110	Microcomputer Applications I	3
PEDH 220	First Aid	2
WELD 155	Shielded Metal/ Flux-Cored Arc Welding	2
WELD 165	Gas Metal/ Gas Tungsten/ Flux-Cored Arc Welding II	4
WELD 145	Blueprint Reading II	2
WELD 170	Welder's Qualifications and Inspection	2
WELD 190	Welding Shop Management	2
ENGL 100	Freshman Composition	3
MATH	Mathematics by placement*	3-4
Total		35-36

Second Year

Course No.	Course	Cr. Hrs.
WELD 225	Gas Metal/ Gas Tungsten/ Flux-Cored Arc Welding III	4
WELD 235	Industrial/Ornamental Fabrication	2
EGSC 115	Computer-Aided Engineering Drawing	3
MATH	Mathematics by placement* 3-4	
HUMN	Humanities Elective	3
COMM 100	Public Speaking	3
WELD 265	Gas Metal/ Gas Tungsten/ Flux-Cored Arc Welding IV	4
WELD 275	Industrial/Ornamental Fabrication II	2
WELD 295	Welding Certification	2
CADD 170	Manufacturing Processes	3
	Social Science Elective	3
CHEM 120	Introductory Chemistry I	4
Total		36-37

Degree Requirements: 71 credit hours

Admission Requirements: Applicants must have earned a high school diploma. Any high school math and science courses are recommended.

***Note:** MATH 128 College Algebra and MATH 138 Trigonometry are the minimum exit-level mathematics requirements for the A.A.S. degree.

Welding Technology: Sculpture Option

A.A.S. Degree SUNY Curriculum Code: 0712

First Year			Second Year		
Course No.	Course	Cr. Hrs.	Course No.	Course	Cr. Hrs.
WELD 115	Shielded Metal Arc Welding	4	WELD 245	Sculpture Studio I	4
WELD 125	Gas Metal/Gas Tungsten/Flux-Cored Arc Welding I	2	WELD 235	Industrial/Ornamental Fabrication	2
WELD 130	Welding Metallurgy and Testing	3	MATH	Mathematics by placement*	3-4
WELD 140	Blueprint Reading I	3	CHEM 120	Introductory Chemistry I	4
MATH	Mathematics by placement*	3-4	or		
HUMN 101	Art Appreciation	3	PHYS 150	General Physics I	3
WELD 155	Shielded Metal/Flux Cored Arc Welding	2	COMM 100	Public Speaking	3
WELD 165	Gas Metal/Gas Tungsten/Flux-Cored Arc Welding II	4	WELD 285	Sculpture Studio II	4
WELD 145	Blueprint Reading II	2	WELD 275	Industrial/Ornamental Fabrication II	2
ARCH 115	Freehand Drawing	3		Social Science Elective	3
PEDH 220	First Aid	2	HIST 104	History of America Technology	3
WELD 190	Welding Shop Management	2	EGSC 115	Computer-Aided Engineering Drawing	3
ENGL 100	Freshman Composition	3		Total	30-32
	Total	36-37			

Degree Requirements: 66 credit hours

Admission Requirements: Applicants must have earned a high school diploma. Any high school math and science courses are recommended.

***Note:** *MATH 128 College Algebra and MATH 138 Trigonometry are the minimum exit-level mathematics requirements for the A.A.S. degree.*

Welding Technology: Industrial Option

A.O.S. Degree SUNY Curriculum Code: 0712

First Year			Second Year		
Course No.	Course	Cr. Hrs.	Course No.	Course	Cr. Hrs.
WELD 115	Shielded Metal Arc Welding	4	WELD 225	Gas Metal/Gas Tungsten/Flux-Cored Arc Welding III	4
WELD 125	Gas Metal/Gas Tungsten/Flux-Cored Arc Welding I	2	WELD 235	Industrial/Ornamental Fabrication	2
WELD 130	Welding Metallurgy and Testing	3	EGSC 115	Computer-Aided Engineering Drawing	3
WELD 140	Blueprint Reading I	3	CNST 230	Construction Site Safety	2
CITA 110	Microcomputer Applications I	3	COMM 100	Public Speaking	3
PEDH 220	First Aid	2	BUSI 120	Business Communications	3
WELD 155	Shielded Metal/Flux-Cored Arc Welding	2	WELD 265	Gas Metal/Gas Tungsten/Flux-Cored Arc Welding IV	4
WELD 165	Gas Metal/Gas Tungsten/Flux-Cored Arc Welding II	4	WELD 275	Industrial/Ornamental Fabrication II	2
WELD 145	Blueprint Reading II	2	WELD 295	Welding Certification	2
WELD 170	Welder's Qualifications and Inspection	2	CADD 170	Manufacturing Processes	3
WELD 190	Welding Shop Management	2		Technical Elective	3
MATH	Mathematics by placement	3-4	CHEM 120	Introductory Chemistry I	4
	Total	32-33		Total	35

Degree Requirements: 67 credit hours

Admission Requirements: Applicants must have earned a high school or equivalency diploma or be at least 18 years of age.

Welding Technology: Turf Option

A.O.S. Degree SUNY Curriculum Code: 0712

First Year			Second Year		
Course No.	Course	Cr. Hrs.	Course No.	Course	Cr. Hrs.
WELD 115	Shielded Metal Arc Welding	4	HORT 150	Introduction to Grounds Equipment	2
WELD 125	Gas Metal/Gas Tungsten/Flux-Cored Arc Welding I	2	MATH	Mathematics by placement	3
WELD 130	Welding Metallurgy and Testing	3	TURF 110	Sharpening and Grinding	3
WELD 140	Blueprint Reading I	3	TURF 120	Turf Equipment Diagnosis	2
CITA 110	Microcomputer Applications I	3	TURF 130	Shop Layout and Management	2
PEDH 220	First Aid	2	PEDH 220	First Aid	2
WELD 155	Shielded Metal/Flux-Cored Arc Welding	2		or Technical Elective	3
WELD 165	Gas Metal/Gas Tungsten/ Flux-Cored Arc Welding II	4	CITA 110	Microcomputer Applications I	3
WELD 145	Blueprint Reading II	2		or Technical Elective	3
WELD 170	Welder's Qualifications and Inspection	2	WELD 100	Fundamentals of Welding	2
WELD 190	Welding Shop Management	2		or Technical Elective	3
MATH	Mathematics by placement	3-4	TURF 140	Advanced Turf Equipment Diagnosis	2
	Total	32-33	TURF 150	Advanced Grounds Equipment	3
			TURF 160	Advanced Shop Layout and Management	3
			TURF 180	Introduction to Golf Course Operations	3
			TURF 260	Irrigation Design	1
			Total		31-33

Degree Requirements: 63 credit hours

Admission Requirements: Applicants must have earned a high school or equivalency diploma or be at least 18 years of age.

Welding Technology

Certificate SUNY Curriculum Code: 0712

First Year

Course No.	Course	Cr. Hrs.	Course No.	Course	Cr. Hrs.
WELD 115	Shielded Metal Arc Welding	4	WELD 155	Shielded Metal/Flux Cored Arc Welding	2
WELD 125	Gas Metal/Gas Tungsten/Flux-Cored Arc Welding I	2	WELD 165	Gas Metal/Gas Tungsten/ Flux-Cored Arc Welding II	4
WELD 130	Welding Metallurgy and Testing	3	WELD 145	Blueprint Reading II	2
WELD 140	Blueprint Reading I	3	WELD 170	Welder's Qualifications and Inspection	2
CITA 110	Microcomputer Applications I	3	WELD 190	Welding Shop Management	2
PEDH 220	First Aid	2	MATH	Mathematics by placement	3-4
				Total	32-33

Admission Requirements: Applicants must have earned a high school or equivalency diploma or be at least 18 years of age.

Note: *A student who successfully completes the Certificate program can apply to the A.O.S. degree programs, and the completed courses will meet the first-year requirements of the A.O.S. degree.*

Program Objectives (Certificate)

A graduate of the Welding certificate program should be able to:

1. Understand and apply the fundamentals of gas and arc welding.
2. Demonstrate familiarity with the shielded metal arc and oxyfuel gas welding and cutting processes, including safety, controls, accessories, types of equipment, and the selection and use of welding consumables.
3. Show practical knowledge of making welds with all types of mild steel electrodes, arc air gouging, and the welding of mild steel in all positions in a safe manner.
4. Exhibit the basic understanding of metallurgy necessary to a successful welder.
5. Read and correctly interpret both basic and advanced welding fabrication blueprints, including welding symbols, weld testing symbols, structural steel shapes, and welding specifications.
6. Demonstrate advanced knowledge and techniques for the safe and successful operation of gas tungsten welding, shielded metal arc welding, gas metal arc welding, submerged arc welding, and plasma arc cutting.
7. Qualify for certification by the American Welding Society, New York State Department of Transportation, and ASME codes through knowledge of all-position welding of ferrous/nonferrous metals using all major processes.
8. Exhibit knowledge of the proper use of AWS/ASME pre-qualified procedures and familiarity with the detailed steps of qualified welding procedures and welder performance.
9. Plan the physical layout, set-up, financing, and function of a small welding fabrication facility.
10. Recognize and respond to emergencies by making appropriate decisions regarding first-aid care.

Course Descriptions

Introduction

Each course is identified by a combination of four letters and three numbers. The letters indicate the subject, and the numbers indicate the level. Courses listed from 100-199 are generally first-level courses, those numbered 200-299 are usually second level, and those listed from 300-499 are upper level. Courses listed from 000-099 are developmental and generally carry credit but do not meet program requirements for graduation.

Every course that fulfills a SUNY general education requirement is identified by one or more abbreviations indicating which of the ten subject areas that course satisfies, as follows:

M = Mathematics

NS = Natural Sciences

SS = Social Sciences

AH = American History

WC = Western Civilization

OWC = Other World Civilizations

H = Humanities

A = Arts

FL = Foreign Language

BC = Basic Communication

Courses are offered both semesters unless otherwise stated. The College reserves the right to change these course offerings when necessary.

Explanation of sample course description:

AAAA 123 COURSE TITLE
(Alpha/numeric ID)

Description of the course. (SUNY general education category, if applicable.)

Prerequisite(s): Requirement(s) before taking the course.

Corequisite(s): Course(s) that must be taken during the same semester.

(3: 3, 0) Semester offered (Credit hours: lecture hours per week, lab hours per week.)

Offered both semesters unless indicated.

ACCT 110 PRINCIPLES OF ACCOUNTING I

Basic accounting concepts and principles are introduced. Preparation of financial statements and maintenance of accounting records through the accounting cycle are emphasized.

Prerequisite: None
(3: 3, 0)

ACCT 120 PRINCIPLES OF ACCOUNTING II

A continuation of the basic principles of accounting, a detailed examination of the different types of accounts (i.e., assets, liabilities, equities, revenues, and expenses) is made. Proprietorship, partnership, and corporation accounting procedures are compared.

Prerequisite: ACCT 110 or permission of the instructor
(3: 3, 0)

ACCT 140 ACCOUNTING II MAJORS

A continuation of the basic principles of accounting, a detailed examination of the different types of accounts (i.e., assets, liabilities, equities, revenues, and expenses) is made. Proprietorship, partnership, and corporation accounting procedures are compared. This course includes extra sessions designed to give students experience in computerized accounting.

Prerequisite: ACCT 110
(4: 4, 0) Spring

ACCT 150 ACCOUNTING FOR SMALL BUSINESS

This course considers the accounting and reporting aspects which apply to the operation of a small business. Material covered includes those topics that a business owner needs to maintain records and control over the different components of his/her business.

Prerequisite: None
(3: 3, 0)

ACCT 210 INTERMEDIATE ACCOUNTING I

This course is for students who wish to pursue accounting beyond the introductory level. An introduction to intermediate accounting theory is taught. Topics include: review of basic accounting procedures, measuring and reporting accounting income, analysis of working capital, receivables, inventory cost and valuation procedures, current liabilities, and cash flow statement preparation.

Prerequisite: Grade of C or better in ACCT 120 or ACCT 140
(3: 3, 0) Fall

ACCT 220 INTERMEDIATE ACCOUNTING II

A continuation of intermediate accounting, topics include plant and equipment (acquisition, depreciation, revaluations), intangibles, long-term liabilities, stockholders' equity (paid-in capital, retained earnings), and analytical processes (comparative data, special ratios and measurements, errors and their correction, and price level changes).

Prerequisite: ACCT 210
(3: 3, 0) Spring

ACCT 230 PRINCIPLES OF COST ACCOUNTING I

This course presents fundamental principles of job order cost, process cost, and standard cost accounting. Students examine the cost cycle with emphasis on the elements of production (material, labor, and overhead) in a manufacturing situation.

Prerequisite: ACCT 140
(3: 3, 0) Fall

ACCT 240 PRINCIPLES OF COST ACCOUNTING II

This course covers the principles of cost accounting with a managerial emphasis. Topics include the planning and control of material, labor, and overhead through analysis, budget planning, and forecasting.

Prerequisite: ACCT 230
(3: 3, 0) Spring

ACCT 250 FEDERAL INCOME TAX

This course covers Federal Tax Law, its applications to individual taxpayers, and practice in preparing income tax returns. Topics include: introduction to the history of the federal income tax; rates and exemptions; determination of gross income; recognition and basis for gains and losses; deductibility of expenses; tax planning; and an introduction to estate and gift taxes.

Prerequisite: ACCT 140 or ACCT 210
(3: 3, 0) Spring

ACCT 260 MANAGERIAL ANALYSIS AND CONTROL

This course is a study of the fundamentals of financial data and managerial concepts as an aid in the decision-making process. Topics studied include financial analysis, financial forecasting, operating and financial language, working capital management, and capital budgeting.

Prerequisite: ACCT 120, ACCT 140, or permission of the instructor
(3: 3, 0) Spring

ACCT 270 GOVERNMENTAL AND NONPROFIT ACCOUNTING

This course deals with the accounting and reporting aspects which apply to state, local, and federal governments, as well as to organizations such as universities, hospitals, and other not-for-profit organizations. It provides the necessary background for preparation of required annual reports. Prerequisite: ACCT 110 or ACCT 130 (3: 3, 0) Fall

ANTH 100 CULTURAL ANTHROPOLOGY

This course is an introduction to the subject of human cultural diversity as well as similarity. Topics discussed include: evolutionary change; socio-political levels of organizations; kinship system analysis; marriage systems; political, economic, and religious behavioral systems; language; and personality research. (SS) Prerequisite: None (3: 3, 0)

ANTH 110 HUMAN ORIGINS

This course examines the human as a biological organism as we adapt to various social and ecological environments. Primary topics covered include population genetics, primatology, human evolution, and human variability. (SS) Prerequisite: None (3: 3, 0)

ANTH 290 INDEPENDENT STUDY IN ANTHROPOLOGY

This independent study course is designed to permit individual students to pursue topics or projects approved by supervising faculty. Prerequisites:

1. Completion of at least one semester's work in a degree program at SUNY Delhi.
2. A cumulative GPA of at least 2.00, unless there are extenuating circumstances.
3. At least 3 credit hours in one foundation course specific to the discipline, with the permission of the Dean of Liberal Arts and Sciences.
4. No more than 6 credit hours of independent study may be taken during any one semester, and no more than 15 credit hours of independent study may be applied toward an associate's degree. The total number of credit hours in independent study that may be applied toward a bachelor's degree depends on the specific bachelor's program.
5. The student and sponsoring faculty member will prepare and submit to the Dean of Liberal Arts and Sciences an

Independent Study contract proposal for approval.

(1-4: 1-4, 0) or, if lab included, (2: 1, 3), (3: 2, 3), or (4: 3, 3) Offered on request

ANTH 300 SURVEY OF WORLD CULTURES

A survey of the major cultures of the world, this course emphasizes analysis and explanation of cultural differences, with the intent of facilitating a greater degree of ease in possible intercultural contact situations. (OWC)

Prerequisites: Two social science courses (3: 3, 0)

ARCH 101 FRESHMAN ORIENTATION TO ARCHITECTURAL TECHNOLOGY

This course offers a basic introduction to and familiarization with the academic and career opportunities available to students in the field of architectural technology. Orientation to college and an overview of the architectural technology profession are covered.

Prerequisite: None (0: 1, 0) Fall

ARCH 110 RESIDENTIAL DRAWINGS

Fundamental principles of traditional board drafting as applied to residential drawings are covered. Students practice basic lettering and line work techniques, and produce a complete set of fully detailed and dimensioned construction drawings for a typical wood frame residence.

Prerequisite: None (3: 2, 3) Fall

ARCH 115 FREEHAND DRAWING

Freehand Drawing first introduces strategies that refine students' ability to see and understand complex visual characteristics such as shape and form and then to record what is discerned accurately and expressively with pencil on paper. The course then introduces basic principles of design and composition in black and white and in color. Students are then encouraged to explore more personal interpretations of real and imagined objects by employing any or all of the preceding skills and strategies in a variety of sketching and design assignments. This course is also listed as ARTS 115. (A)

Prerequisite: None (3: 2, 1)

ARCH 120 ARCHITECTURAL GRAPHICS

This course introduces students to the principles of descriptive geometry as applied to architectural drawing and includes principles of orthographic, paraline, and perspective projection, as well as shade and shadow projection, with an introduction to rendering in pencil.

Prerequisite: None (2: 1, 2)

ARCH 140 ARCHITECTURAL DESIGN I

Students are challenged to explore and utilize many of the fundamental theories and principles of visual/spatial dynamics necessary to develop meaningful architectural design. Emphasis is on both the form and idea of their design solutions. Students design, construct, and graphically document three-dimensional models through a thematic series of increasingly complex exercises.

Prerequisite: None (4: 1, 6) Fall

ARCH 150 INTRODUCTION TO ARCHITECTURAL COMPUTER GRAPHICS

This course introduces students to the fundamental techniques, skills, and computer usage necessary in the construction industry, including word processing, spreadsheets, and CAD, using Microsoft Word, Excel, and AutoCAD. Students develop skills through multi-week project assignments.

Prerequisite: None (3: 2, 3) Fall

ARCH 201 SENIOR ARCHITECTURAL ORIENTATION

This course explores the academic and career opportunities available to students in the field of architectural technology. A review of the architectural technology profession, portfolio, résumé, and job/transfer search are covered.

Prerequisite: ARCH 101 (0: 1, 0) Fall

ARCH 220 COMMERCIAL DETAILING

This course emphasizes building-system details for commercial buildings. Several typical structural systems are explored through detailed wall section drawings, and an abbreviated set of construction drawings for a typical small commercial building is produced. All drawings are produced on CAD.

Prerequisite: ARCH 110 (3: 2, 3)

ARCH 240 ARCHITECTURAL DESIGN II

Building design projects of increasing complexity and duration are presented. Each project focuses on several specific areas of concentration, such as stairs, site, kitchen, etc., within the broader context of building design. Design conceptualization strategies, the “process” of design, and the development and resolution of specific construction details in both residential and commercial building systems are emphasized.

Prerequisites: ARCH 140, ARCH 220, and ARCH 250

(4: 1, 6) Spring

ARCH 250 ADVANCED ARCHITECTURAL COMPUTER GRAPHICS

This course introduces students to three-dimensional computer modeling using AutoCAD®, including wireframes, surfaces, and solids. Students apply “3-D” techniques to buildings and other architectural features. Photo-realistic renderings and walk-throughs are covered.

Prerequisites: ARCH 110 and ARCH 150

(3: 2, 3) Spring

ARTS 103 HISTORY OF AMERICAN POPULAR MUSIC

The subject matter of this course is the development of popular music styles in the United States from 1840 to the present. The curriculum highlights the individuals responsible for the creation of long-lasting American musical styles.

Prerequisite: None

(3: 3, 0)

ARTS 104 CERAMICS I

In this course, the plastic characteristics of clay are explored through experiments in construction, throwing on the wheel, hand building, and other means of fabrication. Students experiment with mass and texture, form and context in functional and non-functional objects.

Prerequisite: None

(3: 1, 2)

ARTS 115 FREEHAND DRAWING

Freehand Drawing first introduces strategies that refine students’ ability to see and understand complex visual characteristics such as shape and form and then to record what is discerned accurately and expressively with pencil on paper. The course then introduces basic principles of design and composition in black

and white and in color. Students are then encouraged to explore more personal interpretations of real and imagined objects by employing any or all of the preceding skills and strategies in a variety of sketching and design assignments. This course is also listed as ARCH 115. (A)

Prerequisite: None

(3: 2, 1)

ARTS 290 INDEPENDENT STUDY IN FINE ARTS

This independent study course is designed to permit individual students to pursue topics or projects approved by supervising faculty.

Prerequisites:

1. Completion of at least one semester’s work in a degree program at SUNY Delhi.
2. A cumulative GPA of at least 2.00, unless there are extenuating circumstances.
3. At least 3 credit hours in one foundation course specific to the discipline, with the permission of the Dean of Liberal Arts and Sciences.
4. No more than 6 credit hours of independent study may be taken during any one semester, and no more than 15 credit hours of independent study may be applied toward an associate’s degree. The total number of credit hours in independent study that may be applied toward a bachelor’s degree depends on the specific bachelor’s program.
5. The student and sponsoring faculty member will prepare and submit to the Dean of Liberal Arts and Sciences an Independent Study contract proposal for approval.

(1-4: 1-4, 0) or, if lab included, (2: 1, 3)

(3: 2, 3) or (4: 3, 3) Offered on request

AUTO 115 AUTOMOTIVE BRAKE SYSTEMS

This course covers the theory, operation, maintenance, and repair of automotive and light truck brake systems. The main emphasis is on brake maintenance/service and diagnostic troubleshooting through a reasonable understanding of brake theory. The laboratory component of the course includes various activities that follow the guidelines of the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE).

Prerequisite: None

(4: 3, 3) Fall

AUTO 118 AUTOMOTIVE SUSPENSION SYSTEMS

This course includes the theory and principles of the operation, construction, maintenance, and repair of steering and suspension system components. It includes both standard and power steering and both front and rear suspension systems of passenger cars, light duty trucks, and sport utility vehicles. The laboratory component of the course include various activities that follow the guidelines of the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE).

Prerequisite: None

(4: 3, 3) Spring

AUTO 125 AUTOMOTIVE ELECTRICAL I

This is a course of study designed to prepare students with the fundamentals needed to study, diagnose, and repair all automotive electrical and electronic circuits and systems. Student study basic electrical theories, basic electrical circuits, common electrical components, troubleshooting methods, use of basic test equipment, diagnosis of faulty circuit operation, wiring, use of wiring diagrams, automotive batteries, lighting systems, and electrical accessories. The laboratory component of the course includes various activities that follow the guidelines of the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE).

Prerequisite: None

(4: 3, 3) Fall

AUTO 128 AUTOMOTIVE ELECTRICAL II

This course encompasses the theory of operation, construction, maintenance, testing, and repair of automotive ignition systems, charging systems, starting systems, lighting systems, and electrical accessories. The laboratory component of the course includes various activities that follow the guidelines of the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE).

Prerequisite: AUTO 125 or permission of the instructor

(4: 3, 3) Fall

AUTO 131 LAB PRACTICAL I

This is an automotive laboratory course that deals with the diagnosis and repair of common automotive problems. All diagnosis and repair is done under the

supervision of faculty and staff. Service, diagnosis, and repair procedures are performed on customer- or College-owned vehicles to simulate working in the industry. Students also utilize this lab to perform required tasks related to the current semester courses.

Prerequisites or corequisites: AUTO 115 and AUTO 125

(2: 0, 6) Fall

AUTO 138 AUTOMOTIVE FUEL SYSTEMS

This course includes the theory of operation, construction, maintenance, repair, adjustment, and safety aspects of automotive gasoline fuel systems. This encompasses gasoline composition; fuel tanks, lines, and filters; fuel pumps; mechanical and computerized carburetion; and electronic fuel injection. The laboratory component of the course includes various activities that follow the guidelines of the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE).

Prerequisite: None

(4: 3, 3) Spring

AUTO 148 LAB PRACTICAL II

This is an automotive laboratory course that deals with the diagnosis and repair of common automotive problems. All diagnosis and repair is done under the supervision of faculty and staff. Service, diagnosis, and repair procedures are performed on customer- or College-owned vehicles to simulate working in the industry. Students also utilize this lab to perform required tasks related to the current semester courses.

Prerequisites or corequisites: AUTO 118, AUTO 128, and AUTO 138

(2: 0, 6) Spring

AUTO 201 AUTOMOTIVE ENGINES

This course includes the theory of operation, construction, maintenance, repair, and adjustment of the following engine systems: engine valves and valve train, block, crankshaft, pistons, rings, connecting rods, crankshaft, bearings, lubrication and cooling systems. The laboratory component of the course includes various activities that follow the guidelines of the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE).

Prerequisite: None

(5: 4, 3) Fall

AUTO 208 AUTOMATIC TRANSMISSIONS

This is a course in the components, construction, and theory of operation of automatic transmissions and transaxles, including laboratory experience in the servicing, diagnosis, and repair of these automatic transmission units. The laboratory component of the course includes various activities that follow the guidelines of the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE).

Prerequisite: None

(5: 4, 3) Spring

AUTO 218 MANUAL TRANSMISSIONS AND DRIVE LINES

A course that covers the components, construction and theory of operation of the clutch assembly, manual transmissions and transaxles, drive lines, and final drive assemblies including laboratory experience in the servicing, diagnosis and repair of these automotive components. The laboratory component of the course will include various activities that follow the guidelines of the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE).

Prerequisite: None

(3: 2, 3) Spring

AUTO 225 AUTOMOTIVE COMPUTER SYSTEMS

This is a course in the theory of operation, construction, diagnosis, and service of automotive computer and electronic fuel injection systems. The course includes a study of components and circuits that are common to all computerized control and fuel injection systems. Students learn how to diagnose and repair system components using commonly available test equipment. Applying operational theory for diagnosis is heavily stressed in this course. The laboratory component of the course includes various activities that follow the guidelines of the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE).

Prerequisites: AUTO 125, AUTO 128, and AUTO 138 or permission of the instructor

(5: 4, 3) Fall

AUTO 228 ADVANCED COMPUTER SYSTEMS

This is a course in the theory of operation, construction, diagnosis, and service of advanced

automotive systems. The course includes a study of air bag systems, alternative fuels, second-generation on-board diagnostic systems (OBD-II), electronic instrumentation, advanced ignition systems, advanced anti-lock brake systems, and current developments in the automotive field.

Prerequisites: AUTO 125, AUTO 128, AUTO 138, AUTO 225, and AUTO 235 or permission of the instructor.

(3: 3, 0) Spring

AUTO 231 LAB PRACTICAL III

This is an automotive laboratory course that deals with the diagnosis and repair of common automotive problems. All diagnosis and repair is done under the supervision of faculty and staff. Service, diagnosis, and repair procedures are performed on customer- or College-owned vehicles to simulate working in the industry. Students also utilize this lab to perform required tasks related to the current semester courses.

Prerequisites or corequisites: AUTO 201, AUTO 225, and AUTO 235

(2: 0, 6) Fall

AUTO 235 AUTOMOTIVE EMISSION SYSTEMS

This course encompasses the function, construction, operation, and diagnosis of automotive emission and engine control systems. Student study the formation of and types of automotive pollutants and how each can be reduced using emission/engine control systems. Students also learn how malfunctioning emission control devices can affect engine performance, driveability and emission inspection test results. Use of the latest emission and engine control test equipment to assist in diagnosis is heavily emphasized. The laboratory component of the course includes various activities that follow the guidelines of the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE).

Prerequisites: AUTO 138 or permission of the instructor.

(3: 2, 3) Fall

AUTO 238 AUTOMOTIVE AIR CONDITIONING AND HEATING

This is a course in the theory of operation, construction, maintenance, repair, and adjustment of various automotive heating, ventilation, and air conditioning (HVAC) systems. The course is designed to aid students in applying the theory of operation to the diagnosis, maintenance, and repair of automotive air conditioners and heaters. The laboratory component of the course includes various activities that follow the guidelines of the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE).
Prerequisite: None
(4: 3, 3) Spring

AUTO 248 LAB PRACTICAL IV

This is an automotive laboratory course that deals with the diagnosis and repair of common automotive problems. All diagnosis and repair is done under the supervision of faculty and staff. Service, diagnosis, and repair procedures are performed on customer- or College-owned vehicles to simulate working in the industry. Students also utilize this lab to perform required tasks related to the current semester courses.

Prerequisites or corequisites: AUTO 208, AUTO 218, and AUTO 238
(2: 0, 6) Spring

BIOL 105 WILDLIFE OF NORTH AMERICA

This course is a survey of the wild mammals of North America, including present geographic range, general habitat, general life history, and discussion of each animal's ecological niche (its functional role in the environment). Topics such as economic importance and relationships with humans are included.
(NS)

Prerequisite: None
(3: 3, 0) Spring

BIOL 110 ENVIRONMENTAL ISSUES

This course involves the presentation, analysis, and discussion of contemporary ecological problems which illustrate the relationship that people share with their environment, and the influence that each exerts in shaping the destiny of the planet. Case studies are used extensively.
Prerequisite: None
(3: 3, 0)

BIOL 115 ANIMAL BEHAVIOR

This course is an overview of the fundamental principles of animal behavior, including patterns of behavior and evolution of behavior, as well as the influence of structure, physiology, heredity, learning, experience, and emotion on behavior. (NS)

Prerequisite: None
(3: 3, 0) Fall

BIOL 120 HUMAN HEREDITY

This course is a study of the basic principles of genetics and their applications in understanding heredity in the human organism. Topics covered include cell division, sex determination, inheritance related to sex, gametogenesis, chromosomes, principles of genetics, gene mapping, DNA, mutation, pedigree analysis, polygenes, population genetics, genetic counseling, and genetic engineering. (NS)

Prerequisite: None
(3: 3, 0) Fall

BIOL 125 NUTRITIONAL MICROBIOLOGY

This course explores the theories and philosophy of nutritional microbiology with emphasis on basic concepts and techniques of microbiology. Important topics include the world food crisis, the significance of microorganisms to food preparation and spoilage, methods of microbial control, and food-transmitted diseases. (NS)

Prerequisite: None
(3: 3, 1) Spring

BIOL 130 GENERAL BIOLOGY I

This course is a study of the fundamental concepts of the life sciences. Topics covered include the scientific method, basic chemistry and physics necessary to understand biology, cell structure and function, membrane phenomena, energy and cellular metabolism, mitosis, meiosis, biology of plants including photosynthesis, genetics, protein synthesis, genetic engineering, reproduction and development. (NS)

Prerequisite: None
(4: 3, 3) Fall

BIOL 135 GENERAL BIOLOGY II

Topics covered include evolution and adaptation, theories concerning the origin of life, taxonomy, a phylogenetic survey of the kingdoms of living organisms, a study of the anatomy and physiology of the vertebrate body, animal behavior, and fundamentals of ecology. (NS)

Prerequisite: BIOL 130 or permission of the instructor
(4: 3, 3) Spring

BIOL 140 FIELD BIOLOGY

This course covers the interrelationships between organisms and their physical and biological environments, as well as the structure and function of ecosystems, communities, and populations. Students learn to identify common local plants and animals and study the habitats of these organisms. Outdoor field trips and physical activity are required. (NS)

Prerequisite: None
(4: 3, 3)

BIOL 210 BOTANY

This course examines the structures and functions of roots, stems, leaves, flowers, and fruits of advanced plants, including basic concepts of plant cell structure, growth, metabolism, reproduction, and heredity. The life histories, ecological importance, and evolutionary relationships of more primitive plant groups are also considered. (NS)

Prerequisite: None
(4: 3, 3) Spring

BIOL 215 ZOOLOGY

Lectures emphasize comparative anatomical and physiological adaptations for all the life processes across the animal kingdom and the developmental and evolutionary processes leading to these adaptations. Laboratory study involves a phylogenetic survey of the animal kingdom, investigating adaptations and relationships of all the major phyla and some minor ones. (NS)

Prerequisite: None
(4: 3, 3) Fall

BIOL 220 HUMAN ANATOMY AND PHYSIOLOGY I

Through both lecture and laboratory components, the normal organization, support, movement, and control systems of the human body are studied. This includes discussions of clinical applications illustrating the disruption of homeostasis. (NS)

Prerequisite: None
(4: 3, 3) Fall

BIOL 225 HUMAN ANATOMY AND PHYSIOLOGY II

An integrated lecture and laboratory format is used to study how the body maintains itself on a day-to-day basis through water and electrolyte balance, circulation, respiration, digestion, and excretion, as well as how the continuity of the species is maintained. Clinical applications are cited that illustrate the disruption of homeostasis. (NS)

Prerequisite: BIOL 220 or permission of the instructor
(4: 3, 3) Spring

BIOL 230 GENERAL MICROBIOLOGY

This course provides the opportunity to study the characteristics of microorganisms (bacteria, viruses, fungi, protozoa, and algae), including culture, identification, biochemical activities, morphology, and effects of these life forms on the environment. The primary emphasis of the course is on bacteria. (NS)

Prerequisite: None
(4: 3, 3)

BTEC 110 CONSTRUCTION MATERIALS

This course gives students an overview of the many construction materials available in the industry today. This is an introductory course to the physical properties, design considerations, and practical applications of engineered structural components and common finish materials as they relate to the entire building system. Typical manufacturing processes and product standards are also discussed.

Prerequisite: None
(3: 3, 0) Fall

BTEC 150 STATICS AND STRENGTHS OF MATERIALS

Selected topics include: analysis of basic forces, conditions for equilibrium, truss analysis, stress-strain relationships, riveted and bolted connections, investigation of simple beams by shear and moment diagrams, steel and timber beam analysis and design, and simple column analysis and design.

Prerequisite: MATH 138
(3: 2, 2) Spring

BTEC 210 STRUCTURAL THEORY AND APPLICATIONS

This course covers the application of forces for analysis and design of building structures. Included are load analysis for wind and seismic conditions. Analysis of building structural systems including lateral force resisting systems, frames, arches, and trusses is also covered. Students are exposed to basic design in timber, steel, masonry, and concrete. A research project and computer applications are integrated into the course.

Prerequisite: BTEC 150
(3: 2, 3) Fall

BTEC 240 ENERGY AND ENVIRONMENTAL DESIGN

The construction of a home has become very scientific as contemporary building practices address the concerns for energy efficiency, construction efficiency, and a safe indoor environment. The science of building is examined with the aid of microcomputers and other recent developments in building-testing equipment and techniques. Recent innovations in building materials, effects of poor indoor air quality, and moisture control are addressed.

Prerequisite: CARP 180, CNST 280, or permission of the instructor
(3: 2, 2) Spring

BTEC 250 STRUCTURAL STEEL AND REINFORCED CONCRETE

Structural steel framing design using LRFD and design of reinforced concrete members using ACI-318 code are analyzed. Computer applications and a comprehensive design project of steel and concrete framed buildings are required.

Prerequisite: BTEC 210
(4: 3, 2) Spring

BTEC 270 LAW AND CONTRACTING

This course covers the basic legal framework of business and industry. Topics include structure and content of contract documents for construction and engineering projects, business organization and administration in construction operations, purchasing, contracting, and client relations.

Prerequisite: None
(3: 3, 0) Spring

BTEC 290 CONSTRUCTION SEMINAR

This course offers an opportunity for advanced studies in construction, such as current trends in construction, alternative energy systems, specifications and interpretation, and codes. Instruction may include seminar discussions, lectures, field trips, visiting specialists, and projects of timely interest. This course is for senior students only and requires a construction faculty mentor. Credit hours and contact hours are adjustable to each student's requirements.

Prerequisite: Permission of the instructor
(1-3: 1-3, 0)

BUSI 100 INTRODUCTION TO BUSINESS

This course provides students with an introduction to current business in America. Attention is devoted to various business areas including production marketing, finance, and human resource management. The course also explores selected businesses and their practices in order to illustrate the concepts, structures, and theories being studied.

Prerequisite: None
(3: 3, 0)

BUSI 110 MATHEMATICS OF FINANCE

This course is designed to develop fundamental problem-solving skills related to finance and business, and to develop the computational skills required for solutions to mathematical problems arising in business. Emphasis is placed on current finance and business terminology and applications. Subject matter includes retailing, simple and compound interest, valuation of assets, investments in stocks and bonds, annuities, and present value of money.

Prerequisite: None
(3: 3, 0)

BUSI 120 BUSINESS COMMUNICATIONS

This course is based on the importance of effective communications, both oral and written, in today's dynamic business environment. Subject matter encompasses the study and practical experience of writing effective business communications and the development of effective presentations. Both phases are developed through thorough planning of each communication to reinforce the art of persuasive and articulate expression. Each is developed for correct style and with a psychological insight into the issue.

Prerequisite: None
(3: 3, 0)

BUSI 200 MANAGEMENT I

This course introduces students to the functions of management and the manner in which they are applied by the American business enterprise in comparison to international methods where applicable. Topics include principles of business organization, scientific management, decision making, business forecasting, and economic analysis. Effective methods required for successful business administration and management control are also covered.

Prerequisite: None
(3: 3, 0)

BUSI 205 SMALL BUSINESS MANAGEMENT

A balanced program of all major aspects of the management and operation of a small business enterprise is presented. Emphasis is on direct application of the knowledge gained. Much of the material presented parallels the Small Business Administration management development program.

Prerequisite: None
(3: 3, 0)

BUSI 210 BUSINESS LAW I

This course offers an introduction to law and the legal systems in the United States, with emphasis on the courts, state and federal, and their procedures; the law of Contracts and the law of Agency. Applicable sections of the Uniform Commercial Code are studied and analyzed. Case studies are used extensively.

Prerequisite: None
(3: 3, 0)

BUSI 215 BUSINESS LAW II

This course is a continuation of the study of the law as it applies to business. Business Law II covers: property (real and personal), sales, commercial paper, partnerships, and corporations. In addition, insurance and new legislation in the field of business are included. Applicable sections of the Uniform Commercial Code are studied and analyzed. Case studies are used extensively. Guest lecturers from business and law will also participate.

Prerequisite: BUSI 210
(3: 3, 0)

BUSI 220 PRINCIPLES OF FINANCE

This course introduces students to the organization and operation of American banking and financial institutions, sources of funds, the practical aspects of money, and short- and long-term credit for business. Emphasis is given to the Federal Reserve System, the U.S. Treasury and the regulation of money supply, interest rates, credit control, equity and debt, financing, and secondary markets. Discussion of related happenings, issues, trends, etc. is entered into as they occur.

Prerequisite: ACCT 110 or permission of the instructor
(3: 3, 0)

BUSI 225 PRODUCTION MANAGEMENT

This course is a broad overview of the management principles and methods applied in the operation of a modern plant. Particular emphasis is placed on manufacturing, although extrapolation to such activities as mining and extraction processes is discussed. Specific areas

described in the course content are discussed in terms of current and future practical problems and solutions.

Prerequisite: None
(3: 3, 0) Spring

BUSI 227 SKI AREA MANAGEMENT

This course is offered during the January intercession and taught on-site at a major ski resort. The course is designed around a thorough analysis of the application of management principles to the operation of a full-service ski resort. Emphasis is additionally placed on the industry's unique technologies, current trends, and future issues. Due to the condensed schedule of the class, considerable pre-course reading and preparation is required.

Prerequisite: Permission of the instructor
(3: 3, 0)

BUSI 230 HUMAN BEHAVIOR IN ORGANIZATION

This course provides students with a realistic examination of human resource management (HRM) as it operates in the world of business today. Attention is devoted to analysis of motivation, labor relations, leadership, supervision, and the historical development of the HRM field. The course also evaluates the interplay of other disciplines, including psychology, anthropology, economics, and sociology, as they apply to this field of business. Finally, the course provides students with the opportunity for "hands-on" evaluation, using the case method, of a personnel problem or concern.

Prerequisite: None
(3: 3, 0)

BUSI 235 LABOR-MANAGEMENT RELATIONS

This introductory course emphasizes collective bargaining, with a focus on the development and application of today's bargaining issues. The course takes a broad overview of the general nature of present-day labor relations and inspects historical, legal, and structural environments that greatly influence contractual contents and labor relations behavior.

Prerequisite: None
(3: 3, 0)

BUSI 240 BASIC SUPERVISION

Basic supervisory principles and practices and the relationship between first-line supervisors and management goals are covered. The course examines current practice and basic principles of human behavior. Topics include motivation, morale, communication, leadership, and decision making.

Prerequisite: None
(3: 3, 0)

BUSI 245 PRINCIPLES OF MARKETING

This course focuses on marketing and methods with emphasis on the planning, pricing, promoting, and distributing of products and services to consumers. Topics include marketing functions and institutions, marketing methods, and policies.

Prerequisite: None
(3: 3, 0)

BUSI 250 SALESMANSHIP

Professional selling techniques are presented and analyzed. Emphasis is placed on developing the ability to sell either products or services to include personal selling basics, customer analyses, the selling process, and sales management. Student demonstrations provide practice in realistic sales presentations.

Prerequisite: BUSI 245 or permission of the instructor
(3: 3, 0)

BUSI 255 PRINCIPLES OF ADVERTISING

Advertising as a tool in the marketing of products and services is studied. The course provides the fundamentals of advertising and an examination of the decision sequence framework that a marketing manager would follow in the development of an effective advertising campaign.

Prerequisite: BUSI 245 or permission of the instructor
(3: 3, 0)

BUSI 260 RETAILING

The study and analysis of retailing are the major content areas of this course. The analysis includes types of institutions, store location, layout, organization, buying and merchandising techniques, retail advertising and promotion, operation and control methods, and a survey of retailing opportunities.

Prerequisite: BUSI 245 or permission of the instructor
(3: 3, 0)

BUSI 262 INTERNATIONAL MARKETING

This course is a study of the cultural, political, and legal dynamics and environments of international markets as well as the mechanics, techniques, and strategies used by marketers to compete successfully in the global economy.

Prerequisite: BUSI 245 or permission of the instructor
(3: 3, 0)

BUSI 263 ENTREPRENEURSHIP

This course examines the identification and development aspects of starting and operating a small business. The course emphasizes the planning process, marketing strategies, capital investment and financial controls, management tools, and legal requirements of small businesses. It also covers the criteria and development of a formal business plan. Other topics and concerns necessary for successful operational growth are also included.

Prerequisites: ACCT 150 and BUSI 245
(3: 3, 0) Spring

BUSI 265 MANAGEMENT SEMINAR

Students independently choose subjects to be studied in the areas of business and management.

Prerequisite: Completion of 45 credit hours
(3: 3, 0)

BUSI 270 PROFESSIONAL INTERNSHIP PROGRAM

This work/study program exposes students to an actual workplace environment. Earned credit substitutes for elective course work and should be consistent with a student's academic program and career interests. Participating sponsors include on-campus College departments as well as a number of private and public sector employers in the local area. Approval from the student's academic advisor is required. Students must maintain a daily work log and write a paper at the conclusion of the program describing their learning experience.

Prerequisites: Completion of 30 credit hours with a minimum 3.0 GPA.
(3: 0, 0)

BUSI 290 INDEPENDENT STUDIES

Selected projects for senior students are available. The program may include research in the student's major field under the supervision of faculty.

Prerequisites: Completion of one semester with a minimum 2.0 GPA.
(1-3: 0, 0) Offered on request

BUSI 310 STRATEGIC MANAGEMENT

This course is developed around the managerial functions of planning, organizing, directing, and controlling. Communications, motivation, leadership, and decision making are included. The course also investigates the nature, purpose, and function of management in organizations.

Prerequisites: ACCT 110 and ECON 100 or ECON 110
(3: 3, 0)

BUSI 343 INDIVIDUAL BEHAVIOR IN ORGANIZATION

This course examines the concepts and constructs which form informal and formal theory related to the behavior of individuals and groups within organizations and organizational processes. Emphasis is on basic human processes, motivational theories, stress, group dynamics, power and leadership, and organizational structure and change.

Prerequisite: None
(3: 3, 0)

BUSI 344 ORGANIZATIONAL THEORY

This course provides students with a conceptual and empirical understanding of the functions, processes, and structures of groups and organizations. Major emphasis is placed on topics of group dynamics and organizational theory. The course is designed to provide a thorough understanding of the current theoretical trends in the field. Through completion of a major research project, students gain insight into the current focus of studies in the field.

Prerequisites: SOCI 100 and ECON 100 or ECON 110
(3: 3, 0)

BUSI 345 RISK MANAGEMENT

This course describes the concepts available to corporations, non-profit organizations, and other organizations in their efforts to manage pure risks. The course addresses the costs of pure risks and employee benefits (e.g., pensions, health insurance, etc.) and how these costs affect the daily management of a firm as well as long-run profitability and survival. The course examines the techniques used by management in dealing with these issues including risk assumption, prevention, diversification, and transfer via insurance and non-insurance market mechanisms.

Prerequisite: BUSI 100 or BUSI 200
(3: 3, 0)

BUSI 360 INTERNATIONAL BUSINESS MANAGEMENT

This course provides students with a general overview of business management concepts on the international level. The global business environment, monetary system, and corporate management issues are explored.

Prerequisites: ACCT 120 and ECON 100 or ECON 110
(3: 3, 0)

BUSI 370 FINANCIAL MANAGEMENT

This course is designed to give students in bachelor's degree programs the necessary financial management background for entry-level management positions. (This assumes that the students have not completed a normal business administration sequence of course work.) The purpose of the course is to analyze the financial planning process and the financial operating methods available to firms. It provides students with procedures to analyze financial decisions and to assess options available to a firm in an ever changing business environment.

Prerequisite: ACCT 120, ECON 100, OR ECON 110
(3: 3, 0)

CADD 111 FUNDAMENTALS OF DRAFTING

This lecture-lab course develops students' skills in CAD/Board drafting with emphasis on conventions and techniques as required by the American National Standards Institute (ANSI), American Society of Mechanical Engineers (ASME), and International Standards Organization (ISO). Subject matter covered relates to drafting standards, graphic language, use of instruments and equipment, alphabet and style of lines, lettering, geometry and geometric constructions, sketching, orthographic projection, and sectional views.

Corequisite: CADD 130
(3: 1, 6) Fall

CADD 112 DIMENSIONING AND TOLERANCING

This lecture-lab course develops students' skills in CAD/Board drafting with emphasis on conventions and techniques of dimensioning and tolerancing as required by ANSI, ASME, and ISO.

Corequisite: CADD 130
(3: 1, 6) Fall

CADD 113 DESCRIPTIVE GEOMETRY

This lecture-lab course develops students' skills in CAD/Board drafting with emphasis on conventions and techniques of descriptive geometry, auxiliaries, and intersections and developments as required by ANSI, ASME, and ISO.

Corequisite: CADD 130
(3: 2, 3) Fall

CADD 130 INTRODUCTION TO CAD

This course introduces students to the concepts and operation of visual engineering drawing systems and preparations using a computer (computer-aided drafting, CAD). Common hardware, software, and initial data entry methods are studied as well as ways to generate, store, and retrieve drawings. Various output devices and methods will be examined and a pen plotter will be used.

Prerequisite: None
(3: 1, 4) Fall

CADD 151 PRODUCTION DRAWINGS

The theory and knowledge related to developing skills in CAD/Board drafting with emphasis on conventions and techniques of production drawings will be covered. Detail, assembly, and pictorial drawings are emphasized as required by ANSI, ASME, and ISO.

Prerequisites: CADD 111, CADD 112, CADD 113, and CADD 130 or permission of the instructor.
(3: 1, 6) Spring

CADD 152 GEOMETRIC FORM TOLERANCES

This lecture-lab course develops students' skills in CAD/Board drafting with emphasis on conventions and techniques of geometric form tolerances as required by ANSI, ASME, and ISO.

Prerequisites: CADD 111, CADD 112, CADD 113, and CADD 130 or permission of the instructor.
(4: 3, 3) Spring

CADD 153 INDUSTRIAL DRAWINGS

This lecture-lab course develops students' skills in CAD/Board drafting with emphasis on conventions and techniques of industrial drawings as required by ANSI, ASME, and ISO. Subject matter covered includes welding/fabricated parts, hydraulics/pneumatics/piping systems, and other related areas such as structural, HVAC, etc.

Prerequisites: CADD 111, CADD 112, CADD 113, and CADD 130 or permission of the instructor.

(3: 1, 6) Spring

CADD 170 MANUFACTURING PROCESSES

This lecture course introduces students to the methods and materials used in manufacturing. Mechanical testing, metallurgy, and heat treatment are also covered.

Prerequisite: None
(3: 3, 0) Spring

CADD 215 ELECTRICAL AND ELECTRONIC DIAGRAMS

This course is devoted to the understanding and preparation of industrial drawings and diagrams that describe the operation of electrical and electronic devices. Students prepare schematics, logic diagrams, wiring diagrams, wiring harness drawings, and other drawings related to electricity and electronics.

Prerequisite: Completion of first year of the CADD program (or its equivalent)
Corequisite: CADD 225
(3: 1, 6) Fall

CADD 225 ELECTRO-MECHANICAL DESIGN

This course deals with the principles and practices of designing electro-mechanical products. Students learn and perform the process of starting with a schematic or logic diagram, identifying components and their sizes, preparing initial designs, designing the package or enclosure, and preparing finished drawings.

Prerequisite: Completion of first year of the CADD program (or its equivalent)
Corequisite: CADD 215
(3: 1, 6) Fall

CADD 230 ELECTRICITY

This course introduces students to the principles and components of direct and alternating electricity. Topics include: energy, structure of matter, electrical units, wire calculations, series and parallel circuit calculations, compound circuit calculations, magnetism, transformers, capacitance, inductance, diodes, and transistors.

Prerequisite: None
(3: 3, 0) Fall

CADD 240 CAD II (AUTOCAD)

This course introduces students to Autodesk's software: AutoCAD, Mechanical Desktop, and Inventor. The course is divided between lecture and hands-on application at a workstation. The course covers both the "2-D" and "3-D" capabilities of the aforementioned software.

Prerequisite: Completion of first year of the CADD program (or its equivalent)
(3: 1, 6) Fall

CADD 255 PRINTED CIRCUIT DESIGN

This course deals with the principles and practices of printed circuit design for both analog and digital circuits. Students design circuit boards using computer software to perform schematic capture, layout, routing, and creation of finished drawings.

Prerequisites: CADD 215 and CADD 225

Corequisite: CADD 270
(4: 1, 9) Spring

CADD 270 ELECTRONICS

This survey course in electronics provides students with an introduction to electronic devices and circuits and includes: computer number systems, binary arithmetic, logic gates, flip-flops, shift registers, counters, coders and decoders, memory devices, Boolean expressions and logic circuits, and Boolean algebra.

Prerequisite: None
(3: 3, 0) Spring

CARP 101 CONSTRUCTION SAFETY

This course provides knowledge of safe practices for construction workers, including the use of hand tools, power tools, ladders, and scaffolding, as well as the personal awareness necessary to minimize the chance of accidents. Materials used in residential construction are discussed in terms of use, size, and packaging.

Prerequisite: None
(1: 1, 0) Fall

CARP 120 CONSTRUCTION PLANS AND SPECIFICATIONS

Skills necessary to understand and interpret blueprints in the building trades are gained by interpreting a specific group of plans found in a complete set of blueprints, practical exercises in reading samples from the trade, and by identifying the symbols and terminology of blueprints. This includes an introduction to the writing and interpretation of construction specifications which would accompany a set of blueprints and the building contracts.

Prerequisite: None
(3: 2, 3) Fall

CARP 130 LIGHT FRAME CONSTRUCTION THEORY

This course provides the construction theory related to the layout of a building, footing and foundations, and the rough framing of a residential structure. The different framing members' purpose, placement, sizing, and fastening methods are studied. Various framing systems are discussed. Applied mathematics is included as required by course content.

Prerequisite: None
(3: 3, 0) Fall

CARP 140 LIGHT FRAME CONSTRUCTION LABORATORY

Students apply the principles of building layout, floor framing, and the construction of wall and ceiling systems used in residential construction. Also included is the framing of the various types of roof designs that carpenters should be familiar with. Students practice cutting and fitting structural members in laboratory situations.

Prerequisite: None
Corequisite: CARP 130
(4: 0, 12) Fall

CARP 150 FINISH CARPENTRY

This lecture course covers the theory related to the exterior and interior finish of a residential structure. Specifications for the various materials are covered, as are the various products available and their application procedures. Applied mathematics is included as required by course material.

Prerequisite: None
(3: 3, 0) Spring

CARP 160 FINISH CARPENTRY LABORATORY

This course covers the exterior and interior materials used in residential construction and the methods of installation. Exterior materials include those used for roofing, siding, and gutter systems as well as window and door units. Interior finish covers floor, wall, and ceiling finish, the construction of basic stairways, and the cutting and fitting of interior trim.

Prerequisite: None
(4: 0, 12) Spring

CARP 170 CONSTRUCTION ESTIMATING

This course introduces students to common quantity take-off procedures for estimating residential construction materials. Materials for foundations, framing, exterior finish, and interior finish will be estimated and organized for contract bidding purposes using a com-

puter spreadsheet. Labor costs and material pricing, scheduling, and deliveries will be considered.

Prerequisites: CARP 120, CARP 130, and MATH 102
(3: 2, 3) Spring

CARP 180 ENERGY-EFFICIENT CONSTRUCTION

Students develop knowledge of the materials used to insulate a residential structure, understanding of Model Energy Code and how it affects homebuilders, the effect of energy-efficient construction practices on indoor air quality, and the theory of how a building loses heat and how this loss is calculated.

Prerequisite: MATH 090
(3: 3, 0) Spring

CARP 190 CONSTRUCTION EMPLOYMENT SKILLS

This course provides an overview of requirements essential to the establishment and operation of a small contracting business. Factors and legal considerations necessary to the performance of this operation are covered along with knowledge and skills necessary to make a carpenter employable in today's market.

Prerequisite: None
(3: 3, 0) Spring

CARP 210 RESIDENTIAL REMODELING THEORY

This course introduces students to the field of residential remodeling. Subjects covered include additions to existing structures, dormers, kitchen and bathroom design, renovating and remodeling, re-roofing, and re-siding. Special problems and considerations will be discussed. Also included are managing a remodeling business, estimating and related costs, and the selling of remodeling services.

Prerequisite: Successful completion of certificate program or permission of the instructor
(3: 3, 0) Fall

CARP 220 RESIDENTIAL REMODELING LABORATORY

This hands-on course uses off-campus projects and in-house labs to introduce students to the field of residential remodeling. Many of the skills acquired in the first-year program are put to use to complete these projects. Field projects are chosen for their value in meeting the goals and objectives of the remodeling option offered by the Carpentry program. In-house lab

projects are used when necessary to present tasks and skills which may not be available in the field.

Prerequisite: Successful completion of certificate program or permission of the instructor
(4: 0, 12) Fall

CARP 240 ADVANCED FRAMING PRINCIPLES

This course gives students a broader-based understanding of framing principles learned in CARP 130 and CARP 140. Topics include mathematical aspects of framing problems, principles of truss construction, residential framing member sizing, and solutions to real-life framing problems.

Prerequisite: CARP 130 and MATH 102
(3: 3, 0) Fall

CARP 260 HEAVY CONSTRUCTION

This course introduces students to the field of heavy construction and the use of reinforced concrete, steel, and heavy timber as construction materials. Foundations; floor, wall and roof systems; and various design techniques for heavy construction projects are discussed. Students are also made aware of the many career opportunities available in the heavy construction field.

Prerequisite: None
(3: 3, 0) Fall

CARP 290 MECHANICAL SYSTEMS

A residential construction job site has a number of trades which must work together. This course prepares students to work efficiently with plumbing and electrical tradespersons by providing a basic understanding of these systems and how they operate.

Prerequisite: None
(2: 1, 3) Fall

CHEM 120 INTRODUCTORY CHEMISTRY I

This course introduces the fundamental principles of chemistry: structure and states of matter, chemical changes and stoichiometry, solutions and colloids, acids and bases, and oxidation-reduction. (NS)
Prerequisite: MATH 095 or 1 unit of high school mathematics
(4: 3, 3)

CHEM 125 INTRODUCTORY CHEMISTRY II

This course continues and expands topics introduced in CHEM 120, including fundamentals of the nomenclature, properties, structure, and reactions of organic and biological compounds. Metabolism of selected groups of compounds and the physiology of selected organisms are covered. (NS)

Prerequisite: CHEM 120 or permission of the instructor

(4: 3, 3) Spring (when demand warrants)

CHEM 180 GENERAL CHEMISTRY I

Topics covered in this course include: atomic structure and periodicity of the elements, molecular structure and bonding, stoichiometry, solutions, states of matter, and introductory thermodynamics. (NS)

Prerequisites: High school chemistry with laboratory or CHEM 120; MATH 150 or 3 units of high school mathematics
(4: 3, 3) Fall

CHEM 185 GENERAL CHEMISTRY II

The topics studied in this course are: chemical kinetics, chemical equilibrium, acids and bases, representative elements, transition elements, coordination chemistry, introductory organic chemistry, and introductory nuclear chemistry. (NS)

Prerequisite: CHEM 180

(4: 3, 3) Spring

CHEM 230 ORGANIC CHEMISTRY I

This is the first course in a year-long, in-depth study of organic chemistry. Integration of fact and theory emphasizing relationships among structure, properties, reaction mechanisms, and spectroscopy of organic compounds is studied. Laboratory work illustrates principles and techniques of synthesis and characterization of organic compounds. (NS)

Prerequisite: CHEM 185 or equivalent
(4: 3, 3) Fall (when demand warrants)

CHEM 235 ORGANIC CHEMISTRY II

This course is a continuation of CHEM 230. (NS)

Prerequisite: CHEM 230

(4: 3, 3) Spring (when demand warrants)

CITA 100 INTRODUCTION TO WINDOWS

Primarily designed for first-time users, this course introduces concepts, methods, information availability, etc. of the Windows 95/98 Operating System. Students learn about file/folder creation and usage, organization of the desktop, copying files, and a host of other functions

and activities. This is hands-on course with no required textbooks, but outside reading material will be used and supplied as needed.

Prerequisite: None

(1: 1, 0)

CITA 101 INTRODUCTION TO THE INTERNET

Primarily designed for first-time users, this course introduces concepts, methods, information availability, etc. of the Internet. Students and instructors together browse the libraries, shop the malls, research family history, or perform a host of other activities. This is a hands-on course with no required textbooks or other materials.

Prerequisite: None

(1: 1, 0)

CITA 110 MICROCOMPUTER APPLICATIONS I

A general introduction to computers and computer information systems is provided. This course includes an overview of information processing, computer hardware, computer software, and microcomputers. Students are provided with hands-on experience using common types of application software including word processing, spreadsheets, database management, and graphics.

Prerequisite: None

(3: 3, 0)

CITA 120 COMPUTER CONCEPTS AND OPERATION SYSTEMS

This course is a study of the terminology and concepts associated with computer systems hardware and software. Topics include system hardware components, memory organization and management, operating systems, troubleshooting fundamentals, etc. Students will construct PCs and install, configure, test, and troubleshoot systems software to apply the various concepts covered in the course.

Prerequisite: None

(3: 3, 0)

CITA 130 MICROCOMPUTER APPLICATIONS II

This course is a continuation of the study of microcomputer software in common business use. The course gives students additional skills with the software they learned in CITA 110. Students also gain experience with MS-DOS and a commercial accounting package. A brief introduction to other major commercial software packages is also provided.

Prerequisite: CITA 110 or permission of the instructor

(3: 3, 0)

CITA 140 INTRODUCTION TO PROGRAMMING

This course is a study of fundamental computer terminology, concepts, and problem-solving techniques. Emphasis is on the development of problem-solving skills using a programming language. Students write, test, and debug programs related to appropriate disciplines using computer equipment.

Prerequisite: CITA 110, CITA 120, or permission of the instructor

(3: 2, 2)

CITA 200 DATA COMMUNICATIONS AND NETWORKING

This course introduces students to data communications concepts, terminology, and hardware and software associated with data communications systems. Topics include network designs, communication devices, data transmission technology, Internet basics, and HTML

Prerequisite: CITA 140 or permission of the instructor

(3: 2, 2)

CITA 210 VISUAL PROGRAMMING AND DEVELOPMENT TOOLS

This course is an introduction to development of computer applications using rapid development tools. Emphasis is on designing and managing graphical user interfaces, procedures, file management, debugging, and testing.

Prerequisite: CITA 140

(3: 2, 2)

CITA 220 SYSTEMS ANALYSIS METHODS

An overview of the system development life cycle is provided. The course develops students' ability to analyze an existing information system within an organization, to identify information requirements, and to specify the functions of a new information system.

Prerequisite: CITA 110 or permission of the instructor

(3: 2, 2) Spring

CITA 230 NETWORK TECHNOLOGY

This course covers survey and evaluation of network media, access methods, and topologies. Design, configuration, operation, and maintenance questions are explored. Topics include end-user perspective, network operating systems, cabling, hardware protocols, Internet working, software, design, and administration.

Prerequisite: CITA 200

(3: 2, 2)

CITA 300 COMPUTER SYSTEMS SUPPORT AND MAINTENANCE

This is a project-oriented course that focuses on the support and maintenance of PCs. Students learn how to plan, organize, implement, and operate a support system and apply this knowledge and skill through participation in an actual help desk environment. Students also learn how to upgrade, troubleshoot, and maintain PC hardware and software, and how to build and repair PCs in a hands-on environment.

Prerequisites: CITA 120, CITA 130, and CITA 140 or permission of the instructor
(3: 2, 2)

CITA 310 WEB SERVER ADMINISTRATION

This course is a comprehensive survey of all aspects of Web server administration. Students gain hands-on experience by installing and administering their own Web servers in a lab environment. Topics include: server installation and configuration, site planning, supporting dynamic content with CGIs and ASPs, server maintenance, and site security.

Prerequisite: CITA 230 or permission of the instructor
(3: 2, 2)

CITA 320 NETWORK ADMINISTRATION

Students use a variety of network management tools to manage, monitor, support, and troubleshoot network operations. Topics include performance issues, end-user accounts, data security, disaster recovery, supporting applications, and documentation.

Prerequisite: CITA 230 or permission of the instructor
(3: 2, 2)

CITA 330 WEB PUBLISHING

This is a comprehensive survey on using Hyper-Text Markup Language (HTML) to create robust and functional Web pages. Topics include: HTML standards and browser capabilities, information architecture, bandwidth considerations, image formats, image maps, frames, forms and CGIs, and introduction to technologies for creating dynamic content including JavaScript, Java, ActiveX, and Active Server Pages. The course will also include topics of current interest such as Dynamic HTML and cascading style sheets.

Prerequisite: CITA 130 or permission of the instructor
(3: 2, 2)

CITA 340 DATABASE CONCEPTS

This course is a study of the terminology, hardware, and software associated with database systems. Topics include file organizations and access methods, historical development of databases, data organization and structure, relational databases, types of database languages, CODASYL data description language, and comparison of database techniques and traditional approaches. Students design, write, test, and debug programs that manage traditional files and databases.

Prerequisite: CITA 200, CITA 210, or permission of the instructor
(3: 2, 2)

CITA 350 OBJECT-ORIENTED SYSTEMS

This course is a study of object-oriented systems, including systems analysis and design and programming techniques. One or more graphical user interface, object-oriented languages are used to build business application prototypes.

Prerequisite: CITA 210 or permission of the instructor
(3: 2, 2)

CITA 360 ADVANCED SOFTWARE APPLICATIONS

This is a project-oriented course which requires the installation and use of application software. Students gain experience implementing a variety of industry-wide software including, but not limited to, operating systems (MS Windows, MacIntosh, Linus, etc.), mail systems, GroupWare, Back Office systems, CAD systems, office productivity suites, and voice recognition and synthesis systems.

Prerequisite: CITA 230, CITA 300, or permission of the instructor
(3: 2, 2)

CITA 370 NETWORK DESIGN CONCEPTS

This is a laboratory-oriented course in which students design and implement network systems utilizing the various topologies, media, protocols, and network hardware, such as bridges, switches, hubs, and routers.

Prerequisite: CITA 230 or permission of the instructor
(3: 2, 2)

CITA 380 DYNAMIC GRAPHICS AND ANIMATION

This is a survey of the use of dynamic graphics in user interfaces and animation in the simulation and visualization of information. Tools and techniques for the production of computer graphics and animation are introduced, and student projects are required.

Prerequisite: CITA 330 or permission of the instructor
(3: 2, 2)

CITA 400 QUANTITATIVE APPROACHES TO MANAGEMENT

This course is a study of the decision-making process and how quantitative methods are used to find solutions to business problems. Computer software tools are used to analyze and process data. Opportunities, problems, and decisions that confront managers are analyzed and solutions are developed. Topics covered include but are not limited to: cost-volume-profit analysis, forecasting, decision theory, linear programming, probability concepts and applications, inventory control, queuing theory, and game theory.

Prerequisite: MATH 115
(3: 2, 2)

CITA 410 MULTI-MEDIA COMPUTING

This course is a study of the simultaneous control of media elements including graphic, hypertext, digital audio, CD audio, MIDI, digital video, and animation. Students learn and apply the process of creating participant interactive or self-running computer presentations.

Prerequisite: CITA 380
(3: 2, 2)

CITA 420 PROGRAMMING FOR THE WEB

This is a survey of programming languages and techniques for Web development. Topics include CGIs; client-side programming with JavaScript; dynamic content using Java and ActiveX; server-side programming using Active Server Pages and VBScript; creating dynamic, database-driven content; and developing Web-based client/server database applications.

Prerequisites: CITA 310 and CITA 330
(3: 2, 2)

CITA 430 COMPUTER INTEGRATION AND INTEROPERABILITY

This course is a study of system integration and the construction of system components designed to provide capabilities for cooperation in the accomplishment of given tasks. Topics covered include communications, synchronization, and representation of data. Methods of system integration and design for interoperability are also covered. Prerequisite: CITA 370 (3: 2, 2)

CITA 440 DESIGNING AND MANAGING ORGANIZATIONAL TRAINING

In this course students apply theories of adult learning and instructional development to the design, delivery, and evaluation of training for organizational and end-user information systems. Topics include: needs assessment, instructional design and strategy, live and mediated instruction, implementation management, evaluation and follow-up methods, and evaluation of training strategies. Prerequisite: Senior status or permission of the instructor (3: 2, 2)

CITA 450 APPLIED DATABASE MANAGEMENT

This course is a study of object-oriented system applications including, but not limited to, relational database concepts and methodology, SQL, ODBC, Access programming with VBA, client/server concepts, and SQL server. One or more graphical user interface, object-oriented languages will be investigated and its functionality used as a front-end for the database engine. Prerequisite: CITA 340 or permission of the instructor (3: 2, 2)

CITA 460 ORGANIZATIONAL AND END-USER INFORMATION SYSTEMS

This course is a study of guidelines, techniques, and principles of planning, implementing, and maintaining end-user information systems. The emphasis is on organizational results, attaining efficiency and effectiveness, and achieving competitiveness with the external environment. Real-world case studies and hands-on learning activities are utilized. Prerequisite: Senior status or permission of the instructor (3: 2, 2)

CITA 480 INTERNSHIP IN INFORMATION TECHNOLOGY

This course consists of supervised fieldwork in a selected business, industry, government, or educational setting. Students carry out a planned program of educational experiences under direct supervision of an owner, manager, or supervisor of information technology in an organization. Each intern is supervised by a member of the faculty on a regular basis. Written and oral reports of work experience activities are required. Evaluation will be based on the quality of experiences gained from the internship. Prerequisite: 30 credits of 300- to 400-level course work or permission of the instructor (12: 0, 40)

CNST 100 ORIENTATION TO CONSTRUCTION TECHNOLOGY

This course provides an introduction to construction technology as a field of study and career and a survey of academic policies and requirements for successful completion of the program. Topics include a survey of techniques, procedures, and systems in construction and exploration of career opportunities as a technician and business owner in residential, commercial, and industrial construction. Students will investigate areas of continued study at the upper-division level. Prerequisite: None (0: 1, 0) Fall

CNST 110 PRINCIPLES AND PRACTICES OF WOOD CONSTRUCTION

This course provides a study of framing design and assembly utilized in residential construction. Building layout; floor, wall and roof framing; and member loading are studied for proper sizing of structural components. Application of the New York State Uniform Fire and Prevention Code, as well as the New York State Energy Code as it applies to wood frame residential construction, will be studied. Prerequisite: None (3: 2, 3) Fall

CNST 150 CONCRETE AND MASONRY CONSTRUCTION

This course covers the practical and technical aspects of concrete and masonry materials including soils classification, permeability, compaction,

in-place density and soil-bearing capacity, concrete mix design, design of concrete and masonry structures, reinforcement and placement, applicable codes, report writing, testing, analysis, and problem solving, as well as the manufacture of precast concrete units. Prerequisite: None (3: 2, 3) Spring

CNST 160 CONSTRUCTION SURVEYING

Construction surveying practices for residential and commercial construction are studied. The course includes construction surveying fundamentals as well as care and use of equipment. Applications include actual construction layout of a residential house and commercial building. Prerequisite or Corequisite: MATH 138 (3: 2, 3) Spring

CNST 190 ELECTRICITY AND ELECTRICAL CONTROLS

This course presents the principles of direct and alternating current circuits as related to residential home wiring. Topics include circuit protective and switching devices, transformers, motors and generators, electrical instruments and measurements, electrical codes and specifications, and control and signal systems. Prerequisites: ARCH 110, ARCH 150, and MATH 138 (3: 2, 3) Spring

CNST 210 COMMERCIAL BUILDING SYSTEMS

The methods and materials for commercial buildings and structures are presented. Areas of study include soils, site planning and preparation, excavation, footings and foundations, reinforced concrete, form-work, structural steel framework, fire-proofing, curtain wall construction, gypsum wall coverings, suspended ceilings, commercial finishes, construction project planning, construction site record-keeping, critical path, and safety. Prerequisite: None (4: 3, 3) Fall

CNST 230 CONSTRUCTION SITE SAFETY MANAGEMENT

This course is designed to insure that the environmental hazards of chemicals and building materials produced at or brought to a project site are disclosed to all persons who may be affected. Information concerning their potential hazards, proper handling, storage, and

appropriate safe usage shall be fully understood and transmitted to employers and employees. This course should be viewed as a comprehensive hazard communication program tailored to meet Occupational Safety and Health Act (OSHA) requirements and general site safety practices.

Prerequisite: None
(2: 2, 0) Spring

CNST 250 RESIDENTIAL BUILDING SYSTEMS

This course analyzes the various components within a building and compares the different construction materials relative to current construction practices and the implications for indoor air quality. Planning and sequencing of the building construction process includes computer applications. Students are also exposed to energy-efficient building code.

Prerequisites: ARCH 110, ARCH 150, MATH 128, and CNST 110
(4: 3, 3) Spring

CNST 260 ESTIMATING AND PLANNING

This course introduces students to the fundamentals of construction estimating and planning. Topics include quantity take-off, labor estimation, overhead, and profit. Time scheduling will also be examined. Personal computer usage of spreadsheets, time management software, and estimating software is an integral part of the course.

Prerequisites: ARCH 150, BTEC 110, CNST 110, CNST 150 or CNST 210, and MATH 128
(3: 2, 2) Spring

CNST 280 MECHANICAL AND ELECTRICAL EQUIPMENT FOR BUILDINGS

This course presents the fundamentals of mechanical and electrical equipment requirements for buildings. Topics include design of water supply and sanitary systems; environmental comfort (heat loss, heat gain, temperature, and humidity); principles of warm air, steam, hot water, radiant panel, and electrical heating systems; air conditioning systems; planning and layout of warm air and air conditioning sheet metal and hot water heating piping for residential and commercial buildings; alternate energy systems, both active and passive; basic design and installation of residential electrical circuits; symbols and electrical theory; and basic code elements.

Prerequisites: ARCH 110, ARCH 150, and MATH 128
(4: 3, 3) Spring

COMM 100 PUBLIC SPEAKING

This course involves the study and application of the fundamental principles of oral communication with practical experiences in writing and delivering public speeches. (BC)

Prerequisite: None
(3: 3, 0)

COMM 120 AUDIO AND VIDEO PRODUCTION I

This practical studio production course provides students with radio and television production experience in a studio setting. Students work in teams on audio and video projects that offer practical experience in the technical requirements of the broadcast industry. Lectures, discussions, and extensive studio work focus on the technical, aesthetic, and semantic principles of audio and video communication.

Prerequisite: ENGL 100 or permission of the instructor
(3: 3, 0)

COMM 290 INDEPENDENT STUDY IN COMMUNICATIONS

This independent study course is designed to permit individual students to pursue topics or projects approved by supervising faculty.

Prerequisites:

1. Completion of at least one semester's work in a degree program at SUNY Delhi.
2. A cumulative GPA of at least 2.00, unless there are extenuating circumstances.
3. At least 3 credit hours in one foundation course specific to the discipline, with the permission of the Dean of Liberal Arts and Sciences.
4. No more than 6 credit hours of independent study may be taken during any one semester, and no more than 15 credit hours of independent study may be applied toward an associate's degree. The total number of credit hours in independent study that may be applied toward a bachelor's degree depends on the specific bachelor's program.
5. The student and sponsoring faculty member will prepare and submit to the Dean of Liberal Arts and Sciences an Independent Study contract proposal for approval.

(1-4: 1-4, 0) or, if lab included, (2: 1, 3), (3: 2, 3), or (4: 3, 3) Offered on request

COMM 300 ORGANIZATIONAL COMMUNICATIONS

This course is a comprehensive introduction to the principles and practices of organizational communication and effective public relations.

Prerequisites: ENGL 100 and COMM 100 or BUSI 120
(3: 3, 0)

COMM 310 ARGUMENTATION AND DEBATE

This course is a natural extension of COMM 100. It focuses on the classical definitions of logic as they pertain to persuasion and argumentation, and reviews the semantics required for proper debate. (BC)

Prerequisites: Two of the following: ENGL 100, COMM 100, BUSI 120
(3: 3, 0)

CSCI 110 COMPUTER SCIENCE I

This course is a study of fundamental computer terminology, concepts, and problem-solving techniques. Emphasis is on the development of problem-solving skills using a programming language. Students learn to write, test, and debug programs related to appropriate disciplines using computer equipment.

Prerequisite: CITA 110, CITA 130, or permission of the instructor
(3: 3, 0) Fall

CSCI 120 COMPUTER SCIENCE II

Advanced programming concepts utilizing the C++ language are covered. Concepts include advanced designs and coding. Topics include pointers, recursion, introductory abstract data types (ADT), external procedures, units, and library functions. The DEC mainframe system and/or WIN-TEL microcomputers will be used for the programming environment.

Prerequisite: CITA 110 or equivalent
(3: 3, 0) When demand warrants

CSCI 130 DATABASE MANAGEMENT AND DESIGN

This course offers an introduction to the principles used in designing relational databases and to management policies including security, personnel, administration, and standards. Hands-on experience is provided using a demonstration data base running under ORACLE on the DEC mainframe. Programming techniques using Structures Query Language (SQL) are taught. Prerequisite: CITA 140 or CSCI 110
(3: 3, 0) When demand warrants

CSCI 140 NETWORKS

An introduction to networks and networking with emphasis on the Internet and the World Wide Web is provided. Local and wide-area networks are analyzed with emphasis on history, hardware, software, and topologies. Networks and systems are explored for their use in private and industrial settings. The Internet and the World Wide Web are explored for their architecture, security, and ability to locate, send, and retrieve information through gateways. Students gain hands-on experience navigating these systems.

Prerequisite: Basic understanding of the MS-DOS operating system
(3: 3, 0)

CSCI 210 DATA STRUCTURES

This course introduces students to abstract data types and asymptotic computing time using stacks, queues and lists, trees, graphs, and hash tables. It also includes the study of searching and sorting algorithms.

Prerequisite: CSCI 120 or permission of the instructor

(4: 3, 3) When demand warrants

CSCI 220 COMPUTER ORGANIZATION AND ASSEMBLER

This course provides students with Assembly language programming experience while introducing them to computer organization. The primary focus is on bridging the gap between computer programming and computer science. The computer scientist needs to know how things work at the machine level and be able to relate this knowledge to programming in a higher-level language. This is a hands-on course requiring continuous programming projects, case studies, and at least a little hand assembly of code.

Prerequisites: MATH 150 or equivalent, and programming experience in a block-structured higher-level programming language (i.e., CSCI 210)

(3: 3, 0) When demand warrants

CULN 100 CULINARY ARTS I

This is a basic course in the fundamentals of cooking. Focusing on the necessary skills related to the culinary arts, students are introduced to the vocabulary and skills required of the culinary professional. Proper cooking principles, food science, nutrition, and sanitation are emphasized.

Prerequisite: None
Corequisite: CULN 115
(3: 3, 0)

CULN 115 CULINARY ARTS I LABORATORY

This food preparation course focuses on the practical and hands-on skills related to the culinary arts.

Prerequisite: None
Corequisite: CULN 100
(1: 0, 4)

CULN 120 PROFESSIONAL BAKING

This course gives students an understanding of the importance of techniques, measurements, ingredients, mathematical calculations, and chemical changes that must be a part of all successful baked goods.

Prerequisite: CULN 100 and CULN 115 or permission of the instructor
Corequisite: CULN 125
(3: 3, 0)

CULN 125 PROFESSIONAL BAKING LABORATORY

This is a practical application course designed to give students an understanding of the importance of successful baked goods. A hands-on approach to the techniques, measurements, ingredients, mathematical calculations, and chemical changes that take place in formulas of the professional bakeshop is presented.

Prerequisites: CULN 100 and CULN 115 or permission of the instructor
Corequisite: CULN 120
(1: 0, 4)

CULN 180 PROFESSIONAL TABLE SERVICE IN THE HOSPITALITY INDUSTRY

This course is designed to instill in students that "service is an honorable profession." Students will have the opportunity to learn and practice in the "Signatures by Candlelight" culinary restaurant the techniques of professional restaurant service. The course focuses on both the procedural side of service (the systems and procedures used to meet guest needs) and the personal side of service (how servers interact with guests, their attitudes, behaviors, and verbal skills). Benjamin Franklin observed, "The taste of the roast is often determined by the handshake of the host." The quality of service as a direct responsibility of the service staff is emphasized.

Prerequisite: Second-semester status
(1: 1, 2)

CULN 200 CULINARY INTERNSHIP

This course is comprised of an approved full-time summer employment experience in the culinary industry designed to provide a professionally significant addition to a student's body of knowledge. Twelve weeks of full-time employment (40 hours/week) or the equivalent of 480 hours are required.

Prerequisites: CULN 120, CULN 125, completion of at least one semester, and full-time matriculated status in the Culinary program
(2: 0, 40)

CULN 250 ADVANCED CULINARY ARTS/ GARDE MANGER AND CHARCUTERIE

The preparation and presentation of cold food is taught with an emphasis on the standards, principles, methods, and techniques required to produce quality, wholesome *garde manger* and *charcuterie* products. The course presents advanced vocabulary and the evolution of *garde manger* and *charcuterie* through history to the present day. Lectures are supplemented with class cooking demonstrations and *grande buffet* layout and design. Practical application occurs in the lab component combining the elements of artistry, creativity, and proper cooking principles.

Prerequisites: CULN 100 and CULN 115
(3: 3, 0)

CULN 255 ADVANCED CULINARY ARTS/ GARDE MANGER AND CHARCUTERIE LABORATORY

This course presents the practical application and presentation of cold food. Students work with various buffet displays and centerpiece items. Students prepare quality *garde manger* and *charcuterie* items, emphasizing wholesomeness of ingredients, taste, texture, and the importance of sanitation. Students learn to lay out a *grande buffet* and the importance of aesthetically pleasing buffets. How to price such buffets to be competitive in today's market is also taught.

Prerequisites: CULN 100 and CULN 115
(1: 0, 4)

CULN 265 ADVANCED MEAT CUTTING AND IDENTIFICATION

This course deals with advanced meat-cutting techniques. Students are introduced to terminology relating to the meat industry and learn to identify the many fabricated cuts of meat that are products of whole beef, veal, lamb, and pork. Students also learn how to specify meat requirements for various foodservice establishments such as restaurants, hotels, and institutions. The importance of precision as it relates to finished yield and the bottom line will be established.

Prerequisite: CULN 100 and CULN 115 or permission of instructor
(3: 1, 6)

CULN 275 CULINARY COMPETITION

This course deals with the exciting and challenging world of culinary competition and teaches students how to successfully prepare for such competition. Students refine their skill level and mental thought process while learning the discipline needed to be properly prepared for culinary competitions. They learn how to craft a professional entry packet for hot food competitions and follow the rigorous process of completing a cold food competition entry for an in-house competition. Opportunities may exist for students to take part in American Culinary Federation and Societe Culinaire Philanthropique competitions.

Prerequisites: CULN 250 and CULN 255 or permission of the instructor
(3:1, 6)

CULN 280 CULINARY RESTAURANT OPERATIONS

This course consists of two 6-hour laboratories designed to give students a realistic understanding of how to operate a restaurant. Students get experience in food preparation to order and service, along with managerial skills which include training and supervising employees, purchasing food products, planning strategy and managerial decision making, and how to keep and use financial records and information.

Prerequisites: CULN 250 and CULN 255 or permission of the instructor
(5: 1, 12)

CULN 290 CULINARY SCULPTING

This course deals with edible and non-edible food displays. Students learn the art and science of sculpting for practical purposes and show displays using both common and uncommon food-sculpting materials. The history of food displays is studied and discussed. Cost restrictions and challenges of non-edible food displays in today's modern kitchens are also discussed. Prerequisites: CULN 100, CULN 115, CULN 120, and CULN 125 or permission of the instructor
(3: 1, 6)

CULN 350 HISTORY OF WINES

This introductory course emphasizes the types of soils in vineyards, weather cycles, the major grapes used to make wine, and the primary styles of wine produced. To validate the discussions, tasting will be periodically conducted.

Prerequisite: Junior status or permission of the instructor
(3: 3, 0)

CULN 420 FOOD AND CULTURE

This course is designed to broaden students' body of knowledge in the area of food and culture and how the two blend together to form characteristics of different geographical areas and groups of people. The course will explore food and culture throughout history from pre-historic times through ancient Egypt, Greece, and Rome down to the present day. Students will follow the progression of food and food technology.

Prerequisites: REST 310 and CULN 350
(3: 3, 0)

ECMT 110 ELECTRICAL THEORY I

This course examines electrical theory and its practical application to electrical circuits and equipment. Topics include electron theory, Ohm's Law, types of electrical circuits, concepts in direct current circuits, and electromagnetism. Students perform a variety of calculations in relation to these topics.

Prerequisite: None
(3: 3, 0) Fall

ECMT 120 ELECTRICAL SYSTEM DESIGN I

This course examines the design, planning, and installation of residential electrical systems and the function of each component. Topics include plans and specifications, design and operating principles of electrical equipment, and wiring methods used in residential systems. The standards required by the National Electrical Code are stressed

throughout the course.

Prerequisite: None
(3: 3, 0) Fall

ECMT 130 ELECTRICAL LABORATORY I

This course involves the planning, installation, and maintenance of residential electrical equipment. It provides the opportunity for students to develop and demonstrate their technical competencies on project work and, when available, field projects.

Prerequisite: None
(4: 0, 12) Fall

ECMT 140 NATIONAL ELECTRIC CODE

This course involves the reading and interpretation of the National Electric Code (NEC) book to ensure code compliance by students on all projects in and out of the laboratory. Code regulations are explained and procedures for calculations practiced in class. The course covers the National Electrical Code from the Introduction through Article 230.

Prerequisite: None
(3: 3, 0) Fall

ECMT 142 NATIONAL ELECTRIC CODE II

This course involves the reading and interpretation of the National Electric Code (NEC). Chapters 3 and 4 of the Code are covered, along with other selected articles. Code regulations are explained and procedures for calculations practiced in class.

Prerequisite: None
(3: 3, 0) Spring

ECMT 150 ELECTRICAL THEORY II

This course provides instruction in the characteristics and applications of alternating current theory, from the point of production through its distribution and use in single- and three-phase systems. Students perform a variety of calculations in relation to these topics.

Prerequisite: ECMT 110 or permission of the instructor
(3: 3, 0) Spring

ECMT 160 ELECTRICAL SYSTEM DESIGN II

This course examines electrical heating systems, low-voltage control systems, residential and commercial services, and motor control systems. Wiring of swimming pool equipment is also covered. Students complete an electrical floor plan of a residence as a requirement for this course.

Prerequisite: ECMT 120 or permission of the instructor
(3: 3, 0) Spring

ECMT 170 ELECTRICAL LABORATORY II

This course involves the planning, installation, and maintenance of residential and commercial electrical systems, and provides students the opportunity to develop and demonstrate their technical competencies in the laboratory and, if available, on field projects.

Prerequisite: ECMT 130 or permission of the instructor

(4: 0, 12) Spring

ECON 100 INTRODUCTORY MACROECONOMICS

This course introduces students to the factors that shape the overall performance of the U.S. and world economy. The basic concepts of supply and demand, national income and product accounting, unemployment and inflation, the money and banking system, and government policies to promote economic growth and stable prices are all discussed. The politics and economics of these policies are assessed. Course objectives focus on familiarizing students with the collective impact of individual decisions and the key factors that influence the federal government as it attempts to improve economic performance. (SS)

Prerequisite: None

(3: 3, 0)

ECON 110 INTRODUCTORY MICROECONOMICS

This course introduces students to the principle concepts and tools of analysis used in economics. The application of these principles to decision making by consumers, employees, businesses, and government is examined. The underpinnings of the market economy, consumer choice, pricing strategies, and income distribution issues are included. Topics discussed include corporate and union strategy, wealth and poverty, and the principles of taxation and regulation. Key course objectives include building an appreciation of economics as a way of thinking and recognizing the impact of economic decision making on daily life. (SS)

Prerequisite: None

(3: 3, 0)

ECON 290 INDEPENDENT STUDY IN ECONOMICS

This independent study course is designed to permit individual students to pursue topics or projects approved by supervising faculty.

Prerequisites:

1. Completion of at least one semester's work in a degree program at SUNY Delhi.
2. A cumulative GPA of at least 2.00, unless there are extenuating circumstances.
3. At least 3 credit hours in one foundation course specific to the discipline, with the permission of the Dean of Liberal Arts and Sciences.
4. No more than 6 credit hours of independent study may be taken during any one semester, and no more than 15 credit hours of independent study may be applied toward an associate's degree. The total number of credit hours in independent study that may be applied toward a bachelor's degree depends on the specific bachelor's program.
5. The student and sponsoring faculty member will prepare and submit to the Dean of Liberal Arts and Sciences an Independent Study contract proposal for approval.

(1-4: 1-4, 0) or, if lab included, (2: 1, 3), (3: 2, 3), or (4: 3, 3) Offered on request

EGSC 110 COMPUTER METHODS

This course introduces students to the personal computer. Topics relating to DOS, word processing, spreadsheets, and databases are followed by programming with FORTRAN. About two-thirds of the course is devoted to FORTRAN. The course also includes technical report writing assignments.

Prerequisite: None

(3: 3, 0) When demand warrants

EGSC 115 COMPUTER-AIDED ENGINEERING DRAWING

This is an introductory course in computer-aided engineering drawing. This course is appropriate for students in any discipline where technical drawings are required, including civil, electrical, mechanical, surveying, and landscaping. The principles of drawing are first taught using sketching, then using Autocad computer graphics software.

Prerequisite: None

(3: 2, 3)

EGSC 120 ENGINEERING MEASUREMENTS LABORATORY I

The first of a two-semester sequence intended specifically for Engineering Science students, this course is designed as an introduction to the engineering profession. Technical measurements concepts are introduced as a foundation for the development of a sense of engineering as both a vocation and a profession. Lab work is complemented with audiovisual materials as well as field trips and presentations by practicing engineers.

Prerequisite: None

(1: 0, 2) Fall

EGSC 130 ENGINEERING MEASUREMENTS LABORATORY II

The second of a two-semester sequence intended specifically for Engineering Science students, this course is designed to continue the introduction to the engineering profession. Upper-division engineering transfer options are revisited, and students use Internet resources to investigate transfer application requirements of one or more four-year engineering programs. General areas of engineering are discussed with illustrations of specific career paths available. Professional engineering registration, canons of conduct, and ethics are studied. Laboratory exercises, field trips, and design contests are undertaken in accordance with opportunity and the interests of students in the course.

Prerequisite: None

(1: 0, 2) Spring

EGSC 210 STATICS

The study of statically determinant systems in equilibrium is the focus of this course. Topics include: the concept of static equilibrium; force systems; free body diagrams; vectors and vector products in two and three dimensions; beams and trusses; load, shear, and moment diagrams for statically determinate beams, trusses, and centroids; and moments and products of inertia.

Prerequisites: MATH 210 and PHYS 210

(3: 3, 0) Fall

EGSC 230 CIRCUIT ANALYSIS I

This is a calculus-based course in engineering circuit analysis including: Ohm's and Kirchoff's laws; nodal and mesh analysis; superposition; source transformation; Thevenin's and Norton's theorems; operational amplifiers; inductance; capacitance; overdamped, critical, and underdamped RLC circuits. Other topics include the Unit-Step and Sinusoidal forcing functions and their response, phasors, and

sinusoidal steady-state power calculations. Computer simulation software and hands-on activities are used to strengthen the learning process.

Prerequisite: MATH 215
(3: 3, 0) Fall

EGSC 240 CIRCUIT ANALYSIS II

This course is a continuation of EGSC 230. Topics include: average, effective, and apparent power; single-phase and three-phase wye and delta connections; complex frequency and the s-plane; series and parallel resonance; magnetically coupled circuits; two-port networks; Fourier analysis and transforms; and LaPlace transform techniques.

Prerequisite: EGSC 230
(3: 3, 0) When demand warrants

EGSC 250 DYNAMICS

This course is an extension of EGSC 210 through nonequilibrium systems: displacement, velocity, and acceleration. Methods of kinematics, kinetics, work and energy, and impulse-momentum are examined and applied to particles, systems of particles, and to rigid bodies.

Prerequisite: EGSC 210
(3: 3, 0) Spring

EGSC 260 STRENGTHS OF MATERIALS

This course introduces students to the behavior of material bodies. Topics include mechanical and thermal stress and strain: Mohr's Circle, deflection of beams, indeterminate structures, and analysis of impact loads.

Prerequisite: EGSC 210
(3: 3, 0) Spring

EICR 210 ELECTRICAL THEORY III

This course covers theory of direct current motors and generators, controllers, and solid state components, as well as heating, refrigeration, and air conditioning control systems.

Prerequisite: Permission of the instructor
(6: 6, 0) Fall

EICR 220 CONTROL SYSTEM DESIGN

This course consists of drawing schematics, wiring diagrams, and writing sequences of operation for various electrical systems. It also involves instruction in electronic and solid state components common to industrial control systems.

Prerequisite: Permission of the instructor
(3: 3, 0) Fall

EICR 230 ELECTRICAL LABORATORY III

This comprehensive laboratory skills course provides experiences in the use of direct current motors, generators, and HVAC control systems including pneumatics.

Prerequisite: Permission of the instructor
(4: 0, 12) Fall

EICR 250 ELECTRICAL THEORY IV

This course involves alternating current motors and alternators (single and three phase), controllers, transformers and power transmission, control circuits, and troubleshooting.

Prerequisite: Permission of the instructor
(6: 6, 0) Spring

EICR 260 PROGRAMMABLE LOGIC CONTROLLERS

This course consists of instruction (both theoretical and practical) in programmable logic controllers and their industrial uses.

Prerequisite: Permission of the instructor
(3: 3, 0) Spring

EICR 270 ELECTRICAL LABORATORY IV

This course provides comprehensive laboratory skill experiences in the use of alternating current motors (single and three phase), transformers, and programmable logic control systems.

Prerequisite: Permission of the instructor
(4: 0, 12) Spring

ENGL 094 ESL BASIC READING

This course is designed to improve reading, vocabulary, and critical thinking skills by helping ESL students develop vocabulary and reading strategies necessary for becoming effective readers of academic and professional materials. Vocabulary building and reading fluency are stressed.

Prerequisite: Placement test score and non-native speaker of English
(4: 4, 0)

ENGL 095 ESL BASIC WRITING

This course is designed to prepare students of English as a second language for college-level writing by bridging the gap between personal and academic writing. The emphasis is on developing academic writing and research skills while giving attention to the writing problems unique to second-language learners.

Prerequisite: Placement test score and non-native speaker of English
(4: 4, 0)

ENGL 096 ESL SPEAKING AND LISTENING

This course is designed to provide students with listening comprehension, note taking, and oral communication skills necessary for successful college study. Emphasis is on understanding authentic college lectures in a variety of academic subjects. Students practice formal and informal oral communication skills required in a college classroom. Pronunciation and idiomatic speech are also addressed.

Prerequisites: Placement test score and non-native speaker of English
(3: 3, 0)

ENGL 097 ACADEMIC READING AND WRITING

This course focuses on the development of higher-order reading and writing skills necessary for comprehending academic material. The reading component requires students to pursue vocabulary development; recognize main ideas, topics, and supporting details; identify organizational patterns; organize material using mapping and outlining strategies; and apply skills in a variety of reading/writing experiences (i.e., literary, technical, scientific). The writing component of the course focuses on grammatical proficiency as demonstrated in summary, comparison/contrast, and definition paragraphs, and by developing thesis statements and writing short, well-developed papers in which arguments are made and defended. The course is competency based and helps develop reading and writing strategies that are essential for academic success. Additional tutorials may be required.

Prerequisite: Placement by testing (not open to students who have passed a college-level literature and/or writing course)
(3: 3, 0)

ENGL 098 BASIC READING

This course is designed to improve the content-area reading and analytical skills necessary in any college curriculum. Students master reading strategies using college-level textbooks.

Prerequisite: Placement test score
(3: 3, 0)

ENGL 100 FRESHMAN COMPOSITION

This is the core English/writing course taken by students at the College. The goal of the course is to help students develop the writing skills necessary for effective communication in a variety of contexts, both academic and non-academic, through an emphasis on expository prose. Students receive instruction in composing well-developed, unified, coherent, correct prose for multiple audiences and purposes in a variety of discourse modes, including but not limited to personal/autobiographical, informative, explanatory/analytical, and persuasive/argumentative forms of writing. Students are also required to complete at least one research assignment. (BC)

Prerequisite: None
(3: 3, 0)

ENGL 200 ADVANCED COMPOSITION

This course provides advanced instruction in writing that enables students to refine the techniques acquired and the skills developed in ENGL 100. The focus is on the characteristics and uses of expository prose with an emphasis on critical thinking, analytical writing, and fundamental rhetoric. Students are challenged to produce writing that reflects a command of language and linguistic resources, as well as a depth and complexity of thinking, appropriate to an advanced level of communication skills. (BC)

Prerequisite: Grade of B or better in ENGL 100 or special placement
(3: 3, 0)

ENGL 290 INDEPENDENT STUDY IN WRITING

This independent study course is designed to permit individual students to pursue topics or projects approved by supervising faculty.

Prerequisites:

Completion of at least one semester's work in a degree program at SUNY Delhi.

A cumulative GPA of at least 2.00, unless there are extenuating circumstances. At least 3 credit hours in one foundation course specific to the discipline, with the permission of the Dean of Liberal Arts and Sciences.

No more than 6 credit hours of independent study may be taken during any one semester, and no more than 15 credit hours of independent study may be applied toward an associate's degree. The total number of credit hours in independent study that may be applied toward a bachelor's degree depends on the specific bachelor's program.

The student and sponsoring faculty member will prepare and submit to the Dean of Liberal Arts and Sciences an Independent Study contract proposal for approval.

(1-4: 1-4, 0) or, if lab included, (2: 1, 3), (3: 2, 3), or (4: 3, 3)

GEOG 100 HUMAN GEOGRAPHY

This course emphasizes the various social, cultural, economic, and political factors that influence the way people perceive and affect their environment and how they are distributed across the landscape. Throughout the course, the dominant theme is where things are and why they are there. The identification and location of places is included according to unit topic. (SS)

Prerequisite: None
(3: 3, 0)

GEOG 290 INDEPENDENT STUDY IN GEOGRAPHY

This independent study course is designed to permit individual students to pursue topics or projects approved by supervising faculty.

Prerequisites:

1. Completion of at least one semester's work in a degree program at SUNY Delhi.

2. A cumulative GPA of at least 2.00, unless there are extenuating circumstances. At least 3 credit hours in one foundation course specific to the discipline, with the permission of the Dean of Liberal Arts and Sciences.

3. No more than 6 credit hours of independent study may be taken during any one semester, and no more than 15 credit hours of independent study may be applied toward an associate's degree. The total number of credit hours in independent study that may be applied toward a bachelor's degree depends on the specific bachelor's program.

4. The student and sponsoring faculty member will prepare and submit to the Dean of Liberal Arts and Sciences an Independent Study contract proposal for approval.

(1-4: 1-4, 0) or, if lab included, (2: 1, 3), (3: 2, 3), or (4: 3, 3) Offered on request

GMBA 100 ORIENTATION GOLF COURSE MANAGEMENT

This course provides students with an overview of the dynamics of the golf course industry. Students are exposed to all aspects of the golf course industry including career opportunities, educa-

tional requirements, internship opportunities, and industry expectations necessary for success. Guest speakers representing all aspects of the golf course industry are an integral part of this course.

Prerequisite: None
(1: 1, 0) Fall

GMBA 200 GOLF FUNDAMENTALS

This course provides students with the basics relating to golf swing, club selection, golfing strategies, and the rules of golf. Student are exposed to the skills needed to assist in teaching both individual and group lessons.

Prerequisite: None
(2: 1, 2) Spring

GMBA 300 GOLF COURSE MANAGEMENT AND PLANNING

This course deals with the managerial aspects of a golf course from the perspective of the manager or management team. Emphasis is on the identification of functions needing management, identification of outcomes required by owners or regulatory agencies, development of an appropriate managerial style, and implementation of a plan within a multifaceted organization. As a research project, students choose a hypothetical golf course of a particular size and location and develop the outline of a strategic plan that would serve as the guiding document for the management team.

Prerequisites: ACCT 110, CISY 110, COMM 100, and TURF 180
(3: 3, 0) Fall

GMBA 310 ADVANCED GOLF COURSE OPERATIONS

A course that deals with the managerial aspects of golf course operations as applied to budgeting, data collection, inventory, and record keeping. Emphasis is placed upon identifying the various data that are required, establishing appropriate methods of data collection, interpreting the data using statistical analysis, and reporting the results in a suitable format. The use of computer application software will be applied to any tasks for which it is available. Students will synthesize the course content by preparing and presenting a report that deals with one of the major budgeting or reporting items. This course is offered during the first half of the Spring semester in order to accommodate a 15 week, Spring- Summer Internship. As a result, weekly contact hours will be

double that for a full semester course.
Prerequisites: GMBA 300, ACCT 110,
and COMM 300 or COMM 310
(3: 3, 0) Spring (Session A)

GMBA 320 GOLF COURSE GOVERNANCE AND PUBLIC RELATIONS

This course identifies the various public agencies and other interest groups that impact upon golf course management, and explores the different strategies for dealing with each group. Examples are customers, members, tour groups, vendors, DEC, service providers, neighbors, OSHA, fire marshals, Dept. of Health, contractors, consultants, and media outlets. Students develop communication strategies and techniques that facilitate interaction with the agency or group. Case studies and role playing exercises are used to help students develop effective methods of interaction. The course is offered during the first half of the spring semester in order to accommodate a 15-week, spring-summer internship. As a result, weekly contact hours are double that of a full-semester course.

Prerequisites: GMBA 300, GOVT 120,
GOVT 300, and COMM 300 or
COMM 310
(3: 3, 0) Spring (Session A)

GMBA 330 GOLFSHOP MANAGEMENT

This is a course of study dealing with the operations and management of the golf/pro shop. Topics include methods of merchandizing, golf club design and fitting, scheduling of golf play, implementing course regulations, time management, and personnel management. Students apply their acquired skills in an actual golf shop environment at the Delhi College Golf Course. Students are involved in analyzing the needs of customers in order to recommend clubs and equipment. They develop and maintain weekly schedules of golf play. They are involved in making decisions concerning special course regulations. They also develop a personal procedure manual for each of the golf shop functions.

Prerequisites: ACCT 110, BUSI 310,
and GMBA 300 or permission of the
instructor
(3: 2, 2) Fall

GMBA 350 GOLF AND TOURNAMENT ORGANIZATION

This course deals with methods of facilitating the playing of golf. Special emphasis is placed on the implementation and organization required to successfully administer daily operations in coordination with tournament operations. Needs and issues concerning specific facilities and tournament types are addressed. Students are required to plan a tournament from conception to completion. Small groups of students administer parts of an actual tournament.

Prerequisites: GMBA 300, TURF 180,
and COMM 300 or COMM 310
(3: 2, 2) Fall and spring (when demand
warrants)

GMBA 360 GOLF COURSE MANAGEMENT INTERNSHIP, CLUB MANAGER

GMBA 362 GOLF COURSE MANAGEMENT INTERNSHIP, SUPERINTENDENT

GMBA 364 GOLF COURSE MANAGEMENT INTERNSHIP, GOLF PROFESSIONAL

This course represents the major internship activity for students in the B.B.A. Golf Course Management program. Students choose among GMBA 360, GMBA 362, and GMBA 364 depending upon whether their career goal is Club Manager, Superintendent, or Golf Professional. The internship takes place during the spring and summer of the senior year. Students enroll in the internship as part of their spring semester course load. Two other spring semester courses have been designed as eight-weeks in length to allow interns to depart for their internship in mid-March. Total time of the internship is 15 weeks. Internship sites are available regionally, nationally, and internationally. A detailed daily log, an extensive summary report, and a seminar presentation are required. A faculty supervisor from the College will visit the intern at the site once during the internship period. The designated golf course cooperator will guide the intern through a pre-determined set of goals and objectives.

Prerequisites: GMBA 300, TURF 180,
COMM 300 or COMM 310, and good
academic standing in the B.B.A. Golf
Course Management program
Corequisites: GMBA 310 and GMBA 320
(15: 0, 40)

GMBA 370 GOLF EDUCATION AND COACHING

This course is devoted to the methods and techniques of teaching the game of golf with emphasis on teaching the proper techniques for hitting the golf ball. Topics covered in the course include teaching techniques, training techniques, motivational strategies, teaching to different age groups, recording student progress, and the use of video and other visual teaching tools.

Prerequisites: GMBA 200 and permis-
sion of the instructor
(3: 2, 2) Fall

GOVT 110 AMERICAN GOVERNMENT

This course is a study of the develop-
ment of the constitution and the growth
of political parties. Special focus is placed
on the evolution of the executive, legis-
lative, and judicial branches of
government. Some current issues are in-
cluded. (SS)

Prerequisite: None
(3: 3, 0)

GOVT 120 STATE AND LOCAL GOVERNMENT

This course examines state and local
government systems, including: consti-
tutions and charters; political parties,
campaigns, elections, and interest
groups; state and local executives, legis-
lative bodies, and courts; metropolitan
government; policy areas such as taxa-
tion and finance, welfare, education,
highways, civil rights, housing, zoning,
and planning; and current issues. (SS)

Prerequisite: None
(3: 3, 0)

GOVT 130 WORLD AFFAIRS

This course examines the basics of in-
ternational relations, including growth
of the nation state, evolution of power
politics, and historic and contemporary
foreign policies of the great powers.
Current problems in world politics are
also addressed. (SS)

Prerequisite: None
(3: 3, 0)

GOVT 140 PUBLIC ADMINISTRATION

This course explores the development and
growth of the modern administrative state,
including: organization theory; adminis-
trative decision making, leadership, and
authority; communications; public rela-
tions; administrative ethics and
responsibility; personnel and financial ad-
ministration; and current issues. (SS)

Prerequisite: None
(3: 3, 0)

GOVT 150 CIVIL LIBERTIES

This course examines the role of the judiciary in the American system of government as it relates to such issues as race, poverty, privacy, sex, religion, speech, press, assembly, and the rights of the accused under the Bill of Rights and the 14th and 15th Amendments.

Prerequisite: None
(3: 3, 0)

GOVT 290 INDEPENDENT STUDY IN GOVERNMENT

This independent study course is designed to permit individual students to pursue topics or projects approved by supervising faculty.

Prerequisites:

1. Completion of at least one semester's work in a degree program at SUNY Delhi.
2. A cumulative GPA of at least 2.00, unless there are extenuating circumstances.
3. At least 3 credit hours in one foundation course specific to the discipline, with the permission of the Dean of Liberal Arts and Sciences.
4. No more than 6 credit hours of independent study may be taken during any one semester, and no more than 15 credit hours of independent study may be applied toward an associate's degree. The total number of credit hours in independent study that may be applied toward a bachelor's degree depends on the specific bachelor's program.
5. The student and sponsoring faculty member will prepare and submit to the Dean of Liberal Arts and Sciences an Independent Study contract proposal for approval.

(1-4: 1-4, 0) or, if lab included, (2: 1, 3), (3: 2, 3), or (4: 3, 3) Offered on request

GOVT 300 PUBLIC POLICY

This course is a study of the theories and practice of governmental decision making, and draws on examples of policy making from the local, state, and national levels. The pervasiveness of public policy decisions on individuals, businesses, and not-for-profit institutions is stressed. The course examines the causes and consequences of public sector decision making. Case studies involving contemporary issues in social and technology policy, health care, and environmental regulation are used.

Prerequisite: ECON 100 or ECON 110
(3: 3, 0)

HIST 100 UNITED STATES HISTORY I

This course is a survey of American history from the period of colonization through the Civil War. Economic, political, and social institutions are examined and interpreted. Special attention is paid to the causes of the American Revolution, the emergence of the Constitution, political and economic expansion, slavery, and the causes of the war between the states. (AH)

Prerequisite: None
(3: 3, 0)

HIST 104 HISTORY OF AMERICAN TECHNOLOGY

This course explores the evolution, history, and consequences of technological changes in America from the late 1700s to the present and beyond. Students explore key questions including: why the pace of technological change has become particularly rapid; how inventions proceed to practicality; and what impact technology has had on American business practices, the labor market, public policy, and the ethical dimensions of modern technological change. The course draws on history, economics, and politics in addressing these issues. No knowledge of science or mechanical technology is presumed. (AH)

Prerequisite: ENGL 100 or permission of the instructor
(3: 3, 0)

HIST 105 UNITED STATES HISTORY II

This course is a survey of American history from the period of Reconstruction through World War II. Economic, political, and social events, ideas, and institutions are examined and interpreted. Special attention is paid to the politics of reconstruction, the rise of big business and the robber barons, populism and the progressive movement, as well as the emergence of the labor movement, American imperialism, the Depression, and the New Deal. (AH)

Prerequisite: None
(3: 3, 0)

HIST 110 HISTORY OF LATIN AMERICA

This course is a survey of the political, economic, and cultural developments of the nations of Latin America from their Pre-Columbian origins, through their colonial and national stages, to their world position today. (OWC)

Prerequisite: None
(3: 3, 0)

HIST 120 HISTORY OF THE ANCIENT AND MEDIEVAL WORLD

This course examines and interprets the major civilizations in the ancient and medieval world and their influences on the development of later civilizations. (WC, OWC)

Prerequisite: None
(3: 3, 0)

HIST 125 THE HISTORY OF WESTERN AND WORLD CIVILIZATIONS I

This course is a thematic, chronological interpretation of the West and the world from the Renaissance through the French Revolution. (WC, OWC)

Prerequisite: None
(3: 3, 0)

HIST 130 THE HISTORY OF WESTERN AND WORLD CIVILIZATIONS II

This course examines the development of modern technology, social organizations, political and economic philosophies, and their impact on the modern world. (WC, OWC)

Prerequisite: None
(3: 3, 0)

HIST 135 CONTEMPORARY AMERICA

This course surveys American history from the end of World War II to the present. The course is taught topically with in-depth attention on the growth and stagnation of the U.S. economy, the war in Vietnam, and the social, political, and economic trends of the 1980s and 1990s. Particular attention is devoted to the debate over abortion, changes in the American workplace, global competition, and the place of the U.S. in the world economy.

Prerequisite: None
(3: 3, 0)

HIST 290 INDEPENDENT STUDY IN HISTORY

This independent study course is designed to permit individual students to pursue topics or projects approved by supervising faculty.

Prerequisites:

1. Completion of at least one semester's work in a degree program at SUNY Delhi.
2. A cumulative GPA of at least 2.00, unless there are extenuating circumstances.
3. At least 3 credit hours in one foundation course specific to the

discipline, with the permission of the Dean of Liberal Arts and Sciences.

- No more than 6 credit hours of independent study may be taken during any one semester, and no more than 15 credit hours of independent study may be applied toward an associate's degree. The total number of credit hours in independent study that may be applied toward a bachelor's degree depends on the specific bachelor's program.
- The student and sponsoring faculty member will prepare and submit to the Dean of Liberal Arts and Sciences an Independent Study contract proposal for approval. (1-4: 1-4, 0) or, if lab included, (2: 1, 3), (3: 2, 3), or (4: 3, 3) Offered on request

HONR 200 FOUNDATIONS IN WESTERN THOUGHT

This course consists of a series of readings, lectures, and seminars that focus on the seminal voices of Western thought. Students read and discuss the ideas and values of some of the great literature emanating from the Greek, Roman, and Judaic-Christian consciousness. (WC) Prerequisite: By invitation only as part of the Honors program (3: 3, 0)

HONR 205 CONTEMPORARY THINKERS

This course is a survey of some of the major ideas, thinkers, events, and movements that have helped shape our century. This course includes lectures, readings, films, projects, research, position papers, and oral presentations. (WC) Prerequisite: By invitation only as part of the Honors program (3: 3, 0)

HONR 210 THE AMERICAN EXPERIENCE

This course consists of a series of readings, lectures, and seminars that focus on some of the unique voices who have helped to define what it is to be "American." Students become conversant in the ideas and values of some of our most famous artists, authors, and thinkers, and learn to define what is culturally unique about the American experience. (AH) Prerequisite: By invitation only as part of the Honors program (3: 3, 0)

HONR 215 LEADERSHIP DEVELOPMENT

This course has as its central focus the development of leadership ability. The course provides a basic understanding of leadership through group dynamics theory, assists participants in developing a personal philosophy of leadership and an awareness of the moral and ethical responsibilities of leadership, and provides the opportunity to develop essential leadership skills through study and observation of the application of these skills. Prerequisite: By invitation only as part of the Honors program (3: 3, 0)

HONR 220 INTERDISCIPLINARY STUDIES

This is an interdisciplinary classroom experience which allows students to see how different fields overlap and converge. Students are expected to form connections and synthesize new ideas and applications from areas not normally combined in textbooks. Specific topics vary by semester. HONR 220 may be taken more than once for degree credit. Prerequisite: By invitation only as part of the Honors program (3: 3, 2)

HONR 290 INDEPENDENT STUDY IN HONORS OPTION

This independent study course is designed to permit individual students to pursue topics or projects approved by supervising faculty.

Prerequisites:

- Completion of at least one semester's work in a degree program at SUNY Delhi.
- A cumulative GPA of at least 2.00, unless there are extenuating circumstances.
- At least 3 credit hours in one foundation course specific to the discipline, with the permission of the Dean of Liberal Arts and Sciences.
- No more than 6 credit hours of independent study may be taken during any one semester, and no more than 15 credit hours of independent study may be applied toward an associate's degree. The total number of credit hours in independent study that may be applied toward a bachelor's degree depends on the specific bachelor's program.
- The student and sponsoring faculty member will prepare and submit to the Dean of Liberal Arts and Sciences an Independent Study contract proposal for approval. (1-4: 1-4, 0) or, if lab included, (2: 1, 3), (3: 2, 3), or (4: 3, 3) Offered on request

HORT 120 INTRODUCTION TO HORTICULTURAL PRACTICES

Students are introduced to the principles of basic plant care, growth, and propagation. Topics include pruning, transplanting, and propagation. Guest lecturers present career opportunities in the field of horticulture. Laboratories are hands-on and emphasize familiarity with basic horticultural practices. Prerequisite: None (4: 3, 2) Fall

HORT 130 WOODY PLANT MATERIALS AND USE

Identification, characteristics, and uses of native and ornamental woody plants in the Northeast, including trees, shrubs, and vines, are covered. Aesthetic, climatic, architectural, and engineering uses of plant materials are also explored. Hiking field trips on campus, in the community, and in the College Arboretum are a regular part of this course. Prerequisite: None (3: 2, 3) Fall

HORT 150 GROUNDS EQUIPMENT

Students learn the principles of operation for small gas engines, as well as how to select, safely operate, test, adjust, and maintain them. These skills are applied to specific pieces of equipment, including shredders, chippers, mowers, seeders, and tractors. The organization, identification, and arrangement of shop equipment is also covered. Prerequisite: Permission of the instructor for non-majors (2: 1, 2)

HORT 160 SOIL TECHNOLOGY

This is an introductory soils course. Topics include soil genesis, composition, and physical and chemical characteristics in relation to soil moisture and fertility. Students learn basic soil testing procedures with horticultural applications and use test results to correct soil imbalances through a variety of methods such as liming, fertilizing, and adding organic matter to soils. Prerequisite: None (3: 2, 3) Spring

HORT 165 WOODY PLANTS II

This course continues the presentation of plant materials begun in HORT 130, focusing on less commonly used landscape plants that are not considered hardy to this area. Identification incorporates the use of the Internet and other computer-related resources. Prerequisite: HORT 130 (1: 1, 1) Spring

HORT 170 WOODY PLANT FIELD EXPERIENCE

Woody Plant Field Experience consists of a week-long trip to Long Island, NY to study plants in warmer climates and in garden settings. The course is a study of the identification of landscape and ornamental plants and their use in landscape design. Students are required to pay for lodging and meal charges while on Long Island.

Prerequisite: HORT 130 or permission of the instructor

Corequisite: HORT 165

(1: 0, 3) Spring

HORT 180 INTERNSHIP

This course provides students with a unique technical experience by combining theoretical and hands-on training. The course must be completed at a recognized internship site chosen in conjunction with a faculty advisor. Students must spend a minimum of 180 hours or six weeks at an internship site in order to satisfactorily complete this requirement.

Prerequisites: Full-time matriculated status in the Horticulture program and minimum 2.0 cumulative GPA

(1: 1, 0) Summer

HORT 205 HORTICULTURAL ENTOMOLOGY

Horticultural Entomology considers pests, primarily insects, of ornamental and native woody and herbaceous plants, turf, and greenhouse/indoor plants. Among the topics emphasized are identification, life cycle, history, significance, anatomy as it relates to identification and control, and appropriate control methods of the pest. The principles of Integrated Pest Management will be used when determining pest control methods.

Prerequisites: BIOL 210 and HORT 130 or permission of the instructor

(3: 2, 3) Fall

HORT 206 PLANT PATHOLOGY

This course consists primarily of the study of viral, bacterial, and fungal diseases that affect ornamental and native woody and herbaceous plants, turf, and greenhouse/indoor plants. Among the topics emphasized are identification, life cycle, history, significance, human practices as they relate to control and transmission, and appropriate control methods of the pest. This course also includes nematodes and parasitic plant pests. The principles of Integrated Pest Management will be used when determining pest control methods.

Prerequisites: BIOL 210 and HORT 130 or permission of the instructor

(3: 2, 3) Fall

HORT 212 HORTICULTURAL CHEMICALS

This course focuses on the role of pesticides (i.e., herbicides, insecticides, fungicides) and associated chemicals in modern horticulture. Proper use and safe application are emphasized. Topics include natural versus man-made pesticides, relative toxicity, application techniques, and the calibration of application equipment. Usage recommendations by Cornell Cooperative Extension (Cornell Recommends) are incorporated into the course. Class instruction includes preparation for the New York State Pesticides Applicator's Exam, a requirement to take the Core Exam and Category 3 (Ornamentals and Turf) Exam. Upon passing both exams, students receive a New York State Certified Pesticide Applicator's License. A fee is charged both for taking the exams and for receipt of the license.

Prerequisites: HORT 130, HORT 205, HORT 206, and BIOL 210.

(1: 2, 0) Spring

HORT 220 SHADE TREE MAINTENANCE

Topics covered include the selection and evaluation for suitability of shade trees. The use of street tree surveys for planning and maintenance is also taught. The course also surveys most phases of arboriculture, including soil aerations, fertilization, watering, climbing, pruning, wound treatment, spraying, and transplanting. Students use potentially hazardous equipment in actual work situations.

Prerequisites: HORT 130, HORT 150, HORT 160, and permission of the instructor for non-majors

(3: 2, 3) Spring

HORT 230 GREENHOUSE PRODUCTION

Students are taught the operation and management of greenhouses with an emphasis on the commercial production of bedding plants. Topics covered include types of greenhouses, their environmental controls, and the culture of ornamental plants in a greenhouse environment, including rooting media, fertilization, irrigation, growth regulation, pest control, and post-harvest handling.

Prerequisites: BIOL 210, HORT 120, and permission of the instructor for non-majors

(2: 1, 3) Spring

HORT 240 HERBACEOUS ORNAMENTALS

Identification, growth, and use of both annual and perennial ornamental plants are covered. Emphasis is on perennial plant bed establishment, including soil preparation, bed design, and maintenance.

Prerequisites: HORT 120 and/or permission of the instructor

(2: 1, 3) Spring

HORT 290 HORTICULTURE HORT 296 SPECIAL STUDIES

This course provides opportunities for students to engage in advanced independent work in areas such as landscape development, turf management, plant utilization, or greenhouse production under the supervision of a faculty advisor.

Prerequisite: None

(2: 0, 4)

HOSP 100 ORIENTATION TO THE HOSPITALITY INDUSTRY

The purpose of the orientation course is to give students an introduction to and broad view of the scope of the hospitality industry and an opportunity to identify with industry leaders.

Prerequisite: None

(1: 1, 0) Fall

HOSP 110 BASIC FOOD PREPARATION AND STANDARDS

This course gives students a comprehensive understanding of basic food cookery, industry terminology, product identification, and the use and care of foodservice equipment. Lecture, demonstration, and laboratory formats are utilized.

Prerequisite: None

Corequisite: HOSP 115

(3: 3, 0)

HOSP 115 BASIC FOOD PREPARATION AND STANDARDS LAB

This course provides students with a basic understanding of food production, terminology, and the care and use of foodservice equipment.

Prerequisite: None

Corequisite: HOSP 110

(1: 0, 3)

HOSP 120 FOOD PRODUCTION, PLANNING, AND PURCHASING

This food management course covers food purchasing, receiving, and issuing; food and beverage control areas; yield analysis; and production concerns. The elements of proper table service and wine service are covered as well as front-of-the-house management controls. Bakery products, standards, and ingredients are studied and applied in the accompanying lab. The laboratory project provides students with the opportunity to apply basic fundamentals of food preparation and management.

Prerequisites: HOSP 110 and HOSP 115
Corequisite: HOSP 125
(3: 3, 0)

HOSP 125 FOOD PRODUCTION, PLANNING, AND PURCHASING LAB

This course provides students with a basic understanding of bakery ingredients, production, and equipment. Laboratory projects allow students opportunities to apply the fundamentals of menu planning, food costing, purchasing, production, service, and management.

Prerequisites: HOSP 110 and HOSP 115
Corequisite: HOSP 120
(1: 0, 4)

HOSP 130 MENU PLANNING AND CONTROLS

This course presents the menu as a major management tool for foodservice operations. The menu and its role as a merchandising mechanism and vehicle for the presentation of food and beverage products are included. Pricing of food and beverage products and the role of cost controls in a foodservice operation are addressed. Menu types, forms, and design will be presented.

Prerequisite: None
(3: 3, 0)

HOSP 135 APPLIED FOODSERVICE SANITATION

This is an operations-centered certification course that provides students with basic sanitation principles, ways to apply them in practical situations, and methods of training and motivating employees to follow good sanitation practices.

Prerequisite: None
(1: 1, 0)

HOSP 140 BEVERAGE AND BEVERAGE CONTROL

Students are exposed to the identification, history, manufacture, and use of malted beverages, wines, and distilled spirits as well as to how, when, and where they relate to a beverage operation. Purchasing and control of a bar inventory and legal, moral, and social obligations of proper beverage service are also covered. Laboratory sessions allow for demonstration and practice of correct procedures of mixology.

Prerequisite: None
(3: 2, 2)

HOSP 205 HOSPITALITY MANAGEMENT

Traditional management theory, leadership and management roles, organizational structure and change, service, quality, decision-making, empowerment, and ethics are the foundation of this course. Additional topics include communication, management information systems, planning and control, productivity, and financial management.

Prerequisites: Two semesters in a Hospitality program.
(3: 3, 0)

HOSP 210 HOSPITALITY HUMAN RESOURCES MANAGEMENT

Fundamental information, approaches, functions, and forms of human resource management are applied to the hospitality/tourism service industry to enable managers to accomplish company goals. Topics include federal employment legislation, preemployment, multi-culturalism, labor market fundamentals, recruitment, interviewing, selection, hiring, training, evaluation, discipline, compensation, and benefits.

Prerequisite: None
(3: 3, 0)

HOSP 215 HOSPITALITY MARKETING

This course provides students with an overview of basic marketing and sales principles and their application to the hospitality industry. This applied marketing approach to the sales and marketing of the hospitality industry and its specialized products provides students with specific industry methods, trends, and attitudes required to successfully market and sell within the hospitality industry. The major components are reviewed, including industry marketing definitions, principles, and sales tools.

Prerequisite: None
(3: 3, 0)

HOSP 220 NUTRITION I

Basic principles and facts related to carbohydrates, fats, proteins, vitamins, minerals, and water are provided in the context of promoting health and preventing disease. Current topics such as world food problems, cholesterol, obesity, and vegetarian diets are also considered.

Prerequisite: None
(3: 3, 0) Fall

HOSP 235 HOSPITALITY PROFESSIONAL WORK EXPERIENCE

A full-time summer employment experience in the hospitality and tourism industry, this course is designed to provide a professionally significant addition to a student's body of knowledge. Eight weeks of 40 hours per week or a total of 320 hours is required.

Prerequisites: Completion of at least one semester and full-time matriculated status in a Hospitality program.
(1: 0, 40)

HOSP 240 HOSPITALITY INTERNSHIP

The Hospitality Internship provides students with direct work experience in the hospitality or travel industry. Students are placed in industry positions with the assistance of their academic advisors and department faculty. A contract is developed between the employer, student, and academic advisor outlining the goals and objectives of the internship as well as standards of performance and evaluation procedures. Delhi's strong relationship with the hospitality and travel industries provides students with work experiences ranging from Marriott to Disney.

Prerequisite: Two semesters of study with minimum 2.0 GPA
(3: 0, 40) Fall, spring, and summer

HOSP 245 ADVANCED HOSPITALITY INTERNSHIP

The Advanced Hospitality Internship builds on the concepts of the Hospitality Internship program (HOSP 240). This course offers highly motivated students an industry work experience of four to six months with specifically designed goals and objectives. A contract is developed between the employer, student, and academic advisor outlining the goals, objectives, standards of performance, and evaluation procedures. Students may utilize existing internship sites or develop working relationships with properties and businesses of their choosing. Delhi's strong relationship with the hospitality and travel industries provides students with a wide variety of work experiences.

Prerequisite: Two semesters of study with minimum 2.0 GPA (6 cr. hrs.) Fall, spring, and summer

HOSP 310 HOSPITALITY HUMAN RESOURCE MANAGEMENT II

This course is designed to develop critical-thinking, analysis, decision-making, and management skills related to hospitality human resources management. The case study method, collaborative learning, and hands-on projects are the primary vehicles for instruction.

Prerequisites: HOSP 205 and HOSP 210 or permission of the instructor (3: 3, 0)

HOSP 320 HOSPITALITY FINANCIAL MANAGEMENT

The purpose of this course is to analyze the financial planning process and the financial operating methods available to the hospitality firm. The continuously changing operating environment faced by finance managers associated with the hospitality/tourism industry is emphasized.

Prerequisites: ACCT 120 and ECON 100 or ECON 110 (3: 3, 0)

HOSP 330 HOSPITALITY STRATEGIC MARKETING

This course is designed around a thorough analysis of employment marketing strategies to gain sustainable competitive advantages within the hospitality industry. Emphasis is placed on internal analysis, assessment of market structure, competitor evaluation, and strategic planning and implementation within a global hospitality market. Case studies are employed to evaluate current trends and assist in applying the theoretical class material to

real-world applications.

Prerequisite: BUSI 245, BUSI 262, or HOSP 215 (3: 3, 0)

HOSP 335 PURCHASING FOR THE HOSPITALITY INDUSTRY

This course expands the concepts of the purchasing function and supply management for hospitality operations. Emphasis is placed on quality and quantity standards while maintaining strict cost control systems throughout the procurement chain. This advanced course builds on the basics attained in a variety of hospitality courses and requires product research and analysis within the industry. The material is divided into three principal categories: the purchasing function, including accountability, distribution network, purchase options, legal/ethical issues, exterior and interior controls, and industry trends; identification, quality, and control of the major food groups and beverages, including yield analysis; and specification and selection of the non-food commodities of equipment, furniture, linens, carpets, chemicals, paper products, and services.

Prerequisite: Junior status or permission of the instructor (3: 3, 0)

HOSP 350 HOSPITALITY LAW

This course is designed to teach students to identify and understand the principles and concepts of laws affecting the hospitality industry. The focus is on prevention of liability and protection against accidents, attitudes, and incidents that could lead to lawsuits. Case study and discussion examine the applications of law to the hospitality industry. Group projects, research, and use of the Internet may be required.

Prerequisite: Second-year status or permission of the instructor (3: 3, 0)

HOSP 470 HOSPITALITY MANAGEMENT SEMINAR

An integrative summary course for senior bachelor's degree students, this seminar provides an opportunity for students to inquire, research, and contribute as part of a student-oriented group study program. Teaching methods include lectures, case studies, shared inquiry, and management games. Readings relevant to current topics in the industry are required. Prerequisite: Senior status in BBA program and/or by advisement (3: 3, 0)

HTEL 160 HOTEL FRONT OFFICE AND GUEST ACCOUNTING

This course introduces students to front office operations and management and to the accounting function as it relates to the front office. It also introduces successful strategies and operational tactics used by front desk professionals for day-to-day operations, as well as employee management techniques that are important to the success of the front office. The principles of front office accounting and control are taught utilizing a state-of-the-art hotel front office management computer program.

Prerequisite: None (3: 3, 0)

HTEL 165 LODGING ACCOMMODATIONS MANAGEMENT

Students learn to appreciate the key role housekeeping plays in the operation of a successful hotel. The course covers the care of guest rooms and public areas, as well as purchasing, storage, and procedures used by hotel housekeeping departments to assure a safe, comfortable stay for guests.

Prerequisite: None (3: 3, 0)

HTEL 250 HOTEL BANQUET AND FUNCTION MANAGEMENT LABORATORY

This course gives students realistic experiences in the operation and management of a wide variety of on-premise catering functions. Students receive guided experience in food preparation, service, and an opportunity to plan, organize, and manage one or more catering functions.

Prerequisites: HOSP 120 and HOSP 125 or CULN 250 and CULN 255 (6: 1, 3-18)

HTEL 310 HOTEL MAINTENANCE AND ENGINEERING

This course provides an introduction to and overview of the problems inherent in a hospitality facility and the role of management in understanding the problems of the engineering and maintenance department. Principles studied include basic maintenance and engineering concepts, analysis of engineering data, and the language to communicate with the engineering personnel so that appropriate decisions can be made in maintenance and energy management. Prerequisite: HTEL 160 or permission of the instructor (3: 3, 0)

HTEL 420 HOTEL/RESORT OPERATIONS

This course provides students with an in-depth look at management positions and the impact of new technology on the operation of hotel/resort property. Students will be prepared to develop creative strategies for effectively managing change and resolving conflict while meeting the expectations of management, guests, employees, and government agencies.
Prerequisites: HOSP 205 and HOSP 210 or HOSP 310 or permission of the instructor
(3: 3, 0)

HUMN 100 ELEMENTARY FRENCH I

This course is intended for students with no prior experience with the French language. The major emphasis is on grammar and vocabulary, with an introduction to contemporary French culture. Students acquire the techniques of listening, speaking, reading, and writing in French. (FL)
Prerequisite: None
(3: 3, 0)

HUMN 101 ART APPRECIATION

This course surveys basic art principles and concepts together with their historical development as shown in representative works of painting, sculpture, and architecture. (A)
Prerequisite: None
(3: 3, 0)

HUMN 102 MUSIC APPRECIATION

This course involves appraisal of the art of music. Recorded and visual materials are utilized in studying the elements, forms, and styles of music with the aim of stimulating understanding and enjoyment. (A)
Prerequisite: None
(3: 3, 0)

HUMN 105 ELEMENTARY FRENCH II

This course is a continuing introduction to French language and culture. Drill and practice in reading, writing, and speaking French is accompanied by the systematic study of grammar. (FL)
Prerequisite: None
(3: 3, 0)

HUMN 110 INTERMEDIATE FRENCH I

This course is for students who have some ability in French. Students must have skill in grammatical construction and sentence structure. The emphasis of the course is on greater facility in reading, writing,

speaking, and understanding French, including a study of representative selections from French literature. (FL)
Prerequisite: HUMN 105 or two years of high school French with permission of the instructor
(3: 3, 0)

HUMN 115 INTERMEDIATE FRENCH II

The emphasis of this course is on greater facility in reading, writing, speaking, and understanding French, including a study of advanced representative selections from French literature. More advanced conversational French is included. (FL)
Prerequisite: HUMN 105 or two years of high school French with permission of the instructor
(3: 3, 0)

HUMN 120 ELEMENTARY SPANISH I

This course is an introduction to basic Spanish that includes a series of lessons intended to meet the essential needs of the beginner. Course material will encourage students to adequately express themselves orally and in writing. (FL)
Prerequisite: None
(3: 3, 0)

HUMN 125 ELEMENTARY SPANISH II

This course is a continuing introduction to basic Spanish. Course material will encourage students to adequately express themselves orally and in writing. Topics include advanced grammar, composition, translation, and conversation. (FL)
Prerequisite: HUMN 120 or one year of high school Spanish
(3: 3, 0)

HUMN 141 CONVERSATIONAL LANGUAGES HUMN 142 HUMN 143 (NAME OF LANGUAGE)

This course is an introduction to a new language taught at the basic level. Emphasis is on conversational use and includes correct pronunciation, vocabulary, and grammar. (FL)
Prerequisite: None
(1-3: 1-3, 0)

HUMN 160 INTRODUCTION TO MYTHOLOGY

This course is an introductory survey of myths, epics, and legends of both the ancient and the New World. The course explores these myths and emphasizes human similarities that span time and place. (H)
Prerequisite: None
(3: 3, 0)

HUMN 170 PHILOSOPHY

This course is a study of philosophical problems such as the nature of humankind, mind, God, soul, knowledge, truth, reality, evil, death, beauty, freedom, and morality. (H)
Prerequisite: ENGL 100 or ENGL 200 or permission of the instructor
(3: 3, 0)

HUMN 180 ETHICS

This course is an introduction to ethical inquiry and involves application of basic ethical principles to a variety of moral issues. (H)
Prerequisite: ENGL 100 or ENGL 200 or permission of the instructor
(3: 3, 0)

HUMN 195 THEATRE ARTS

This course is an introductory study of theatre as a performance art. Special attention is given to the technical and artistic elements in stage performances. Study units include: the actor, the director, the theatre space, the production elements, and dramatic forms. (A)
Prerequisite: None
(3: 3, 0)

HUMN 200 INTRODUCTION TO THE BIBLE

This course is a survey of the literature of the Bible. Emphasis is on close reading of biblical texts in light of modern biblical and literary criticism. (H)
Prerequisite: None
(3: 3, 0)

HUMN 205 INTRODUCTION TO WOMEN'S STUDIES

This course introduces students to the ideas and literature of the women's rights movements in the United States and in other countries and cultures throughout the world. The course is structured as a survey of the major issues considered in women's studies programs today. Students read several classic and modern works of feminist theory and discuss the impact of these ideas on the lives of women and men today. (SS)
Prerequisite: ENGL 100 OR ENGL 200
(3: 3, 0)

HUMN 210 WORLD RELIGIONS

This course is an introduction to the world's major religions: Hinduism, Buddhism, Confucianism, Taoism, Islam, Judaism, and Christianity. (OWC, H)
Prerequisite: None
(3: 3, 0)

HUMN 215 PROFESSIONAL INTERNSHIP EXPERIENCE

This work/study program exposes students to an actual workplace environment. Earned credit substitutes for elective course work and should be consistent with a student's academic program and career interests. Participating sponsors include on-campus College departments as well as a number of private and public sector employers in the local area and nationally. Approval from the student's academic advisor is required. Students must maintain a daily work log and write a paper at the conclusion of the program describing their learning experiences. When appropriate, students may also be required to complete relevant reading assignments.

Prerequisites: ENGL 100 or ENGL 200, 24 semester hours of course work with a minimum 2.50 GPA, and permission of the student's academic advisor (3: 0, 8 to 6: 0, 16) Offered on request

HUMN 240 HISTORY OF WESTERN ARCHITECTURE

The diverse factors that have shaped Western architecture, from prehistory to the present, are explored through reading, writing, discussion, and special projects. (WC, H, A)

Prerequisite: None
(3: 2, 1)

HUMN 243 ADVANCED CONVERSATIONAL LANGUAGES (NAME OF LANGUAGE)

This is a second, more advanced level of conversational language in the subject language. Topics include advanced grammar, composition, translation, and conversation. Students are also introduced to some of the social customs of the culture. (FL)

Prerequisite: One semester of HUMN 141, 142, or 143 in the subject language or one year of a high school course in the subject language
(3: 3, 0)

HUMN 290 INDEPENDENT STUDY IN HUMANITIES

This independent study course is designed to permit individual students to pursue topics or projects approved by supervising faculty.

Prerequisites:

1. Completion of at least one semester's work in a degree program at SUNY Delhi.

2. A cumulative GPA of at least 2.00, unless there are extenuating circumstances.
3. At least 3 credit hours in one foundation course specific to the discipline, with the permission of the Dean of Liberal Arts and Sciences.
4. No more than 6 credit hours of independent study may be taken during any one semester, and no more than 15 credit hours of independent study may be applied toward an associate's degree. The total number of credit hours in independent study that may be applied toward a bachelor's degree depends on the specific bachelor's program.
5. The student and sponsoring faculty member will prepare and submit to the Dean of Liberal Arts and Sciences an Independent Study contract proposal for approval.
(1-4: 1-4, 0) or, if lab included, (2: 1, 3), (3: 2, 3), or (4: 3, 3) Offered on request

LARC 110 DRAWING AND SURVEYING

This introductory course gives students a working knowledge of surveying and drafting techniques as they relate to site development. Information covered includes: measuring techniques; use of a transit; recording field notes; development of plans from field work; plan drafting and lettering; and reading topographic relief and other basic site plan graphics.

Prerequisites: None
(3: 2, 3) Fall and spring (when demand warrants)

LARC 120 LANDSCAPE GRAPHICS

This course introduces students to the basic program analysis and design principles to institute the problem-solving process as it relates to site development in residential landscapes, public facilities, etc. In addition, lectures and labs focus on standard graphic techniques used to prepare analysis, design, and presentation drawings that are vital in communicating design intent to a client or to the general public. Students are introduced to color rendering techniques, which are typical of landscape plans, using marker and pencils.

Prerequisite: None, but LARC 110 is highly recommended
(2: 1, 2) Spring

LDCT 110 LANDSCAPE CONSTRUCTION PRINCIPLES

An introduction to construction materials used in the landscape, including wood and masonry materials, is provided. Emphasis is placed on construction principles as they relate to decks, fences, patios, walks, and retaining walls.

Prerequisites: LARC 110 and permission of the instructor for non-majors
(3: 2, 2) Spring

LDCT 180 INTERNSHIP

This course provides students with a unique technical educational experience by combining theoretical and hands-on training. The course must be completed at a recognized internship site chosen in conjunction with a faculty advisor. Students must spend a minimum of 180 hours or 6 weeks at an internship site in order to satisfactorily complete this requirement.

Prerequisites: Full-time matriculated status in the Landscape Contracting Technology program and minimum 2.0 cumulative GPA
(1: 0, 0) Summer

LDCT 210 PLANTING DESIGN

This course offers an introduction to the theory and principles of landscape design and their application to residential and commercial sites. Students are taught how to achieve an overall aesthetic and functional development of land areas through design principles and the proper use of plant materials.

Prerequisites or corequisites: HORT 130, HORT 165, HORT 170, and LARC 110
(3: 1, 4) Fall

LDCT 220 ADVANCED LANDSCAPE DESIGN/ CONSTRUCTION

This course teaches students to develop construction documents for landscape installation. Specialized design issues related to the landscape field are also addressed. Topics include: construction plans; the construction manual; cost and material estimating; the bidding process; job scheduling; commercial landscape design; and specialized landscape issues (lighting, wildflower plantings, grass seed mix design, etc.).

Prerequisites: LARC 110 and LDCT 210
(3: 1, 4) Spring

LITR 100 INTRODUCTION TO LITERATURE

This course is a survey of basic concepts in literature (including basic elements of fiction) as these are integrated in various genres, including the novel, the play, the short story, and the poem. (H)
Prerequisite: None
(3: 3, 0)

LITR 110 INTRODUCTION TO FICTION

This course gives students the opportunity to study several works of fiction by major authors. The primary focus is on elements of fiction, literary styles, and recurrent themes. (H)
Prerequisite: None
(3: 3, 0)

LITR 120 INTRODUCTION TO FILM

This course surveys the basic concepts, forms, and techniques of the fiction film and presents a brief history of the classic narrative Hollywood film. (H)
Prerequisite: None
(3: 3, 0)

LITR 200 AMERICAN LITERATURE I

This course surveys American literature from the Colonial Period to 1860. The focus is on major authors and historical movements with attention to recurrent themes, literary styles, and philosophic problems. (H)
Prerequisite: ENGL 100 or ENGL 200
(3: 3, 0)

LITR 215 AMERICAN LITERATURE II

This course surveys American literature from 1860 to the present. As in LITR 200, the focus is on major authors and historical movements with attention to recurrent themes, literary styles, and philosophic problems. (H)
Prerequisite: ENGL 100 or ENGL 200
(3: 3, 0)

LITR 220 BRITISH LITERATURE I

This course surveys British literature from the Anglo-Saxon period to 1800. The focus is on major authors and historical movements with attention to recurrent themes, literary styles, and philosophic problems. (H)
Prerequisite: ENGL 100 or ENGL 200
(3: 3, 0)

LITR 225 BRITISH LITERATURE II

This course surveys British literature from 1800 to the present. As in LITR 220, the focus is on major authors and historical movements with attention to recurrent themes, literary styles, and philosophic problems. (H)
Prerequisite: ENGL 100 or ENGL 200
(3: 3, 0)

LITR 230 MINORITIES AND WOMEN IN LITERATURE

This course is a study of the literature of and by minorities and women in America. Emphasis is placed on consideration of the literature in its philosophical, social, and political context. (H)
Prerequisites: ENGL 100 or ENGL 200
(3: 3, 0)

LITR 240 SHAKESPEARE

This course is a study of representative Shakespearean drama, with emphasis on its universality and its reflection of literary tradition. Attention is given to the Elizabethan world view and history as they reflect and reveal the playwright and his text. (H)
Prerequisites: ENGL 100 or ENGL 200
(3: 3, 0)

LITR 250 INTRODUCTION TO POETRY

This course enhances students' understanding, appreciation, and enjoyment of poetry as a literary form. Emphasis is placed on the nature of poetic language, including figurative language, musical devices, rhythm, meter, and form. Students practice close reading techniques on a variety of traditional and contemporary poems. (H)
Prerequisite: ENGL 100 or ENGL 200
(3: 3, 0)

LITR 260 INTRODUCTION TO DRAMA

This course introduces students to drama from Ancient Greece to contemporary America. Students study the basic forms and techniques of the dramatist and consider the influence of drama on the fine arts. (H)
Prerequisites: ENGL 100 or ENGL 200
(3: 3, 0)

LITR 290 INDEPENDENT STUDY IN LITERATURE

This independent study course is designed to permit individual students to pursue topics or projects approved by supervising faculty.

Prerequisites:

1. Completion of at least one semester's work in a degree program at SUNY Delhi.
2. A cumulative GPA of at least 2.00, unless there are extenuating circumstances.
3. At least 3 credit hours in one foundation course specific to the discipline, with the permission of the Dean of Liberal Arts and Sciences.
4. No more than 6 credit hours of independent study may be taken during any one semester, and no more than 15 credit hours in independent study may be applied toward an associate's degree. The total number of credit hours in independent study that may be applied toward a bachelor's degree depends on the specific bachelor's program.
5. The student and sponsoring faculty member will prepare and submit to the Dean of Liberal Arts and Sciences an Independent Study contract proposal for approval.
(1-4: 1-4, 0) or, if lab included, (2: 1, 3), (3: 2, 3), or (4: 3, 3) Offered on request

LITR 300 TECHNOLOGY IN LITERATURE

This course examines the relationship between technology and the human condition as portrayed in literature. How do writers and other describers of society view the various technologies that have grown out of the industrial revolution? Does reliance on machinery negate essential human qualities, or does it intensify them? This course attempts to clarify the many questions that stem from this debate and mediate among them.
Prerequisites: ENG 100 or ENGL 200 and a literature class
(3: 3, 0)

LITR 310 GREAT WRITERS – (NAME OF WRITER)

This course examines the great writers in literature. Each section will focus on only one writer and provide a comprehensive survey of the writer's significant texts along with in-depth biographical and contextual information and an overview of important secondary critical material. LITR 310 may be taken more than once for degree credit.
Prerequisites: ENG 100 or ENGL 200 and a literature class
(3: 3, 0)

MASN 110 MASONRY FUNDAMENTALS

This lecture course introduces students to the construction techniques and technical data that are involved with residential and light commercial construction. Course content includes theory on masonry materials, footings and formed concrete foundation walls, concrete steps, sidewalks, concrete floors, and fundamentals of brick and block masonry.

Prerequisite: None
(3: 3, 0) Fall

MASN 150 FINISH MASONRY

This lecture course covers the construction theory and technical data related to stone masonry, chimneys and fireplaces, ornamental brickwork, and tile.

Prerequisite: MASN 110
(3: 3, 0) Spring

MASN 160 FINISH MASONRY LABORATORY

This course develops advanced masonry skills. Course content includes stone masonry, chimneys and fireplaces, ornamental brickwork, and tile.

Prerequisite: None
(4: 0, 12) Spring

MASN 170 FOUNDATION DESIGN

This lecture course studies the various foundation systems available to modern contractors. Students develop an understanding of soils and site development. The design, building techniques, and structural details are covered for each foundation type, and students then apply this information to compare each system. Septic systems, radon, and repair of faulty foundations are included.

Prerequisite: None
(3: 3, 0) Spring

MATH 090 PRE-ALGEBRA

This course provides a transition from the concrete aspects of arithmetic to the symbolic world of algebra. Emphasis is on using arithmetic and symbolic mathematics in real-life working situations. The course is designed to meet the needs of traditional college students as well as the needs of returning students whose mathematical proficiency may have declined over the years. Topics include arithmetic operations with whole numbers, decimals, fractions and integers; variable expressions; linear equations and graphs; ratio and proportion; percent; statistics; and applications of these topics.

Prerequisite: None
(4: 3, 1)

MATH 095 ELEMENTARY ALGEBRA

This is a basic, first-level algebra course. The topics covered are: introduction to the sets of natural numbers, integers, rational and real numbers, and their representation; solution of linear equations in one and two variables; quadratic equations; graphing lines and parabolas; and applications of algebra. Math 095 is intended for students who have not successfully completed Elementary Algebra previously. It is not considered a "college-level" course. The course carries three credits toward computation of full-time college attendance but carries no credit toward degree requirements for any A.A.S., A.A., or A.S. program.

Prerequisite: MATH 090 or equivalent
(3: 3, 0)

MATH 102 MATHEMATICS FOR APPLIED TECHNOLOGY

This is an introductory course in technical mathematics. It is intended for students with minimal mathematics backgrounds who wish to prepare for further study in technical areas. Topics include geometry, measurement, equations and formulas, proportions, trigonometry, and linear equations.

Enrollment is restricted to students in certificate programs in building technologies, electrical and mechanical technologies, and CADD. Students cannot receive credit for both MATH 095 and MATH 102.

Prerequisite: MATH 090 or equivalent
(3: 3, 0)

MATH 110 CONTEMPORARY MATHEMATICS

This course is an introductory study of a number of topics in contemporary mathematics that have applications in the management and social sciences. Topics include mathematical circuits, planning and scheduling, linear programming, voting systems, and game theory. The course is particularly suitable for management and liberal arts majors. (M)

Prerequisite: MATH 095 or Mathematics Course I
(3: 3, 0)

MATH 115 STATISTICS

This course begins with a study of basic data analysis using various graphical and numerical descriptions and one- and two-variable statistics. Concepts of sampling and experimental design are introduced. Sampling distributions are followed by statistical inference including confidence intervals and hypothesis tests for population means and propor-

tions, ending with an analysis of variance and Chi-square. Microcomputers are employed to study realistic data sets; written statistics projects using Minitab and a word processor are required. A scientific calculator is required with two programs on it: one for calculating the mean and standard deviation and one for calculating correlation coefficient, slope, and y-intercept for Correlation and Regression. (M)

Prerequisite: MATH 095, Mathematics Course I, or equivalent
(4: 3, 1)

MATH 128 COLLEGE ALGEBRA

This course begins with a review of the solution of linear equations in one variable and graphs of linear functions. The central theme of the course is a study of functions, their graphs, and solution of related equations. The principal classes of functions are linear (with slope studied as a rate of change), quadratic, exponential, and logarithmic. "Real world" applications of these functions are considered. The final topic is the solution of systems of linear equations using algebraic and matrix methods. Students are expected to use a scientific calculator for all aspects of the course. Other technology may be incorporated at the instructor's discretion. (M)

Prerequisite: MATH 095 or Mathematics Course I
(3: 3, 0)

MATH 135 FINITE MATHEMATICS

This is an application-oriented course covering the non-calculus portions of mathematics needed by students majoring in business, management, economics, or the life or social sciences. Students learn about matrices and systems of equations and apply them to regression analysis, linear programming, input-output analysis, Markov processes, and game theory. (M)

Prerequisite: MATH 128 or two years of high school mathematics
(3: 3, 0) Spring

MATH 138 TRIGONOMETRY

The trig functions of any angle are defined and applied to the solution of right triangles, oblique triangles, and vectors. Trigonometric identities and the graphs of the trig functions are studied. Each student is required to purchase and learn the efficient use of a hand-held calculator with trigonometric capabilities. Microcomputers are also used. (M)

Prerequisite: MATH 128 or Mathematics Course II
(3: 3, 0)

MATH 150 PRE-CALCULUS MATHEMATICS

This is an applications-oriented course in which students are exposed to a variety of techniques (e.g., numerical, geometric, and algebraic) for solving problems. The use of technology, specifically the TI-83 graphing calculator and Windows PC, is an important part of the course. Topics studied are data analysis, mathematical modeling, and functions, including polynomial, exponential, logarithmic, and trigonometric. (M)

Prerequisites: MATH 128 and MATH 138 or Mathematics Course III (3: 3, 0)

MATH 210 CALCULUS I

The goal of this course is for students to gain an understanding of the two main concepts of calculus—namely, the derivative and the definite integral. These concepts are developed through problem solving in which the Rule of Three (i.e., every topic should be presented geometrically, numerically, and algebraically) is the guiding principle. Technology, specifically the TI-83 or TI-85 graphing calculator and Maple as a computer algebra system, is used extensively. Topics studied are functions, the derivative, the definite integral (approximated using a Riemann sum), algebraic differentiation, and applications of the derivative. (M)

Prerequisites: MATH 150 or 3-1/3 units of high school mathematics (4: 4, 0)

MATH 215 CALCULUS II

This course is concerned with the integral and its applications, and numerical approximation methods. Technology used is the TI-83 or TI-85 graphing calculator and Maple as a computer algebra system. Topics studied are: algebraic techniques of integration (such as substitution, parts, and partial fraction decomposition); Reimann, Trapezoid, and Simpson numerical approximations to the definite integral; improper integrals; Taylor series; and polynomials. A brief introduction to differential equations will include slope fields, Euler's method of approximation, separation of variables to solve a DiffEq, and some applications. (M)

Prerequisite: MATH 210 (4: 4, 0) Spring

MATH 220 CALCULUS III

This is a course in multivariable calculus with the approach being that of the Harvard Curriculum. Technology is used extensively throughout the course (graphing calculators such as the TI-83 or TI-85, Maple as a computer algebra system). Topics studied are: functions and graphs of two variables; contour diagrams; functions of more than two variables; vectors; partial differentiation; optimization; Monte Carlo method of numerical approximation; Taylor quadratic approximations for two-variable functions; multiple integrals; and motion in space. (M)

Prerequisite: MATH 215 (4: 4, 0) Fall

MATH 225 DIFFERENTIAL EQUATIONS

Technology is used extensively throughout this course (graphing calculators such as the TI-83 or TI-85, a computer ODE program, and Maple as a computer algebra system). Topics studied are first-order differential equations with applications; differential equations of higher order with applications of second-order differential equations; differential equations with variable coefficients; the LaPlace transform; systems of linear differential equations; and numerical methods. (M)

Prerequisites: MATH 215 or MATH 220 and permission of the instructor (4: 4, 0) Spring

MATH 230 INDEPENDENT MATH 232 STUDY IN MATH 234 MATHEMATICS

These courses are intended for second-year students who desire more extensive knowledge in a specific area of mathematics. Topics may be selected from statistics, algebra, modern algebra or geometry, the calculus, complex analysis, or numerical analysis, with prior approval of the instructor.

Prerequisite: Permission of the instructor (1-3: 1-3, 0) Offered on request

NURS 100 NURSING THROUGH THE LIFESPAN I

This course presents conceptual knowledge germane to the first-year nursing student. The course focuses on the introduction to assessment, and on concepts of nursing care to clients, families, and the community based on the conceptual framework and Human Systems Theory as well as Maslow's Hierarchy of Needs. Other theorists and fundamental concepts related to health care throughout the life cycle incorporating the wellness/illness continuum are also addressed. How cultural and ethnic diversity affect health care will be introduced. Health promotion concepts, with particular attention to the aged client, are also covered.

Prerequisite: None (3: 3, 0) Fall

NURS 105 NURSING THROUGH THE LIFESPAN II

This course introduces students to assessment and nursing care concepts of the human systems focusing on the maternity, newborn, pediatric, and mentally ill client. Assessment and introductory care concepts will be germane to common health care concerns of these client groups. Further discussion of how ethnic and cultural diversity affect the delivery of health care will be explored.

Prerequisite: NURS 100 (3: 3, 0) Spring

NURS 110 FUNDAMENTALS OF NURSING

This course is designed to assist students in acquiring knowledge in professional nursing roles. It focuses on principles and techniques used in meeting the basic physical and psychosocial needs of human systems through the lifespan. Nursing process as a critical-thinking tool is used throughout the course. Assessment of client needs and care are related to Maslow's Hierarchy of Needs and assisting the client to progress from illness to wellness. The primary focus of this course is on Activities of Daily Living (ADL), technical skills, and safety needs of clients. Students take Nursing Clinical I concurrently to practice newly acquired skills and to correlate theory to practice within the health care system. Emphasis is on care of gerontological clients.

Prerequisites: BIOL 220 and NURS 100 (may also be taken as corequisites)

Corequisites: BIOL 220, NURS 100 (if not taken as prerequisites), and NURS 120 (3: 2, 3) Fall

NURS 115 MEDICAL-SURGICAL NURSING I

This course teaches students to incorporate basic acquired knowledge and skills in assisting clients who have impaired body structure or function at various levels on the health/illness continuum with consideration for cultural and psychosocial factors. Emphasis is on nursing process, therapeutic communication, critical thinking, and the health team's role in providing for safety, comfort, health teaching, and rehabilitation in common illness and conditions of human systems of all ages. Safe techniques of drug preparation and administration, surgical asepsis, and technical nursing skills are incorporated into the course. Nursing care planning is a primary focus, using Maslow's Hierarchy of Needs for prioritization of nursing diagnoses. These skills are demonstrated and practiced in the on-campus Nursing Arts Lab and in affiliated institutions.

Prerequisites: BIOL 220, NURS 100, NURS 110, NURS 120, and both NURS 105 and BIOL 225 (which may also be taken concurrently)

Corequisites: NURS 105, BIOL 225 (if not taken as prerequisites), and NURS 125 (3: 2, 3) Spring

NURS 120 NURSING CLINICAL I

This four-credit freshman practicum provides students with a supervised clinical experience in the nursing lab and area nursing homes. Students utilize observation, communication, and techniques of nursing, including ADL care, vital signs, and basic medical asepsis based upon knowledge concurrently acquired in the classroom and nursing lab. Students are expected to apply beginning-level assessment and communication skills through utilization of Maslow's hierarchy. Students apply the nursing process and critical thinking at a beginning level in care of assigned clients for maintaining, supporting, or restoring an optimal level of wellness. Students begin to explore the impact of the internal and external environments on human systems, as well as the physical, psychological, sociological, cultural, developmental, and spiritual aspects of health care delivery. Legal and ethical responsibilities are incorporated at a beginning level. Students acquire an understanding of the role of the beginning nurse in providing for geriatric clients' basic human needs, including teaching/learning needs. Due to the composite nature of this course, students

have the opportunity to experience primary, secondary, and tertiary levels of health care.

Prerequisites: BIOL 220 and NURS 100 (may also be taken as corequisites)

Corequisites: NURS 100, BIOL 220 (if not taken as prerequisites), and NURS 110 (4: 0, 12) Fall

NURS 125 NURSING CLINICAL II

This nursing practicum provides students with supervised clinical experience in hospital facilities, nursing homes, community offices and agencies, and the on-campus nursing lab. Students focus on using the nursing process in assessing selected clients and in planning and implementing their care. Students must perform specific procedures according to accepted professional standards.

Prerequisites: NURS 100, NURS 110, NURS 120, and both NURS 105 and BIOL 225 (may also be taken as corequisites)

Corequisites: NURS 105, BIOL 225 (if not taken as prerequisites), and NURS 115 (4: 0, 12) Spring

NURS 200 MEDICAL-SURGICAL NURSING II

This course expands upon holistic concepts of human systems and the nursing process through Maslow's Hierarchy of Needs. It focuses on pathophysiologies and psycho-social concepts to health management of individuals, families and communities through the health care delivery system. Health promotion and teaching on the wellness-illness continuum and restoration of optimum levels of health during the life cycle are stressed. Knowledge of pharmacology is expanded by discussing common medications used to treat alterations in each system and prototypes of the major drug groups. The legal and ethical responsibilities of the professional nurse are discussed. Health promotion through health teaching is initiated.

Prerequisite: Completion of first year of the Nursing program (or its equivalent)

Corequisite: NURS 230 (3: 2, 3) Fall

NURS 210 MEDICAL-SURGICAL NURSING III

This course continues to build on previous nursing knowledge from NURS 100-230. Human systems, Maslow's Hierarchy of Needs, and the nursing process provide the framework for the approach to treatment on the wellness-illness continuum and the restoration to

optimum levels of health. Emphasis is placed on students' ability to synthesize and evaluate health- and disease-related situations presented with progression toward advanced communication skills and independent critical thinking. Correlation of laboratory data, nutritional therapy, and pharmacologic intervention to client health is required.

Prerequisites: Completion of first year of the Nursing program (or its equivalent), NURS 200, NURS 230, BIOL 230, NURS 220, and NURS 255 (latter three courses may also be taken as corequisites)

Corequisites: BIOL 230, NURS 220, NURS 255 (if not taken as prerequisites), and NURS 240

(3: 2, 3) Spring

NURS 220 PSYCHIATRIC/MENTAL HEALTH NURSING

This nursing theory course prepares the generalist nurse to develop a psychiatric theoretical background for the understanding of human coping with stress and crisis in individuals, families, and communities within the professional role. Therapeutic interventions based on Maslow's Hierarchy of Needs, designed to promote, maintain, and restore mental health, are presented. Legal, ethical, and political issues relating to mental health and the health care delivery system are explored. The belief that mental health nursing is an integral part of all nursing is emphasized. The nursing process as a critical-thinking tool provides a framework for discussing meeting human needs.

Prerequisites: Completion of first year of the Nursing program (or its equivalent)

(3: 3, 0)

NURS 230 NURSING CLINICAL III

The clinical component provides students the opportunity to expand upon concepts learned in the classroom and previous clinical experiences. Using Maslow's Hierarchy of Needs, students prioritize physical and psychosocial client care and decision making through all phases of the nursing process including medicine administration, nutrition, and legal and ethical issues. Students are expected to utilize advanced communication skills. Basic health teaching/promotion and critical-thinking skills while identifying and participating in advocacy roles are emphasized.

Prerequisite: Completion of first year of the Nursing program (or its equivalent)

Corequisite: NURS 200

(4: 0, 12) Fall

NURS 240 NURSING CLINICAL IV

This course provides students with the opportunity to apply and advance the concepts learned in Medical-Surgical Nursing III and previous classroom and clinical experiences. Students are expected to utilize assessment skills, communication skills, and the nursing process to aid clients at various stages of the life cycle. Emphasis is placed on priority setting, problem solving, and critical thinking in managing the care of selected clients. Client teaching, discharge planning, and legal and ethical responsibilities will be incorporated into the plan of care. Students are expected to identify physiologic and psychosocial needs of the clients including application of pharmacological, nutritional principles, and lab data. Students will move toward a competent, skilled, and caring professional role.

Prerequisites: Completion of first year of the Nursing program (or its equivalent), NURS 200, NURS 230, BIOL 230, NURS 220, and NURS 255 (latter three courses may also be taken as corequisites)

Corequisites: BIOL 230, NURS 220, NURS 255 (if not taken as prerequisites), and NURS 210
(4: 0, 12) Spring

NURS 255 MATERNAL/CHILD HEALTH NURSING

This is a maternal/child health theory course that builds on the basic maternal child care and pediatrics studies learned in Nursing Through the Lifespan I and II or their equivalent. Using human systems and Maslow's Hierarchy of Needs, emphasis is placed on utilizing the nursing process as a critical-thinking tool to assist the new family in achieving optimum levels of health during child-bearing and child-rearing years. An additional focus is therapeutic communication for health teaching and anticipatory guidance for parenting.

Prerequisites: Completion of first year of the Nursing program (or its equivalent)
(3: 3, 0)

OFFT 110 KEYBOARDING

This course helps students develop mastery of the keyboard and a minimal speed on straight copy work. The course meets for five weeks.

Prerequisite: None
(1: 1, 4)

OFFT 170 INTRODUCTION TO DESKTOP PUBLISHING

This course develops basic knowledge of and serves as a basis for the building of skills in general publication production, and specifically in desktop publishing.

Prerequisite: CITA 110
(3: 3, 0)

OFFT 280 DESKTOP PUBLISHING APPLICATIONS

This course provides for in-depth study of specific types of desktop publishing. This includes but is not limited to presentation graphics, marketing support publications, newsletters, magazines, journals, newspapers, and books. The process of setting up a production facility is also covered.

Prerequisite: OFFT 170
(3: 3, 0)

PEDH 105 BEGINNING SWIMMING

Beginning Swimming offers well-adjusted but weak swimmers the opportunity for stroke development and proficiency in five coordinated strokes, beginner diving progressions, and community water safety.

Students may progress through the American Red Cross "Learn to Swim" program levels 3-6.

Prerequisites: A level 3 swimmer who is well adjusted to the water and has completed primary skills of locomotion.

(1: 0, 2) Spring

PEDH 107 INTERMEDIATE SWIMMING

This course offers intermediate swimmers the opportunity for stroke development and proficiency in six coordinated strokes, diving progressions, and basic water rescue. Students have the opportunity to progress through the American Red Cross "Learn to Swim" program levels 4-7.

Prerequisites: A level 4 swimmer who has completed primary skills of locomotion and stroke readiness; ability to swim both the front and back crawl strokes; ability to float and/or tread in deep water for one minute.

(1: 0, 2) Fall

PEDH 110 WEIGHT TRAINING

This course furnishes both the scientific foundations of conditioning and the strength to improve fitness. Through a guided weight-training experience, each student will set a direction to reach their maximum potential. Topics include: the scientific bases of conditioning and strength building; the results of training

on the muscles and cardiovascular system; the basic techniques of conditioning and strength development; injury prevention; nutrition; and ergogenic aids.

Prerequisite: None
(1: 0, 2)

PEDH 126 LIFETIME SPORTS I

Students receive instruction in fundamental racquet sports. This class focuses on the various techniques, rules, etiquette, game strategy, safety, and selection and care of equipment common to tennis and racquetball. Practical application is stressed throughout the course.

Prerequisite: None
(1: 0, 2)

PEDH 127 LIFETIME SPORTS II

Students receive instruction in fundamental volleyball and badminton techniques, rules, etiquette, game strategy, safety, and selection and care of equipment. Practical application is stressed throughout the course.

Prerequisite: None
(1: 0, 2)

PEDH 135 FUNDAMENTALS OF GOLF

This class is designed to provide students with the physical skills and golf techniques necessary to play a round of golf. In addition, the course covers the basic knowledge that students should possess when it comes to such things as rules, strategies/course management, etiquette, safety, and the selection and care of equipment. Practical application is stressed throughout the course.

Prerequisite: None
(1: 0, 4) (7½ weeks)

PEDH 152 TEAM SPORTS I

Students are introduced to the fundamentals of soccer and football. The focus is on the following aspects of each sport: technique, rules, game strategy, selection and care of equipment, safety, and an appreciation of participation.

Prerequisite: None
(1: 0, 2) Fall

PEDH 154 TEAM SPORTS II

This course introduces students to the fundamentals of basketball and softball. Focus is on the following aspects of each sport: technique, rules, game strategy, selection and care of equipment, safety, and an appreciation of participation.

Prerequisite: None
(1: 0, 2) Spring

PEDH 155 FITNESS FOR LIFE

This course stresses an individualized approach to take students from their current level of fitness and move toward increased cardiovascular endurance, proper weight control, and increased strength and flexibility. The approach is designed to teach the principles of fitness and assist students in applying these principles to their own personalized fitness programs.

Prerequisite: None
(1: 1, 1)

PEDH 162 WATER AEROBICS

This course provides the opportunity for individuals to improve their current level of physical fitness through participation in a variety of aquatic activities. This includes but is not limited to the history and hydrodynamics of aquatics, fitness swimming, deep and shallow water exercises, triathlons, nutrition, aquatic fitness, equipment, and facilities.

Prerequisite: None
(1: 0, 2)

PEDH 164 LIFEGUARD TRAINING

This course teaches lifeguards the skills and knowledge needed to prevent and respond to aquatic emergencies. Course content and activities prepare lifeguard candidates to recognize emergencies, respond quickly and effectively to emergencies, and prevent drowning and other incidents. The course also teaches other skills an individual needs to become a professional lifeguard, including administering oxygen, preventing disease transmission, and AED essentials.

Prerequisites: Students who enroll in PEDH 164 must successfully complete the following swimming test:

1. Swim 500 yards continuously, using 200 yards of front crawl, 100 yards of breaststroke, and 200 yards of either the front crawl or the breaststroke.
2. Swim 20 yards using the front crawl or breaststroke, surface dive to a depth of 7-10 feet, retrieve a 10-pound object, return to the surface, and swim 20 yards back to the starting point.

(3: 1, 4) Fall

PEDH 165 WATER SAFETY INSTRUCTOR (WSI)

This course provides training for the instructor candidate to teach American Red Cross Swimming and Water Safety courses. It is designed to serve a variety of purposes, including: teaching aquatic skills, addressing issues in the teaching environment, improving teaching skills, developing course planning skills, and learning administrative procedures.

Prerequisites: An instructor candidate must be proficient in certain safety and aquatic skills, including the following: 50 yards of each of the five basic swimming strokes, 10 yards of the butterfly, standing front dive, stride jump, surface dive and retrieve a 10-pound brick, throwing assist, and rescue breathing.

(2: 0, 4) Spring

PEDH 200 SPORTS OFFICIATING

This is a course of study that deals with the principles and practices of officiating selected intramural sports appropriate during the semester. Students research the rules and regulations of each sport and learn to comprehend the proper field mechanics for the respective sports. Students are also required to officiate intramural sports coordinated by the Athletic Department.

Prerequisite: None
(2: 2, 0) Fall

PEDH 210 WELLNESS

Wellness is a personal health course that addresses the importance of quality-of-life issues and a dynamic style of living. The focus of the course is on functioning optimally and adapting creatively on a daily

basis in order to enhance the life of the individual now and in the future. Students explore the areas of self-responsibility, social-support networks, and a sense of community as they influence health-related behaviors and disease prevention. The course also explores the basics of personal well-being and offers practical guidelines on changing health-related behaviors and implementing a wellness lifestyle.

Prerequisite: None

(2: 2, 0)

PEDH 220 FIRST AID: RESPONDING TO EMERGENCIES

This course defines the role of the citizen responder as a key link in the "chain of survival" of emergency medical services. It prepares students to recognize and respond to emergencies, to make appropriate decisions regarding first-aid care, and to act on those decisions. Instruction is provided in the prevention, evaluation, and treatment of injuries. The course also emphasizes the importance of a safe, healthy lifestyle and the prevention of lifestyle-related illness and injury. PEDH 220 meets the New York State Department of Health regulations for camp counselors and staff.

Prerequisite: None
(2: 1, 1)

PHPF 110 PLUMBING CODES

This is an introductory course in the National Standard Plumbing Code and New York State Code with emphasis on regulations, joints, traps, fixtures, water supply, vents, sanitary drainage, and materials.

Prerequisite: None
(2: 2, 0) Fall

PHPF 120 PLUMBING THEORY

This course prepares beginning students in the plumbing trade to develop and apply the technical knowledge necessary to attain job-entry skills. It provides a basic knowledge of plumbing materials, tools, and equipment together with the basic math required to enter the plumbing trade.

Prerequisite: None
(3: 3, 0) Fall

PHPF 130 PLUMBING/DRAINAGE LABORATORY

Students are taught methods of measuring, cutting, and joining steel pipe, copper tubing, and plastic and cast iron soil pipe, as well as the knowledge and classification of fittings with emphasis on workmanship, good piping practice, and safety. The course includes basic principles of sheet metal fabrication and layout techniques. Students are also exposed to major construction field projects outside the laboratory.

Prerequisite: None
(5: 0, 15) Fall

PHPF 140 PLUMBING BLUE-PRINT DRAFTING

This course introduces basic drafting techniques including drawing skills, multiview drawings, piping isometrics, plumbing floor plans, double line drawings, and riser diagrams.

Prerequisite: None
(2: 1, 2) Fall

PHPF 150 HEATING THEORY

Students learn how to install residential hydronic and steam heating systems and indirect and direct domestic water heaters. Students also learn to design hot air systems and receive information on energy-saving techniques and equipment.

Prerequisites: PHPF 110, PHPF 120, PHPF 130, and PHPF 140

(3: 3, 0) Spring

PHPF 160 HEATING LABORATORY

This course encompasses the design and installation of hot air heating systems; design and installation of one-pipe series, loop, monoflow, and two-pipe hot water systems; and one-pipe steam systems for residential and light commercial buildings. Students participate in off-

campus heating projects when available.
Prerequisites: PHPF 110, PHPF 120,
PHPF 130, and PHPF 140
(3: 0, 9) Spring

PHPF 170 SYSTEM CONTROLLERS

This course consists of AC theory, multi-
zone heating systems, light commercial
controls, safety precautions, and the use
of Honeywell and White Rogers train-
ing procedures.

Prerequisites: PHPF 110, PHPF 120,
PHPF 130, and PHPF 140
(2: 2, 0) Spring

PHPF 180 SYSTEM CONTROL- LERS LABORATORY

Students learn correct and safe methods
for wiring oil and gas boilers and hot air
heating systems. Troubleshooting elec-
trical heating system controls is also
covered.

Prerequisites: PHPF 110, PHPF 120,
PHPF 130, and PHPF 140
(2: 0, 6) Spring

PHPF 190 BUILDING ENERGY REQUIREMENTS

This course introduces students to en-
ergy and residential heat loss calculations
as well as building energy requirements.
Prerequisite: None

(1: 1, 0) Spring

PHYS 150 GENERAL PHYSICS I

Linear motion, force, work and me-
chanical energy, power, torque, rotational
motion, temperature, and heat are stud-
ied. This is a non-calculus course, but
competence in high school algebra, plane
geometry, and plane trigonometry is as-
sumed. (NS)

Prerequisites: MATH 128 and MATH
138, or equivalent
(3: 3, 2)

PHYS 155 GENERAL PHYSICS II

This is the second course in a two-
course, algebra-based physics sequence.
Major topics include wave motion, elec-
trostatics, circuit elements and their
behavior, simple DC circuits, digital cir-
cuits, magnetism, electromagnetic
induction, AC circuits, and optics. (NS)

Prerequisite: PHYS 150 or permission
of the instructor
(3: 3, 2) Spring

PHYS 210 PHYSICS I: MECHANICS, HEAT, AND SOUND

This is the first calculus-based physics
course for science and engineering stu-
dents. Emphasis is placed on mechanics,
i.e., kinematics, kinetics, work-energy,

and impulse-momentum. An introduc-
tion to wave motion and to
thermodynamics is provided. (NS)

Prerequisite or Corequisite: MATH 210
or permission of the instructor.

(4: 3, 3) Fall

PHYS 215 PHYSICS II: ELECTRICITY AND OPTICS

This is the second course in a three-
course, calculus-based physics sequence.
Topics include electrostatics, electric and
magnetic fields, potential, DC circuits,
digital circuits, magnetism, electromag-
netic induction, capacitance, inductance,
introduction to AC circuits, and geo-
metrical optics. (NS)

Prerequisites: PHYS 210 and MATH
215

(4: 3, 3)

PHYS 220 PHYSICS III: ATOMIC PHYSICS

This is the third course in a three-course,
calculus-based physics sequence. Topics
include physical optics, relativity, quan-
tum mechanics, atomic structure, solid
state physics, nuclear physics, and devel-
opments in modern physics. (NS)

Prerequisites: PHYS 215 and MATH
220

(4: 3, 3)

PRKM 100 ORIENTATION TO RECREATION AND PHYSICAL EDUCATION

This course provides Recreation and
Physical Education students with an in-
troduction to the College and the
department, academic policies, degree re-
quirements, the grading system, career
planning, student services, academic ser-
vices, and transfer and career opportunities.
Prerequisite: None

(1: 1, 0)

PRKM 110 INTRODUCTION TO RECREATION AND PHYSICAL EDUCATION

The philosophy, history, scope, and
significance of the Park, Recreation,
and Physical Education movement are
studied.

Prerequisite: None

(3: 3, 0)

PRKM/ PEDH 128 ADVENTURE RECREATION I

This course is an introduction to basic
three-season backpacking and hiking.
Techniques for minimizing impact on the
environment are emphasized. The course
includes discussions on trip preparation,
meal planning and cooking techniques,

hiking considerations, campsite selection,
safety considerations, equipment selection,
and leadership skills. An overnight expe-
rience is required. A fee is charged to cover
expenses.

Prerequisite: None

(1: 0, 2) Fall

PRKM/ PEDH 129 ADVENTURE RECREATION II

This course is an introduction to basic
ski touring and snowshoeing. Tech-
niques for minimizing impact on the
environment are emphasized. The course
includes discussions on equipment, tech-
niques, dressing for winter conditions,
trail selection, health and safety consid-
erations, conditioning, trip planning, and
leadership skills. Skiing and snowshoe
experience is required. A fee is charged
to cover expenses.

Prerequisite: None

(1: 0, 4) (7 1/2 weeks) Spring

PRKM 130 PROGRAM PLANNING AND LEADERSHIP FOR RECREATION AND PHYSICAL EDUCATION

Planning and supervising recreation pro-
grams for governmental, non-profit, and
commercial agencies are covered.

Prerequisite: None

(3: 2, 3)

PRKM/ PEDH 131 ADVENTURE RECREATION III

This course is an introduction to basic
flat water kayaking and white water raft-
ing. It includes discussions on history,
benefits, conditioning, craft selection,
equipment, health and safety consider-
ations, basic techniques, anatomy of a
body of water, trip planning, and lead-
ership skills. A kayaking and rafting
experience is required. A fee is charged
to cover expenses.

Prerequisite: Basic swimming skills
(must pass a swim test at the start of the
course)

(1: 0, 4) (7 1/2 weeks) Spring

PRKM/ PEDH 132 ADVENTURE RECREATION IV

This course is designed to allow students
to experience a variety of activities in-
cluding new games, initiatives, and ropes
courses. Topics include the use of chal-
lenge course apparatus, safety
techniques, facilitating skills, types of
programs, and equipment. Ropes course
experience is required. A fee is charged
to cover expenses.

Prerequisite: None

(1: 0, 4) (7 1/2 weeks) Spring

PRKM 145 ADVENTURE RECREATION PROGRAMMING AND LEADERSHIP

This course is designed to prepare students to plan and lead adventure recreation programs. Topics include the following aspects of adventure recreation: history, philosophy, theories, leadership skills, settings, clients, activities, programming, psychological/sociological aspects, professionalism, and evaluation.

Prerequisites: PRKM 100, PRKM 110, and PRKM 130 or permission of instructor.

(3: 2, 3) Spring

PRKM 200 DESIGN AND DEVELOPMENT OF PARK AND RECREATION FACILITIES

Basic concepts, principles, and procedures for the planning, development, and design of recreational resources, areas, and facilities are studied.

Prerequisites: PRKM 100, PRKM 110, and PRKM 130 or permission of the instructor

(3: 2, 3) Spring

PRKM 210 OUTDOOR EDUCATION AND CAMPING

Principles, techniques, and procedures in the design, programming, and operation of outdoor education and camping facilities such as interpretive centers, resident camps, and day camps are covered.

Prerequisites: PRKM 100, PRKM 110, PRKM 130, and BIOL 140 or permission of the instructor

(4: 3, 3) Fall

PRKM 220 PARK AND RECREATION MANAGEMENT

Topics included are: administrative policies and practices in government, non-profit, and commercial agencies; management principles; business procedures; legal provisions; personnel management; public relations; budgeting; marketing and promotion; decision making.

Prerequisites: PRKM 100, PRKM 110, and PRKM 130 or permission of the instructor

(3: 3, 0) Spring

PRKM 230 PARK AND RECREATION INTERNSHIP I

This special studies course prepares students for advanced independent work through assignments given on an individual basis in a particular phase of the park, recreation, or physical education field. Assignments may be completed on or off campus.

Prerequisites: PRKM 100, PRKM 110, and PRKM 130 or permission of the instructor

(3: 3, 0)

PRKM 255 PARK AND RECREATION MAINTENANCE MANAGEMENT

Principles, techniques, procedures, material, and equipment used in the maintenance of recreational areas and facilities are covered.

Prerequisite: None

(3: 2, 3) Fall

PSYC 100 INTRODUCTORY PSYCHOLOGY I

This course introduces scientific approaches to the study of humans and other organisms, including: background, biological basis, development, perception, motivation, learning, states of consciousness, personality, abnormal behavior, and psychotherapy. (SS)

Prerequisite: None

(3: 3, 0)

PSYC 200 INTRODUCTORY PSYCHOLOGY II

A continuation of PSYC 100, Psychology II includes psychometrics, experimental methods, learning, cognitive processes, and classic and recent research.

Prerequisite: PSYC 100

(3: 3, 0)

PSYC 210 DEVELOPMENTAL PSYCHOLOGY

This course covers behavior during childhood, adolescence, and later life with emphasis on normal physical, intellectual, and social growth and development. Special attention is given to the sequential nature of development over the entire lifespan.

Prerequisite: PSYC 100

(3: 3, 0)

PSYC 220 SOCIAL PSYCHOLOGY

This course focuses on the social experience and pressure on the development of human personality and behavior. Topics include social perception, leadership, attitude formation and change, conformity, norms, group dynamics, and communication.

Prerequisite: PSYC 100 or SOCI 100

(3: 3, 0)

PSYC 230 ABNORMAL PSYCHOLOGY

This course offers a critical approach to models of the unhealthy vs. healthy personality. Particular attention is given to the following topics: historical and theoretical influences pertaining to mental disorders, the use and misuse of diagnostic labeling, and the assessment and treatment of abnormal personalities and conditions.

Prerequisite: PSYC 100

(3: 3, 0)

PSYC 290 INDEPENDENT STUDY IN PSYCHOLOGY

This independent study course is designed to permit individual students to pursue topics or projects approved by supervising faculty.

Prerequisites:

1. Completion of at least one semester's work in a degree program at SUNY Delhi.
2. A cumulative GPA of at least 2.00, unless there are extenuating circumstances.
3. At least 3 credit hours in one foundation course specific to the discipline, with the permission of the Dean of Liberal Arts and Sciences.
4. No more than 6 credit hours of independent study may be taken during any one semester, and no more than 15 credit hours of independent study may be applied toward an associate's degree. The total number of credit hours in independent study that may be applied toward a bachelor's degree depends on the specific bachelor's program.
5. The student and sponsoring faculty member will prepare and submit to the Dean of Liberal Arts and Sciences an Independent Study contract proposal for approval.

(1-4: 1-4, 0) or, if lab included, (2: 1, 3), (3: 2, 3), or (4: 3, 3) Offered on request

PSYC 300 ORGANIZATIONAL PSYCHOLOGY

This course is an analysis of methods and principles in the field of psychology that have been used to understand complex organizations. Topics include: organizational behavior; the individual and teambuilding; group dynamics; leadership; conflict and negotiation; and organizational systems, culture, and dynamics.

Prerequisite: PSYC 100 and one of the following: BUSI 343, BUSI 344, HOSP 205, or HOSP 210

(3: 3, 0)

REST 190 FOOD AND BEVERAGE COST CONTROL SYSTEMS

This course focuses on accounting principles applied to sales, food, beverage, and labor cost controls; payroll systems; structuring and interpretation of financial statements; depreciation of fixed assets; and typical management operation report preparation. EDP applications are also included.

Prerequisite: None
(3: 3, 0)

REST 280 RESTAURANT MANAGEMENT AND OPERATIONS LAB

This course is designed to give students a realistic understanding of how to operate a restaurant. Experience is provided in cooking food to order; service; managerial skills; training and supervising employees; purchasing food products; and managerial decision-making.

Prerequisites: HOSP 120 and HOSP 125
(6: 1, 14) Fall

REST 290 COMMERCIAL KITCHEN LAYOUT AND EQUIPMENT

Basic facts, principles, and learning experiences involved in planning a commercial kitchen are provided. Appropriate kitchen equipment selection and sequence of work and material flow are analyzed. Commercial interior design is examined. Application projects are completed.

Prerequisite: Second-year status
(3: 3, 0)

REST 310 CLASSICAL CUISINE

Appreciation for European and American cuisines is stimulated through discussions, projects, and hands-on cooking demonstrations. Students also learn the evolution of classical cuisine throughout history to the present.

Prerequisite: CULN 110, HOSP 120, or TRVL 180
(3: 3, 0)

RFAC 110 FUNDAMENTALS OF REFRIGERATION

This is an introductory course in basic refrigeration with an emphasis on equipment related to both commercial and domestic refrigeration systems. Topics covered include refrigeration principles, basic mathematics, trade tools, gas laws, pressure/temperature relationship, heat transfer, refrigerants, compression cycle, compressors, condensers, evaporators, metering devices, refrigeration oils, desiccants and driers, evacuation, and safe handling of refrigerants.

Prerequisite: None
(3: 3, 0) Fall

RFAC 120 FUNDAMENTALS OF REFRIGERATION LABORATORY

This course emphasizes the development of knowledge about and hands-on skills in working with refrigeration systems. Students construct a working refrigeration unit and develop knowledge about and skills in servicing, analyzing, problem solving, and pertinent safety practices in the operation of refrigeration systems.

Prerequisite: None
(4: 0, 12) Fall

RFAC 130 HVAC ELECTRICAL

Basic electricity for HVAC mechanics is taught, including DC circuits, AC circuits, wiring diagrams, schematics, single-phase motors, starting circuits, three-phase motors, and control circuits.

Prerequisite: None
(3: 3, 0) Fall

RFAC 140 COMMERCIAL REFRIGERATION PRINCIPLES

This introductory course emphasizes equipment related to commercial refrigeration systems. Topics covered include pressure/enthalpy diagrams, heat load, compressors, condensers, cooling towers, water treatment, water devices, evaporators, electric motors, defrost methods, meat cooling, beverage cooling, ice machines, ice cream dispensers, and bulk milk cooling.

Prerequisite: None
(3: 3, 0) Spring

RFAC 150 AIR CONDITIONING TROUBLESHOOTING

Air conditioning troubleshooting is stressed in this course, including: system piping, safety devices, psychrometrics, psychrometric calculator, air distribution, heat transfer, troubleshooting, computer usage, economizer systems, water source heat pumps, compressor replacement, and system evacuation.

Prerequisite: None
(3: 3, 0) Spring

RFAC 160 AIR CONDITIONING PRINCIPLES

This is a fundamental course in air conditioning systems operation. Topics covered include: moisture in air; electricity; safety practices; room air conditioners; air conditioning systems; low-voltage thermostats; residential air conditioning systems; heat pumps; controls; hydronics; blowers and fans; and air filters.

Prerequisite: None
(3: 3, 0) Spring

RFAC 170 REFRIGERATION AND AIR CONDITIONING SYSTEM OPERATION LABORATORY

This course focuses on the development of knowledge about and hands-on skills in the installation and servicing of a wide variety of air conditioning and commercial refrigeration equipment and systems. Pertinent safety practices are also covered. Students acquire in-depth experience in troubleshooting, analyzing, and repairing air conditioning and refrigeration equipment in the laboratory.

Prerequisite: None
(4: 0, 12) Spring

RFAC 180 HVAC SYSTEM CONTROLS

This is a course of study that deals with control systems for HVAC installations. Included in the course are direct digital control systems, pneumatic controls, programmable controls, and solid state motor controls. Classroom instruction will be supplemented with hands-on laboratory exercises designed to approximate "real world" controls.

Prerequisite: RFAC 130 or equivalent
(3: 2, 3) Fall

SCIE 110 SCIENCE IN A MODERN SOCIETY

Topics covered include a discussion of the nature of science, a detailed analysis of the scientific method to help students understand how and why people study science, a study of some major scientific experiments and discoveries including the work of recent Nobel Prize winners, a look at the applications and implications of science and technology, ethical considerations in the role and responsibility of the scientist, and the analysis of current issues in science. (NS)

Prerequisite: None
(3: 3, 0) Fall

SCIE 125 EXPLORING PHYSICAL SCIENCE APPLICATIONS

This course is an introduction to astronomy, meteorology, physics, electricity, and chemistry. Scientific topics are illustrated with present-day, real-world examples. This course is particularly suitable for non-science majors. (NS)

Prerequisite: None
(4: 3, 3)

SCIE 175 INTRODUCTION TO RESEARCH I

This course is the first of a two-semester sequence introducing students to laboratory techniques used in research. Students are also introduced to the critical aspects of laboratory safety, and become familiar with such apparatus as visible and UV spectrophotometers, optical polarimeters, lasers, and infrared spectrophotometers. Prerequisite: Regents Chemistry (3: 2, 3)

SCIE 180 INTRODUCTION TO RESEARCH II

This is the second course dealing with analytical research tools. The analytical tools examined in this course center around gas and liquid chromatography as well as associated techniques and equipment which supplement the use of these tools. Students are expected to design an investigative project, do the research, and complete a formal report including abstract, description of techniques, and interpretation of results. Prerequisite: Regents Chemistry (3: 2, 3)

SCIE 250 INDEPENDENT STUDY IN SCIENCE SCIE 255 SCIE 260 SCIE 265

These courses are for students who desire a more extensive knowledge in a specific area of science. Topics or projects selected must have prior approval from both the instructor involved and a student's academic advisor.

Prerequisite: Permission of the instructor (1: 1, 1), (2: 1, 3), (3: 1, 4), or (4: 1, 6) Offered on request

SOCI 100 INTRODUCTORY SOCIOLOGY

This course provides an introduction to the principles and methodology of contemporary sociology, with an emphasis on the major sociological issues confronting Western society. Areas examined in depth are role behavior, socialization, religion, race and prejudicial behavior, deviance, marriage and family relations, social change, the evolution of American institutions and values, and problems of life in mass society. (SS) Prerequisite: None (3: 3, 0)

SOCI 200 SOCIAL PROBLEMS

This course covers selected topics relative to salient social problems of contemporary Western society such as race relations, the urban community, social change, population, poverty, and the changing family. Prerequisite: SOCI 100 (3: 3, 0)

SOCI 210 THE SOCIOLOGY OF THE FAMILY

Students engage in the study of marriage and the family in contemporary Western society, with cross-cultural perspective as background. The emphasis is on current issues and problems pertaining to marriage and family in America. Topics dealt with are socialization and role behavior; courtship and premarital assumptions; personality; sexuality; liberation; social, religious, and economic influences; family roles and issues; social change; and forms of marital conflict and adjustment.

Prerequisite: SOCI 100 or PSYC 100 (3: 3, 0)

SOCI 290 INDEPENDENT STUDY IN SOCIOLOGY

This independent study course is designed to permit individual students to pursue topics or projects approved by supervising faculty.

Prerequisites:

1. Completion of at least one semester's work in a degree program at SUNY Delhi.
2. A cumulative GPA of at least 2.00, unless there are extenuating circumstances.
3. At least 3 credit hours in one foundation course specific to the discipline, with the permission of the Dean of Liberal Arts and Sciences.
4. No more than 6 credit hours of independent study may be taken during any one semester, and no more than 15 credit hours of independent study may be applied toward an associate's degree. The total number of credit hours in independent study that may be applied toward a bachelor's degree depends on the specific bachelor's program.
5. The student and sponsoring faculty member will prepare and submit to the Dean of Liberal Arts and Sciences an Independent Study contract proposal for approval. (1-4: 1-4, 0) or, if lab included, (2: 1, 3), (3: 2, 3), or (4: 3, 3) Offered on request

SOSC 100 FAMILY DEVELOPMENT I

This course teaches skills and competencies needed by human service workers to help families attain a healthy self-reliance, to understand their own needs, and how they can meet those needs using their own and the community's resources. This is the first half of the

classroom component for the comprehensive curriculum of the Family Development Credentialing Program.

Prerequisite: None

(3: 3, 0)

SOSC 101 FAMILY DEVELOPMENT II

This is the second half of the comprehensive curriculum of the Family Development Credentialing Program. This course teaches additional skills and competencies needed to help families attain a healthy self-reliance to understand their own needs and how they can meet those needs using their own and their community's resources.

Prerequisite: SOSC 100

(3: 3, 0)

SOSC 215 PROFESSIONAL INTERNSHIP EXPERIENCE

This work/study program exposes students to an actual workplace environment. Earned credit substitutes for elective course work and should be consistent with a student's academic program and career interests. Participating sponsors include on-campus College departments as well as a number of private and public sector employers in the local area and nationally. Approval from the student's academic advisor is required. Students must maintain a daily work log and write a paper at the conclusion of the program describing their learning experiences. When appropriate, students may also be required to complete relevant reading assignments.

Prerequisite: ENGL 100 or ENGL 200, 24 semester hours of course work with a minimum 2.50 GPA, and permission of the student's academic advisor.

(3: 0, 8 to 6: 0, 16) Offered on request

TRVL 170 TOURISM

This course examines factors of tourism—geographically, economically, and culturally—and how these factors influence the hospitality, leisure, travel, and recreational industries—interstate, intrastate, and internationally. Students learn how to utilize these factors to the benefit of the industry and community and to view tourism as a product.

Prerequisite: None

(3: 3, 0)

TRVL 175 DOMESTIC TRAVEL SALES AND DISTRIBUTION

This course provides an overview of the major functions, processes, and concepts utilized in the creation and servicing of the domestic travel experience. Topics covered include the reservation, ticketing, documentation practices, and sales policies for airlines, rental car companies, and hotel/lodging businesses. A major portion of the course focuses on the use of the airlines central reservation systems or global distribution systems. Ticketing procedures and practices will adhere to the standards of the Airline Reporting Corporation and the domestic airline industry at large. The course provides a fundamental working knowledge of fare construction and pricing for domestic travel products and services. At the completion of the course students will have an understanding of the components of the domestic travel itinerary and the products and services of the Domestic Independent Tour.

Prerequisite: None
(3: 3, 0) Spring

TRVL 180 BASIC FOODSERVICE FOR TRAVEL AND TOURISM

This is a survey course in basic food preparation, menu planning, service, and industry terminology. The course prepares students to work with foodservice concerns as they relate to travel and tourism.

Prerequisite: None
(3: 2, 3)

TRVL 185 TOURISM IN NEW YORK STATE

Students review New York State's diverse tourism opportunities. Topics include resorts, historical sites, sea and water destinations, mountain attractions, sports-recreational complexes, city attractions, and specialty offerings and festivals. Special consideration is given to developing and promoting single and group tourism by review of State, regional, and independent tourism promotions, tourism networks, associations and agencies, and multimedia advertising.

Prerequisite: None
(3: 3, 0)

TRVL 270 INTERNATIONAL TRAVEL SALES AND DISTRIBUTION

This course reviews the major products and processes for generating the International Travel Itinerary. Topics covered include reservation and sales procedures,

as well as ticketing and documentation practices for airlines, hotels, rental cars, tour packages, and cruise products as they relate to the international travel environment. Procedures and practices will adhere to the standards of the International Airlines Transport Association (IATA) and the Airline Reporting Corporation (ARC). The course provides a fundamental working knowledge of pricing and fare constructions for international travel products and services. TRVL 270 is the second of a two-semester sequence utilizing an airline Central Reservations System (CRS), Global Distribution System (GDS) as a pricing, sales, and distribution tool of the travel industry.

Prerequisite: TRVL 170 and TRVL 175
(3: 3, 0) Fall

TRVL 275 TRAVEL AND TOURISM PACKAGING

This course reviews the basic elements and functions required to design and develop tour and travel packages. The fundamental components of travel and tourism are used to create travel packages from the simple hotel/resort short-stay package to the complex tour operation all-inclusive travel package. The role of transportation, accommodations, food and beverage, and attractions are studied for their function within the total travel and tourism experience. The wholesaler-retailer concepts of travel and tourism are included as well as the price and profit concepts of travel packaging. The course also reviews the tour operator and travel retailer aspects of the travel industry.

Prerequisite: TRVL 270
(3: 3, 0) Spring

TRVL 310 GEOGRAPHY OF WORLD TRAVEL DESTINATIONS

This course differentiates between the major forms of classical geography: physical geography, political geography, and human geography. It substantiates the role of tourism and destination geography as a tool and information base for the travel and tourism industry. The basic concepts of physical, political, and human geography are utilized to analyze the touristic importance of a country or region. The primary focus is on those factors of touristic significance and their importance and interest to potential tourists and visitors.

Prerequisite: GEOG 100
(3: 3, 0)

TRVL 388 CONVENTION SERVICES MANAGEMENT

Students develop a better understanding of convention management and service by discussing the wide spectrum of the convention market, examining the individual needs of people who plan and are a part of the group function, and reviewing ways to service groups effectively. Special emphasis is placed on the convention services department and manager.

Prerequisite: Junior status
(3: 3, 0) Spring

TRVL 390 TRAVEL AGENCY MANAGEMENT AND OPERATIONS

This course provides students with specific, hands-on, operational experience within the environment of the modern travel agency. Experiential learning involves acquiring and applying knowledge of geography, climate, culture, attractions, and making travel agency management decisions. Students experience the complete sales cycle from the initial customer contact to invoicing and billing. Students are also exposed first-hand to the managerial and operational processes of today's travel business. Additional academic value includes the opportunity to develop good communication skills, sales and marketing management techniques, and acceptable business protocol and ethics. Prerequisites: TRVL 170, TRVL 270, and GEOG 180
(3: 1, 6)

TRVL 415 CORPORATE TRAVEL MANAGEMENT

This course will review the major processes, functions, tasks, and concepts utilized in managing the business-corporate travel industry market segment. The material will introduce students to the emerging profession of managing corporate travel. The course will also review the potential for multi-national corporations to become major consumers of travel and hospitality products and services. The creation and management of a corporate travel department will be a major focus of the course. The role of the corporate travel manager will be explored as well as the inter-relationships of the various travel industry segments. The financial management of corporate travel will be addressed as it relates to corporate savings, profitability, contracts, negotiations, automation, and distribution/purchasing systems.

Prerequisites: Junior status or permission of the instructor
(3: 3, 0)

TRVL 475 DESTINATION DEVELOPMENT AND MARKETING

This course provides students with a working knowledge of tourism development and destination marketing. Tourism development is approached as a component and part of the overall economic plan for a destination or geographic area. Course content focuses on the utilization of the destination marketing organization as an entity for developing and implementing a tourism development plan for a designated marketing area. The research, information, and guidelines for tourism development created by the United States Department of Commerce and the United States Economic Development Administration are included.

Prerequisites: HOSP 215, TRVL 170, and TRVL 275
(3: 3, 0)

TURF 110 SHARPENING AND GRINDING

This course consists of the study of the principles and practices of sharpening tools and equipment used in golf course operations. Special emphasis is placed on grinding and lapping cutting blades for mowing equipment.

Prerequisite: None
(3: 2, 3) Fall

TURF 120 TURF EQUIPMENT DIAGNOSIS

Students study on golf course equipment with an emphasis on the diagnosis and repair of malfunctioning equipment.

Prerequisite: None
(2: 1, 3) Fall

TURF 130 SHOP LAYOUT AND MANAGEMENT

Golf course equipment shop management, including OSHA regulations, placement of shop tools and equipment, shop maintenance, equipment inventory, and a buyer's guide file are covered in this course.

Prerequisite: None
(2: 1, 3) Fall

TURF 140 ADVANCED TURF EQUIPMENT DIAGNOSIS

A continuation of the study of golf course equipment is provided, with an emphasis on the diagnosis and repair of electrical and hydraulic problems.

Prerequisite: TURF 120
(2: 1, 3) Spring

TURF 150 ADVANCED GROUNDS EQUIPMENT

This course provides a continuation of the study of grounds equipment. Topics included are the use and maintenance of specialized grounds equipment and the operation, troubleshooting, and repair of diesel engines.

Prerequisite: HORT 150
(3: 2, 3) Spring

TURF 160 ADVANCED SHOP LAYOUT AND MANAGEMENT

A continuation of the study of golf course shop management systems, this course emphasizes shop records, parts and supplies inventories, and preventive maintenance.

Prerequisite: TURF 130
(3: 2, 3) Spring

TURF 180 INTRODUCTION TO GOLF COURSE OPERATIONS/ INTERNSHIP

This course introduces students to proper turf and golf course management techniques, including daily maintenance of turf areas, expectations while working on a golf course, and proper protocol. Students are also provided with a unique technical educational experience by combining theoretical and hands-on training. The course must be completed at a recognized internship site chosen by a faculty advisor and the student. Students must complete a minimum of 180 hours or 6 weeks at an internship site to satisfactorily complete this requirement.

Prerequisites: Full-time matriculated status in the Turf or Golf Course programs and a minimum 2.0 cumulative GPA
(3: 2, 0) Spring and summer

TURF 210 TURF MANAGEMENT

This is a course in the identification, characteristics, and uses of major turf grasses. The course also covers procedures for turf grass management, maintenance and protection through proper soil preparation, seeding, sodding, fertilization, liming, irrigation, mowing, and control of insects, diseases, and weeds.

Prerequisites: HORT 150, HORT 160, and permission of the instructor for non-majors
(3: 2, 3) Fall

TURF 230 WEEDS AND WEED CONTROL

Students learn the growth patterns and identification of important weed species, as well as biological, cultural, and chemical control methods.

Prerequisites: BIOL 210 and permission of the instructor for non-majors
(3: 2, 2) Fall

TURF 240 ADVANCED TURF MANAGEMENT PRACTICES

This is a supplemental course to TURF 210. Selected subjects from the earlier course, such as plant morphology, identification, and cultural practices are discussed on a more advanced level. Additional areas such as golf course management, athletic field management, business management of turf operations, and discussion of new technology in the field are also included.

Prerequisites: TURF 210 and permission of the instructor for non-majors
(2: 1, 3) Spring

TURF 260 IRRIGATION DESIGN/ INSTALLATION

This course introduces the basic concepts of irrigation as they relate to landscape and turf situations. Industry representatives will present the proper design and installation of sub-irrigation systems.

Prerequisites: LARC 110, TURF 210, and permission of the instructor for non-majors
(1: 1, 2) Spring

UNIV 100 FRESHMAN SEMINAR

This course mentors incoming freshmen to college life and academics. The smaller size and seminar design of the class allows for a flexible approach to each student's individual needs as they cope with the demands and freedoms of being on their own for the first time.

Prerequisite: None
(1: 1, 0)

UNIV 101 STUDENT SUCCESS

This course provides an opportunity for students to learn and adopt methods to promote their success in college. It presents concrete techniques and specific strategies for improving academic success skills, personal and social adjustment to the college community, and critical-and creative-thinking abilities. Students learn behaviors which lead to success, among which is taking personal responsibility for choices that allow them to be in control.

Prerequisite: None
(3: 3, 0)

VETS 115 MEDICAL MATHEMATICS FOR VETERINARY TECHNICIANS

This course is designed to present the broad spectrum of information commonly referred to as posology, which is defined as the study of dosage in the field of applied pharmacology. This broad spectrum ranges from basic mathematics, elementary algebra, measurements, drug orders, and dose calculations to other calculations. The goal of this course is that each student be confident and capable of calculating correct drug doses regardless of the physical form of the medication. Prerequisite: Enrollment in the Veterinary Science program (1: 1, 0)

VETS 120 INTRODUCTION TO VETERINARY SCIENCE

Students are introduced to the terminology and basic scientific concepts necessary for subsequent courses in the Veterinary Science program. Topics include the behavior, biology, and use of certain animal species in veterinary and laboratory animal sciences; pharmacology; diseases in animals; sanitation and contamination control; and the role of the technician in various types of professional practices. Prerequisite: None (3: 3, 0) Fall

VETS 130 INTRODUCTION TO ANIMAL CARE

This is a required basic course for all students in the Veterinary Science Technology program and is designed to give students "hands-on" experience prior to beginning the Veterinary Science Internship requirement (VETS 200). The laboratories emphasize the techniques and equipment which may be used for animal care and restraint and allow students to become comfortable handling various species. An introduction to veterinary nursing procedures which may be applied in a veterinary practice are also presented. Additional morning and afternoon hours are scheduled outside of class to provide required care of companion and farm animals housed at the College facilities. Lectures introduce students to faculty, staff, facilities, kennel and farm procedures, e-mail, library information systems, posology, nutrition, OSHA and radiation safety standards, study skills, and other topics as deemed necessary. Prerequisite: Enrollment in the Veterinary Science program or permission of the instructor (2: 1, 3)

VETS 140 ANIMAL ANATOMY AND PHYSIOLOGY

This course provides students in the Veterinary Science Technology program with a basic knowledge of the structural and functional characteristics of the animal body. Instruction is provided through a lecture and laboratory systemic study of the gross and microscopic anatomy and physiology of domestic animals. Lectures and laboratory exercises emphasize an understanding of and appreciation for the organized body and the relationship of its various parts including cells, tissues, organs, and body systems. Microscopic examination of histological slides and use of computer software are employed for the study of tissues and organs. Examination of skeletons, models, prosected canine and feline cadavers, and other preserved specimens is used to study gross anatomical structures. Comparative aspects of other species, including an introduction to avian and reptilian anatomy and physiology, are included. Lecture and laboratory discussions begin the development of and require an understanding and use of anatomical and medical terminology. Lectures and laboratories include discussion and utilization of relevant clinical topics and materials. This course provides the basis and foundation upon which all of the subsequent technical courses are built. Prerequisite: High school biology and chemistry and enrollment in the Veterinary Science program (4: 3, 3)

VETS 160 INTRODUCTORY RESEARCH ANIMAL TECHNOLOGY

The principles relating to the breeding and use of research animals are introduced. Humane care, ethics, and husbandry practices are also covered. Techniques involving clinical observation and bi methodology along with an introduction to asepsis and surgical technique are practiced in the laboratory. Prerequisites: VETS 120, VETS 130 (may also be taken concurrently), VETS 140, and enrollment in the Veterinary Science program or permission of the instructor Corequisite: VETS 130 (if not taken as a prerequisite) (4: 3, 3) Spring

VETS 171 PARASITOLOGY

This lecture, recitation, and laboratory course introduces students to the study of parasitology. The course covers life cycles, pathogenesis, identification, and control of the common parasites of domestic animals. Prerequisites: VETS 120 and VETS 140 or permission of the instructor. (3: 2, 3)

VETS 180 CLINICAL PHYSIOLOGY

This lecture course expands upon the basic principles of physiology presented in Animal Anatomy and Physiology (VETS 140) and acts as a bridge to subsequent courses. Selected clinical problems and diseases are presented to stimulate the student technician's understanding and application of physiological concepts. Prerequisites: VETS 120, VETS 130 (may also be taken concurrently), and VETS 140 or permission of the instructor Corequisite: VETS 130 (if not taken as a prerequisite) (2: 2, 0)

VETS 200 INTERNSHIP AND APPLIED SUPERVISORY EXPERIENCE

The internship portion of this course exposes students to the daily activities which may be encountered in a veterinary practice, animal research facility, or other allied animal health facility. A minimum of 120 hours of participation in a position relating to the veterinary technology field in a faculty-approved facility is required. Required attendance at least 8 hours of Continuing Education and participation in "public service" activities are included to emphasize the importance of these events to maintain technical skills and promote the role of veterinary technicians in the veterinary medical field. These activities also encourage students to communicate in a professional setting with graduate technicians, potential employers, and the public. The applied supervisory experience gives students practice acting in the role of a "supervisor," assisting students in the Introduction to Animal Care course with required care of the animals housed in the dog and cat wards of Farnsworth Hall and performing any required treatments prescribed by the attending veterinarian. Students evaluate the daily animal health, use records from the dog and cat wards, and transcribe pertinent clinical information to computerized files using a management software program. Prerequisites: VETS 120, VETS 130, VETS 140, VETS 160, VETS 171, VETS 180, and 2nd-year status in the Veterinary Science program or permission of the instructor (1: 0, 3)

VETS 205 CLINICAL LABORATORY TECHNIQUES (LECTURE)

This course deals with the examination of blood, urine, feces, exudates, and cells for diagnostic and prognostic purposes in veterinary practice. Lectures cover the theories on which the tests are based and the relevance of laboratory results to the evaluation of animal health.

Prerequisites: VETS 120, VETS 130, VETS 140, VETS 171, VETS 180, BIOL 230, and CHEM 120 or CHEM 180 or permission of the instructor

Corequisite: VETS 210 or permission of the instructor.
(3: 3, 0)

VETS 210 CLINICAL LABORATORY TECHNIQUES (LABORATORY)

This course deals with the skills necessary to provide veterinarians and researchers with accurate information on clinical laboratory specimens. These specimens include blood, plasma, cells, urine, and feces.

Prerequisites: VETS 120, VETS 130, VETS 140, VETS 171, VETS 180, BIOL 230, and CHEM 120 or CHEM 180 or permission of the instructor

Corequisite: VETS 205 or permission of the instructor.
(2: 0, 4)

VETS 211 HUMANE SOCIETY— PREVENTATIVE MEDICINE AND NURSING SKILLS

This is an elective practical experience course providing an additional opportunity to develop skills in the areas of preventative medicine and nursing, including safety, restraint, specimen collection, and laboratory and nursing procedures. The course is offered in cooperation with the Humane Society of Central Delaware County. Students must provide their own transportation. Pre-exposure rabies vaccinations are highly recommended.

Prerequisites: Completion of VETS 120, VETS 130, VETS 140, VETS 171, VETS 180 and VETS 210 with a grade of C+ or higher and/or permission of the instructor
(1: 0, 3)

VETS 220 APPLIED RESEARCH ANIMAL TECHNOLOGY

This is an elective lecture/laboratory course in advanced research animal techniques. Gnotobiotic methods, SPF facility operations, quality control pro-

cedures, experimental design, personnel and colony management, practical application of experimental methodology, computerized data analysis, and technical document preparation are among the topics presented.

Prerequisites: VETS 160 with a grade of C+ or higher, VETS 180, VETS 205, and VETS 210 or permission of the instructor (latter two courses may be taken concurrently)

Corequisites: VETS 205 and VETS 210 (if not taken as prerequisites)
(4: 3, 4) Fall

VETS 221 BREEDING COLONY MANAGEMENT

This course incorporates the concepts of genetics, breeding regimes, and husbandry covered in Introductory Research Animals Technology. Through a “hands-on” approach, students participate in a project to fill the needs of the Veterinary Science program for rats and guinea pigs. The class provides for students to learn the newest techniques in barrier husbandry, microchip identification, aseptic preparation of materials along with computerized records and tracking systems. Problem solving, forecasting needs, and planning for goals in raising and maintaining animals in the Specific Pathogen-Free Hygienic State are practiced.

Prerequisites: VETS 160 and permission of the instructor
(4: 3, 3) Spring

VETS 230 FARM ANIMAL NURSING

This lecture course familiarizes students with the practical aspects of veterinary nursing as they apply to farm animal species.

Prerequisites: VETS 120, VETS 130, VETS 140, VETS 171, VETS 180, and BIOL 230 or permission of the instructor.

Corequisite: VETS 235 or permission of the instructor
(3: 3, 0)

VETS 235 FARM ANIMAL NURSING LABORATORY

This course familiarizes students with proper handling and medication of farm animal species.

Prerequisites: VETS 120, VETS 130, VETS 140, VETS 171, VETS 180, and BIOL 230 or permission of the instructor

Corequisite: VETS 230 or permission of the instructor.
(1: 0, 3)

VETS 240 SURGICAL NURSING AND ANESTHESIA

This lecture and laboratory course presents anesthetic agents and monitoring, fluid therapy, aseptic technique, surgical assisting, and care of the surgical patient. The dog and cat are utilized in the laboratory to aid the student in acquiring anesthesia and surgical nursing skills.

Prerequisites: VETS 120, VETS 130, VETS 140, VETS 160, VETS 171, VETS 180, and BIOL 230 or permission of the instructor

(4: 3, 3)

VETS 241 ADVANCED SURGICAL NURSING TECHNIQUES

This elective course is designed to afford students the opportunity to enhance the skills and techniques learned in Surgical Nursing and Anesthesia (VETS 240).

Prerequisite: A grade of C+ or higher in VETS 240 or permission of the instructor.
(1: 0, 3)

VETS 245 RADIOGRAPHY

Radiographic evaluation of veterinary patients is an indispensable component in the diagnosis, monitoring, and prognosis of numerous animal diseases and injuries including various fractures of bones. Radiography is the recording on a special film of an image consisting of shadows formed by structures and objects in the path of the x-ray beam. This lecture and laboratory course prepares students to position animals for x-ray exposures of various parts of the body, process the exposed film in the dark room, and evaluate the results. The primary goal is to produce radiographs of diagnostic quality on the first attempt. The end product of these efforts, the radiograph, can be considered a piece of artwork in which the technician can take pride.

Topics covered in both lecture and laboratory include the physics of x-ray photon production, film response and processing, radiation safety, positioning and exposure of animals, radiographic technique evaluation, and use of contrast media.

The use of diagnostic ultrasonography in veterinary medicine has become widespread; many primary care veterinary practices are now equipped to perform this diagnostic procedure. The use of ultrasonography in conjunction with radiography provides excellent diagnostic imaging. Students in this course will learn the principles of ultrasonography and gains hands-on experience with the equipment involved.

Prerequisites: VETS 120, VETS 130, VETS 140, and VETS 180 or permission of the instructor.

(2: 1, 3)

VETS 250 VETERINARY CLINICAL MANAGEMENT

This is a business management course for Veterinary Science Technology students. It includes such topics as record keeping, time and stress management, receptionist duties and dealing with difficult clients, both clinical and personal finance, the human-animal bond, death and dying, career goals, résumé writing, and interviews. State and federal laws are also discussed regarding the veterinary profession, sexual harassment, Right to Know, O.S.H.A., prescription and O.T.C. drugs, and various other legal forms and paperwork necessary in dealing with employees, employers, and clients.

Prerequisites: VETS 120, VETS 130, VETS 140, and VETS 200 (may also be taken concurrently) or permission of the instructor

Corequisite: VETS 200 (if not taken as a prerequisite)

(3: 2;2) Spring

VETS 255 VETERINARY MEDICAL NURSING

This lecture course covers pharmacology, vaccination protocols, and common disease processes affecting companion animals.

Prerequisites: VETS 130, VETS 140, VETS 160, VETS 171, VETS 180, VETS 200 (may also be taken concurrently), BIOL 230, and CHEM 120 or CHEM 180 or permission of the instructor

Corequisite: VETS 200 (if not taken as a prerequisite)

(3: 3, 0) Spring

VETS 270 APPLIED CLINICAL NUTRITION

This is an elective course designed to introduce students to applied clinical nutrition. The course covers basic nutrition for both ruminant and simple stomach animals. Students learn how nutrition affects the animal patient and causes or impacts animal conditions. The laboratories and recitation periods are used to instruct students how to calculate animal nutrient requirements and feeding programs. Guest speakers from pet food companies and other nutritional professionals will be invited to address students.

Prerequisite: VETS 140

(3: 2, 2) Fall

VETS 280 APPLIED PRIMATOLOGY

This elective course provides an introduction to the biology, husbandry, and health care of non-human primates used in biomedical research. Students receive hands-on experience in catching and restraining monkeys, administering drugs and compounds, and collecting samples from them. The necessary skills in handling Old World monkeys in a laboratory setting are reviewed.

Prerequisites: Lab Animal option, VETS 130, VETS 160, and/or permission of the instructor

(2: 1.5, 2)

VETS 281 PRIMATOLOGY II

This elective course assumes that students have skills and knowledge gained from Applied Primatology and wish to build upon them by continuing to work with the monkeys in the Farnsworth Hall colony. Much of the time is spent in the colony working in the areas of husbandry, health care, environmental enrichment, promotion of psychological well being, and bio-methodology with lab monkeys in single-caging, pair-caging, and gang-caging situations. Record keeping, behavioral observations, literature reviews, and report writing are involved in this course.

Prerequisites: Lab Animal option, VETS 280 (may also be taken concurrently), and/or permission of the instructor

Corequisite: VETS 280 (if not taken as prerequisite)

(2: 1, 2)

VETS 290 SPECIAL PROBLEMS

Students learn through completion of a selected project. This elective course includes individualized study in veterinary science under supervision of a faculty member.

Prerequisite: Permission of the instructor

(1-3: 0, 0)

WDWK 110 BASIC WOODWORKING

This course prepares students to use the major power and hand tools in the woodworking shop. Topics covering safety rules, operation, and special care of each tool provide an understanding of the capabilities of woodworking machinery. Wood and materials as they relate to woodworking are also included.

Prerequisite: None

(3: 3, 0) Fall

WDWK 120 BASIC WOODWORKING LABORATORY

This course introduces students to the use of major power and hand tools in the woodworking shop. All safety rules and precautions are stressed for each tool. Basic and more complicated operations are practiced along with the use of jigs to help the accuracy and safety of these operations. Each student is guided through a small project using just hand tools and then a variety of power tool exercises. This not only expands the range of skills each student possesses, but also develops a true feel for wood as a material.

Prerequisite: None

Corequisite: WDWK 110

(4: 0, 12) Fall

WDWK 130 CABINET DESIGN AND JOINERY

This course introduces students to the fundamentals of furniture and cabinet design and investigates the various methods of joinery used in the construction of both. Laboratory time is utilized to provide hands-on experience in joinery design and construction. Students perform various drawing exercises designed to facilitate visualization of objects from different perspectives. They also draw and manufacture a range of different joints used in woodworking in the completion of different projects.

Prerequisite or Corequisite: WDWK 110

(3: 2, 3) Fall

WDWK 210 CABINET CONSTRUCTION THEORY

A wide range of topics are covered to expose students to methods and materials used in furniture and cabinet construction. Topics include design, drawing, joinery, abrasives, adhesives, coloring, and finishing. This course also guides students through estimating and record keeping in preparation for pricing their work.

Prerequisite: None

(3: 3, 0) Spring

WDWK 220 CABINET CONSTRUCTION LABORATORY

In conjunction with the theory of cabinetmaking, this course allows students to design and construct a personal cabinet project. Students are encouraged to test their personal skills and utilize the power tools available to produce a cabinet of professional quality.

Prerequisites or corequisites: WDWK 110 and WDWK 120

(4: 0, 12) Spring

WDWK 230 RESIDENTIAL MILLWORK

The more advanced areas of finish carpentry are studied. Practices of complicated interior trim, advanced stair construction and hand-rail systems, as well as a variety of other millwork applications, are covered. The course includes some laboratory exercises applying these skills.

Prerequisite: WDWK 110
(3: 2, 3) Spring

WELD 115 SHIELDED METAL ARC WELDING

This course provides technical understanding and manual training in welding safety, arc welding power sources and electrodes, and oxyfuel cutting/welding. Skills necessary to make quality shielded metal arc welds in all positions are developed.

Prerequisite: None
(4: 2, 6) Fall

WELD 125 GAS METAL/ GAS TUNGSTEN/ FLUX-CORED ARC WELDING I

This course provides students with technical understanding of the various inert gas processes. Training consists of proper machine set-up and the adjustment and production of quality welds on steel.

Prerequisite: None
(2: 1, 3) Fall

WELD 130 WELDING METALLURGY AND TESTING

This course conveys a basic understanding of metallurgy to allow students to become successful welders. Students study steel, the mechanical properties of metal, its structure, and the effect of heat on metals during the welding process. A variety of weld testing procedures are studied.

Prerequisite: None
(3: 3, 0) Fall

WELD 140 BLUEPRINT READING I

This course covers blueprint basics such as lines, views, sketching, units of measurements, limits and tolerances, use and types of threaded fasteners, finish marks, and special dimensioning features. In addition, welding print formats and the types of fabrication prints are presented.

Prerequisite: None
(3: 3, 0) Fall

WELD 145 BLUEPRINT READING II

This course is a continuation of WELD 140. Students study fabrication blueprints, welding symbols, weld testing symbols, structural steel shapes, welded projects, and welding specifications.

Prerequisite: WELD 140
(2: 2, 0) Spring

WELD 155 SHIELDED METAL/ FLUX-CORED ARC WELDING

This course provides advanced training in techniques and theory necessary to the production of quality multi-pass groove and fillet welds using the shielded metal and flux-cored welding process in all positions.

Prerequisite: WELD 115
(2: 1, 3) Spring

WELD 165 GAS METAL/ GAS TUNGSTEN/ FLUX-CORED ARC WELDING II

This course covers equipment set-up, metal processes, transfers, and shielding gases. It provides training and education for the development of skills that are necessary to produce quality welds on steel and aluminum in all positions.

Prerequisite: WELD 125
(4: 2, 6) Spring

WELD 170 WELDER'S QUALIFICATIONS AND INSPECTION

This course provides instruction in the proper use of AWS/ASME pre-qualified procedures. Detailed steps involved in qualifying welding procedures and welder performance are emphasized. Destructive and non-destructive testing capabilities, techniques, and equipment are explained and demonstrated.

Prerequisite: WELD 125
(2: 2, 0) Spring

WELD 190 WELDING SHOP MANAGEMENT

This course provides instruction in the physical layout, set-up, financing, and function of a small welding fabrication facility. Sound business management principles and practices such as advertising, credit, and collection are covered. Other topics include the day-to-day managerial and engineering decisions aimed at cost-efficient layout and production of sheet-metal and structural weldments.

Prerequisite: None
(2: 2, 0) Spring

WELD 225 GAS METAL/ GAS TUNGSTEN/ FLUX-CORED ARC WELDING III

This is an advanced welding course that focuses on the production of quality welds on carbon steel, aluminum, and stainless steel through additional theory and advanced laboratory exercises.

Prerequisite: WELD 165
(4: 2, 6) Fall

WELD 235 INDUSTRIAL/ ORNAMENTAL FABRICATION

This course provides students with an understanding of the types of weld joints in plate steel and steel pipe. Practical layout, fit up, and joining are emphasized. A combination of welding processes are used for the fabrication exercises.

Prerequisite: WELD 165
(2: 1, 3) Fall

WELD 245 METAL SCULPTURE STUDIO I

This is a studio and lecture course designed to facilitate and explore the many fabrication techniques and tools involved in creating welded metal sculpture. The emphasis is on exploration and innovation using the tools and materials of the welding media.

Prerequisite: WELD 225
(4: 2, 6)

WELD 265 GAS METAL/ GAS TUNGSTEN/ FLUX-CORED ARC WELDING IV

This advanced course is designed to develop the skills necessary using inert gas processes for stainless steels and non-ferrous metals used in the food and pharmaceutical industries. Theory and practical projects cover welding of piping and tubing of major alloys of varying thicknesses.

Prerequisite: WELD 225
(4: 2, 6) Spring

WELD 275 INDUSTRIAL/ ORNAMENTAL FABRICATION II

This course develops understanding and problem-solving skills necessary to complete advanced metal fabrication projects. Students are provided guided and independent practice through design and production of group/individual projects.

Prerequisite: WELD 235
(2: 1, 3) Spring

**WELD 285 METAL
SCULPTURE
STUDIO II**

This is a studio course consisting of exercises and lectures in the application of advanced welding skills towards self-expression and creativity in welded metal sculpture. Student will be expected to design and develop a portfolio.

Prerequisite: WELD 245

(4: 2, 6)

**WELD 295 WELDING
CERTIFICATION**

This advanced course provides students with a thorough technical understanding of manual techniques to produce quality multi-pass groove welds in all positions. Destructive and non-destructive weld testing is performed in accordance with AWS, ASME, and NYSDOT codes. X-ray certification may be obtained by students in the course.

Prerequisite: WELD 225

(2: 1, 3) Spring

ACADEMIC POLICIES

Articulation Agreements
Academic Policies

Articulation Agreements

Two-year students enrolled at Delhi who plan to transfer to a four-year institution after graduation should consult with their academic advisor early to design an

academic program that will satisfy the admission requirements of their selected upper-division college. Students who are interested in transferring under one of the

articulation agreements listed below should consult with the campus transfer advisor for the current minimum prerequisites.

<u>Granting Institution</u>	<u>Program and Degree</u>	<u>Delhi Program of Study</u>
Clarkson University	4-year bachelor's degree, School of Management	A.A.S. in Accounting, Business Administration, Marketing, or Information Systems Management A.S. in Business
Cornell University	4-year bachelor's degree, College of Agriculture and Life Sciences	Any A.A., A.S., or A.A.S. degree program that meets College of Agriculture and Life Sciences prerequisites, usually Liberal Arts, Individual Studies, Veterinary Science, or Plant Science.
Dowling College	4-year bachelor's degree (numerous)	A.A., A.S., or A.A.S. degree program
Excelsior University	Delhi is part of the Excelsior University (formerly Regents College) network. Excelsior University is a fully accredited, non-traditional baccalaureate program offered by the State University of New York. Some members of Delhi's faculty are trained to assist students in pursuit of both Bachelor of Science and Bachelor of Arts degrees in Business, Liberal Studies, Nursing, or Technologies. Designed for self-motivated learners, Excelsior University offers an educational option that meets the needs of many individuals.	
Hartwick College	4-year bachelor's degree in Nursing 4-year bachelor's degree (numerous)	A.A.S. in Nursing A.A., A.S., or A.A.S. degree program
Mercy College	4-year bachelor's degree in Veterinary Science	A.A.S. in Veterinary Science
Molloy College	4-year bachelor's degree in Nursing	A.A.S. in Nursing
New York Institute of Technology	4-year bachelor's degree in Architectural Technology	A.A.S. in Architectural Technology
State University at Albany	4-year bachelor's degree, School of Business, in Business Education, Public Affairs	A.A.S. in parallel programs in Business A.A. or A.S. in Liberal Arts A.S. in Business Administration
State University College at Brockport	4-year bachelor's degree in Recreation and Leisure Studies	A.A. or A.S. in Liberal Arts A.A.S. in Park and Recreation Management
State University College at Canton	2-year A.A.S. degree in Criminal Justice	Individual Studies
State University College at Cobleskill	4-year bachelor's degree (Bachelor of Technology) in Agricultural Business, Agricultural Science	A.A.S. in Veterinary Science
State University College at Cortland	4-year bachelor's degree in Physical Education	A.A.S. in Park and Recreation Management

State University College of Environmental Science and Forestry	2-year A.A.S. degree in Forest Technology (Wanakena Campus)	A.A.S. in Park and Recreation, Pre-Environmental Science option
	4-year bachelor's degree in Environmental and Forest Biology, Chemistry, Resource Management (Forestry), dual option in Forestry and Biology, Forest Engineering, Environmental Studies, Landscape Architecture, Wood Products Engineering.	A.A.S. in Landscape Architectural Technology A.A.S. in Construction Technology
State University College at Fredonia	4-year bachelor's degree* Biological Sciences, Accounting, Management, English, Mathematics, Chemistry, Physics, Psychology. *For a complete list contact SUNY Fredonia.	A.A. or A.S. in Liberal Arts A.A.S. in Business A.S. in Business Administration
State University College at Oneonta	Bachelor's degree in parallel programs including Mathematics, Political Science, English, U.S. History, Biology, Psychology, Chemistry, Sociology, Physics, Business Economics, Anthropology.	A.A. or A.S. in Liberal Arts A.A.S. in parallel programs including Accounting, Business Administration, or Marketing
State University College at Oswego	4-year bachelor's degree in parallel programs including Business Administration, Marketing, Biology, Industrial Arts, Accounting, Education	A.A.S. in Business Administration, Accounting, or Marketing A.A. or A.S. in Liberal Arts
State University College at Plattsburgh	4-year bachelor's degree in Environmental Science	A.A.S. degree in parallel programs A.A. or A.S. in Liberal Arts A.S. in Computer Information Systems
State University College at Potsdam	Bachelor's degree in parallel programs including Biological Sciences, Computer Information Systems, Education	A.A.S. degree in parallel programs A.A. or A.S. in Liberal Arts A.S. in Computer Information Systems
State University College of Technology at Utica/Rome	4-year Bachelor of Technology in Engineering Technology 4-year bachelor's degree in Nursing	A.A.S. in Engineering Technologies programs A.A.S. in Nursing
State University Health Science Center at Syracuse	Bachelor's degrees of varying year lengths: Cardiovascular Perfusion, Cytotechnology, Medical Technology, Physical Therapy (MPS also), Respiratory Care, Cardiorespiratory Sciences	A.S. in Mathematics/Science
Syracuse University College of Nursing	4-year bachelor's degree in Nursing	A.A.S. in Nursing

Academic Policies

What follows is a partial listing of academic policies at Delhi College. Students are encouraged to see their academic advisors with any questions regarding academic policy.

Academic Advisors

Each student attending the College is assigned to an academic staff or faculty member for the purpose of academic advising. These individuals are familiar with the student's academic program and are also aware of support systems available to help the student fulfill his or her academic needs. Together, the academic advisor and the student plan the student's program of study at the pre-registrations in the fall and spring. Students are required to see their assigned advisors early in the fall and maintain communication with them during their attendance at the College.

Students are encouraged to discuss with their instructors any academic difficulties within the first four weeks of each semester. Such discussion often alerts students to their problems and improves their habits of study.

Students entering the College are given a Student Record Worksheet for the program in which they have enrolled. Those documents and this catalog state the general and special requirements for a degree in that curriculum and are designed to help students keep a constant check on their progress toward the degree. It is important to note that the final responsibility for selecting courses which will satisfy degree requirements rests solely with the student.

Academic Computing

Academic computing is a privilege, not a right. Users must respect the equipment and the convenience of other users. It is unethical to attempt to overload any system, to attempt to violate the privacy of another user's files, or to copy copyrighted material. All users are expected to follow the rules posted in the computer laboratory. Violations of proper use regulations governing academic computing can result in penalties, including a reprimand or expulsion.

Academic Honesty

The College assumes that teaching and learning take place only in an atmosphere of intellectual honesty. As teachers and students have come together for the mutually agreed upon purposes of teaching and learning, the College expects that each approaches the classroom experience with the intention of open and honest intellectual pursuit. As part of the process, teachers shall clearly describe at the outset the means of evaluating students in this pursuit and students shall, in these evaluations, give an honest accounting of their growth and development. Cheating (including plagiarizing) on quizzes, examinations, or assignments will be met with penalties ranging in severity from a grade of zero for the work involved to a grade of F for the course and possible suspension from the College.

Academic Performance— Dismissal

Student academic performance is evaluated by the Scholastic Standing Committee. This evaluation is used to determine a student's eligibility to continue at the College.

At the end of each semester, the records of all students will be reviewed. Students who fail to make satisfactory progress will be dismissed from the College. Any student whose GPA falls below 2.00 will be either placed on probation or dismissed from the College. It is not necessary that a student be on probation before being dismissed.

Procedure for Appealing Academic Dismissal:

1. The student needs to contact the Scholastic Standing Committee, in care of the Office of Records and Registration, in writing, by the required date.
2. The Scholastic Standing Committee members, in consultation with division faculty, will review the student's written appeal. Based on the information received, an appeal will be denied or accepted. In the event of a tie vote, the appeal will be denied.

During the appeal process, the following factors can be considered when determining whether a matriculated student is eligible to continue at the College:

- Cumulative grade point average.
- Grade point average for the most recent semester(s).
- Unsatisfactory grades in courses required by the program for which the student is registered.
- The number of credit hours of work completed.
- Satisfactory completion of the individual's academic probation program contract.
- A circumstance outside of the control of the student—illness or accident, serious illness or death of an immediate relative—which may be reasonably assumed to have adversely affected a student's performance to a significant degree and which, if ignored, would create an injustice.
- Evidence furnished by the division faculty that the student was rapidly recovering from a poor start and shows the motivation and capacity to catch up.
- Grounds for petition by the division (other than previously cited) on behalf of a student whose GPA is within a few points of the required minimum should be more than just the fact that the student's GPA is close to the minimum.
- The student's attendance record shall be a pertinent factor.
- In the interest of more equitable treatment of the students, all aspects of an individual case should be explored by the division faculty before a petition is submitted. Facts brought to light after the Committee has acted often places the responsibility on an administrator to alter, in some degree, the decision of the Committee. The need for such action should be minimized, if not avoided completely.
- If a student has had ongoing discussions during the semester with a member of the academic or professional staff regarding a dramatic change in program, the staff member

may intervene on behalf of the student. An appeal is subject to acceptance by the new department chair or division dean based on the new program's requirements.

- If the committee determines that a student should not be dismissed, he/she will be placed on the Override Probation list; this student shall be required to achieve a term GPA of 2.0 at the end of the next semester to avoid being dismissed. In succeeding semesters, the cut-off cumulative GPA for all regular students will apply.

During the appeal process, the following factors should not be considered when determining whether a matriculated student is eligible to continue at the College:

- The student carried more than the recommended number of credits.
- The student was involved in too many extra-curricular activities (including varsity sports). This is a counseling responsibility of the divisions. If a student must have employment to remain in college, his/her work load should be adjusted to meet his/her condition.
- Housing conditions are inappropriate for study. Taking into account that study conditions are generally similar for the whole student body, only intolerable conditions known to the College are grounds for appeal.

The student will be notified, in writing, of the Scholastic Standing Committee's decision by the Vice President for Academic Programs and Services.

Appropriate campus offices will be notified of the Scholastic Standing Committee's decision by the Office of the Vice President for Academic Programs and Services.

Course schedules of academically dismissed students will be removed from the database. Students whose appeals are accepted by the Scholastic Standing Committee must work with their academic advisors, department chairs, or division deans to plan a new schedule for the coming semester.

If a student wishes to appeal the decision of the Scholastic Standing Committee, the student may contact the Vice President for Academic Programs and Services.

If a student appeals the decision of the Scholastic Standing Committee, the Vice President for Academic Programs

and Services, acting as an impartial arbitrator, renders the final decision in writing to the student and to the dean of the appropriate division. There is no further appeal beyond this step.

If an appeal is granted, the student will be placed on probation; this student shall be required to achieve a minimum term GPA of 2.0 at the end of the next semester to avoid being dismissed. In succeeding semesters, the cut-off cumulative GPAs for all regular students will apply.

The required minimum GPA to avoid dismissal is based on GPA hours:

GPA Hours	Dismissal Below Cumulative GPA of
0 - 18.5	1.00
19 - 30.5	1.25
31 - 40.5	1.50
41 - 48.5	1.75
49.0 or more	2.00

Note: GPA hours include all courses that have been taken for academic credit that have not been excluded from the GPA (such as developmental courses). GPA hours do not include courses from which the student has withdrawn.

Academic Performance— Probation

When the cumulative GPA falls below 2.00, a student loses good standing and will be placed under signed contract with the academic advisor in the Academic Probation Program, which may include but not be limited to:

An academic load not to exceed 15 credit hours for students with a GPA of less than 2.00 and greater than 1.50.

An academic load not to exceed 12 credit hours for students with a GPA below 1.50.

Enrollment, when appropriate, in developmental/study skills courses and/or workshops and/or tutoring, in consultation with the Academic Services staff.

Monthly meetings with an academic advisor.

A minimum of 90% class attendance in the following semester.

A scheduled meeting with the advisor to review grades and classroom attendance.

Attendance at academic group meetings as established by the academic division.

Students will remain in the Academic Probation Program, even if they change programs, until their cumulative GPA reaches 2.00 or above, at which time their good standing will be re-established. Students who fail to comply with contract obligations may be subject to dismissal.

Assessment Placement Testing

Placement testing is mandatory for all entering, matriculating students who do not meet the exemption criteria. Students may be exempt from the mandatory placement testing if they can show they have met one of the following criteria: a "C" or better in college-level English and math; an Advanced Placement score of 3 or better in English and math; or ASSET/COMPASS scores from another institution.

Placement into a developmental course is mandatory if the test results are below the cut-off scores with the following clarifications:

If math and/or a communications course is required for certificate and/or A.O.S students, mandatory placement will be determined by the ASSET/COMPASS scores and a review of the student's academic history. If reading placement is determined to be at a developmental level, instruction is mandatory and may be provided through professional assistance, a reading skills component within the content area, or a formal course offering.

There will be a campus designee who will decide and advise the student on course placement waivers. The waiver will commit the student to assuming full responsibility for his/her decision.

Attendance Policy

Each faculty member will determine his/her attendance policy, which must be fair and equitable. Excessive absences will not result in a student being withdrawn from the course by the instructor, but a student may receive a failing grade based on attendance.

Students will not be penalized for absences due to religious holidays. It is the responsibility of each student to notify his or her instructors, in advance, that they will be missing classes because of religious beliefs. Make-up work, including exams

and quizzes, should be provided in accordance with State Education Law Section 224A.3, which states: "It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirement which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student each equivalent opportunity."

Faculty will not lock tardy students out of class, but faculty may equate two or more instances of tardiness to an absence. Habitual lateness that significantly disrupts the learning process may result in a student being withdrawn from class by the instructor.

If a student perceives that the attendance policy is not carried out in a fair and equitable manner, the student should follow the section of academic policy which deals with redress of student complaints.

At the first meeting of the semester for each course, the instructor will provide all enrolled students with a copy of the "Course Information for Students" document which will include a clear statement of the attendance policy for the course. This document will be a binding agreement between the student and instructor.

The instructor, regardless of his or her attendance policy, will keep a record of attendance of all students enrolled in the class.

Auditing Courses

Students wishing to audit a course must gain approval from the chair of their department or dean of the division and from the instructor of the course to be audited.

Other individuals may audit credit courses without charge on a first-come, first-served, space-available basis as determined by the instructor and the chair of the department or dean of the division offering the course. In most cases, course prerequisites are to be met.

Course auditors shall attend without credit, without formal recognition, and without being required to meet course requirements.

Non-credit, income-reimbursable courses may not be audited.

Confirmation of Meeting Requirements for Graduation

The Scholastic Standing Committee is the mechanism through which the faculty confirm graduates, academic dismissals, and academic standing at the end of each semester.

The Chancellor presents all recommendations for candidates for degrees at state-operated units of the University to the Board of Trustees for approval.

Changes of Curriculum

Any curriculum change, such as change of major or division, should be undertaken only after seeking the advice of the division dean, department chair, academic advisor, or career counselor. Some changes may result in postponing graduation due to new division prerequisites and core courses. Changes into some curricula are only undertaken with prior approval of the department chair or division dean.

The Change of Curriculum form must be completed by all parties before the change goes into effect.

Credit by Examination

The campus policies and procedures regarding credit by examination (including challenge exams, College Level Entrance Program (CLEP), and advanced placement or credit for college-level courses taken in secondary school) were developed in accordance with the guidelines provided in Item No. 168 of the SUNY Policy Handbook and the Memorandum to Presidents, 76-11. Detailed information is available through the academic division offices.

Credit by High School Articulation

Students may apply for and be awarded credit through approved secondary school/Delhi College articulated agreements.

The maximum number of credits awarded through credit by articulation is 15.

Credit awarded through prior experience is not used in the calculation of the GPA.

A student must complete 12 or more credits at Delhi College with a minimum GPA of 2.0 before articulated credit is posted on the transcript utilizing the special grade of AH (Articulation - High School).

Continuing Education Units

The Center for Continuing Education and Corporate Services (CCECS) coordinates the campus's non-credit programs. These programs include customized corporate service programs, problem-solving and consulting services, professional and personal development programs, on-the-job skills upgrading, non-credit courses and seminars developed from the academic programs, conference planning and housing services, and enrichment programs. For additional information regarding Continuing Education Units (CEUs), contact the Center for Continuing Education and Corporate Services.

Course Load

Each student who attempts at least 12 semester hours of work is considered a full-time student at the College; a part-time student is one taking 11 semester hours or less.

Full-time students who plan to graduate in two years and are enrolled in two 15-week semesters normally carry a minimum of 15 semester hours of academic work per semester. A student in good standing may register for up to the maximum number of credits allowed by his/her program per semester.

When registering for classes, students should keep in mind that one semester hour of credit normally requires at least three hours of study per week.

Course Withdrawal

A student may withdraw from any course if the following conditions are met:

- The student has not twice withdrawn (or been withdrawn) from the course.
- The full-time student's current semester load does not fall below 12 credit hours. The department chair's or division dean's written approval is needed for a full-time student to drop below 12 credit hours.
- Withdrawal is accomplished prior to the end of the business day on the last day of the 10th week of classes. Prior to the end of the business day on the last day of the 10th week, at the discretion of and with written permission from the instructor, any student who has a 90 percent or higher attendance rate and who has consistently demonstrated an effort and interest in the course may be allowed to withdraw up to the last day of the 13th week.

d. The student has consulted with and obtained signatures from the advisor, the course instructor, and the department chair or division dean.

A grade of W shall be given for course withdrawals which meet the above conditions. A grade of F shall be given for all course withdrawals not meeting these conditions.

Dual Degrees

Pursuant to the guidelines of the State University Memorandum to Presidents, 86-2, the following guidelines will apply to all students desiring to qualify for a second associate's degree from the College:

Entering students who are seeking competencies in two different areas will be given consideration for admission. The Dean of Enrollment Services will review letters of application for a second degree program. Dual degree programs for currently enrolled students will be formulated by the department chairs or division deans involved and submitted to the College Registrar for approval.

A maximum of 50% of the credits required for the second degree may be transferred internally or from another institution and applied to the second degree. If the dual degree is being earned consecutively, the student's academic status will be computed from the new course work completed in the second degree program. If the dual degree is being earned concurrently, the student's academic status will be computed on a cumulative basis.

A concentration in a second field must be completed in a time span greater than required for one degree (generally an additional year of study).

In addition to transfer credit awarded, at least 30 hours must be completed in courses directly administered and controlled by this College.

When a student meets the requirements of more than one option or major within a single degree area, a single degree will be awarded, rather than two separate degrees. Example: Business Administration and Accounting are in the same primary curriculum area (Business), so two degrees would not be issued for this combination. However, Business Administration or Accounting and Building Construction would qualify for a dual degree.

Education Law 224-a

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he or she is unable, because of his or her religious beliefs, to register or attend classes or to participate in any examination, study, or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study, or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If registration, classes, examinations, study, or work requirements are held on Friday after 4 o'clock post meridian or on Saturday, similar or makeup classes, examinations, study, or work requirements shall be made available on other days, where it is possible and practical to do so. No special fees shall be charged to the student for these classes, examinations, study, or work requirements held on other days.
5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.
- 6a. Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his

or her rights under this section.

- 6b. It shall be the responsibility of the administrative officials of each institution of higher education to give written notice to students of their rights under this section, informing them that each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to such student such equivalent opportunity.
7. As used in this section, the term "institution of higher education" shall mean any institution of higher education, recognized and approved by the regents of the University of the State of New York, which provides a course of study leading to the granting of a post-secondary degree or diploma. Such term shall not include any institution which is operated, supervised, or controlled by a church or by a religious or denominational organization whose educational programs are principally designed for the purpose of training ministers or other religious functionaries or for the purpose of propagating religious doctrines. As used in this section, the term "religious belief" shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not disqualified for tax exemption under section 501 of the United States code.

Electives

Electives are those courses taken by students which support the objectives of their general education or which round out curricular requirements. Students have full or limited control over choice of elective based on the following:

- Restricted Elective—Students choose an elective from a limited group of courses specified in the catalog description of the curriculum.
- Unrestricted Elective—An unrestricted elective is any course found in the Delhi College Catalog or accepted in transfer from another college. An unrestricted elective, when included in a curriculum, is required only when needed to bring the total of credits earned toward graduation to a minimum of 60 semester hours.

- Arts and Science Elective—Students choose an elective from the areas of social science, math/science, and/or humanities.
- Technical Elective—Students choose an elective from a limited group of technology courses specified in the catalog description of the curriculum.

Examinations

Definition: For the purpose of the following policy clarification, a final exam shall be defined as any exam that carries more weight in determining a course grade than any other exam in the course or that is comprehensive over at least half of the semester's work; a final exam is not necessarily a comprehensive exam. A unit exam is any exam that is not a final exam; it is any exam that carries no more weight than some other exam in the course and that is not comprehensive.

Programs responsible for the instruction of students in courses may determine if student exemptions are to be allowed for the final examination.

Time of administration: Final examinations are to be administered during the period specified by the College Registrar in the Final Examination Schedule, or by the faculty member, if no such exam schedule is established.

Weight of examination: The weight of the final examination in determining a final grade is discretionary with the instructor. The relative weight should be communicated to students in the "Course Information" document.

The Family Educational Rights and Privacy Act of 1974 (FERPA)

College policy protects the rights of privacy and access regarding the student's educational records as articulated in the Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the Buckley Amendment. Unless directed by the courts, or it is determined a school official has "a need to know," information other than "Directory Information" is not released without written consent of the student. Directory information is determined to be the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and other similar information. Students who wish this information re-

stricted must inform the Office of Records and Registration in writing. For more information, contact the Office of Records and Registration.

Good Standing

A GPA of 2.00 or more is required for graduation from any degree or certificate program. Any GPA less than 2.00 indicates that the student is performing at a level below that required for graduation.

Grading System

Grade Point Average

Grade Point Average (GPA) is used to determine a student's academic status and eligibility for graduation. This is determined by assigning Quality Points (QPs) to each letter grade. A four-point system is used which assigns the following QPs to letter grades:

Grades	Grade Points Per Credit Hour
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

These quality points are then multiplied by the individual's course credit hours to produce Total Quality Points. The Total Quality Points are totaled and then divided by the total attempted credit hours to produce the GPA. Therefore, the following grades received by a student on his/her semester report would result in the following calculated GPA:

HOW TO DETERMINE QUALITY POINTS

Course	Letter Grade	Credit Hours	QP	Quality Points
ENGL 100	B	3	x 3.0	= 9.0
MATH 115	A	4	x 4.0	= 16.0
HUMN 100	C+	3	x 2.33	= 6.99
CHEM 150	F	4	x 0.0	= 0.0
CITA 110	C	3	x 2.0	= 6.0

Total Credit Hours = 17
Total Quality Points = 37.99

Grades for Developmental Courses

Credits earned in developmental courses cannot be used to satisfy degree, certificate, and/or graduation requirements, nor can they be used to calculate the final GPA. They will, however, be recorded on the transcript.

Midterm Grades

In order to counsel students effectively in academic matters, it is essential that instructors' estimates of progress be available. Estimates of performance are standard procedure at the College utilizing midterm grades. Faculty will report midterm grades by Wednesday of the seventh week of classes, so that students receive this report (through their advisors), including their semester GPA, no later than the Monday of the eighth week of classes. Directions, forms, and due dates will be furnished by the Office of Records and Registration.

Special Grades

W—Withdrawn

Definition: A voluntary relinquishment of one's enrollment in a course.

Intent of Policy: This policy places the ultimate responsibility for the decision to drop a course with the student. The role of the instructor and the advisor is to challenge, advise, and discuss long-range implications of the decision. The instructor does not have the "right" to refuse to sign a student's withdrawal form without cause, up to and including the last day for course withdrawal. If, however, it were proven that a student had plagiarized an assignment, cheated, or engaged in disruptive behavior, then the instructor would be justified in refusing to sign a withdrawal form for the student. For full-time students, withdrawals which result in the student's course load falling below 12 hours shall have the approval of the department chair or the division dean.

GPA = Total Quality Points/Total Credit Hours
GPA = 37.99/17 = 2.23

A student must achieve at least a GPA of 2.00 to graduate. Students whose GPA is below the acceptable minimum for GPA hours may be subject to probation or dismissal.

Computations: A grade of *W* is equatable to no credit hours attempted and no honor points earned. In other words, a course in which a *W* is recorded is not computed in the GPA.

WI—Withdrawn by Instructor

A grade of *WI* is given to a student who is withdrawn from a course by an instructor. A grade of *WI* is equatable to no credit hours attempted and no honor points earned. In other words, a course in which a *WI* is recorded is not computed in the GPA. A student withdrawn from a course after the withdrawal date will receive a grade of *F*.

WP—Withdrawn Passing

A grade of *WP* is given to a student who withdraws from college after midterm while doing satisfactory work. For courses which meet for less than one semester, midterm is defined as the midpoint of the course. A grade of *WP* is equatable to no credit hours attempted and no honor points earned. In other words, a course in which a *WP* is recorded is not computed in the GPA.

WF—Withdrawn Failing

A grade of *WF* is given to a student doing unsatisfactory work and who withdraws from college after midterm. For courses which meet for less than one semester, midterm is defined as the midpoint of the course. A grade of *WF* is equatable to no credit hours attempted and no honor points earned. In other words, a course in which a *WF* is recorded is not computed in the GPA.

P—Pass

A grade of *P* is given to a student who satisfactorily completes all of the requirements of a course. Credit will be given for the course, but no quality points will be awarded. In other words, a course in which a *P* is recorded is not computed in the GPA.

NP—Not Pass

A grade of *NP* is given to a student who does not satisfactorily complete the requirements of a course. No credit will be given for the course, and no quality points will be awarded.

IN—Incomplete

This designation indicates the temporary withholding of a grade. It may be used in cases where, due to no fault of the student, a final grade cannot be submitted on the due date. The grade of *IN* must be changed to a letter grade within 20 calen-

dar days from the end-of-term date for a given academic term. Failure to submit a change of grade by this time will result in the *Incomplete* becoming an *F* grade. Implicit is the understanding that the instructor and the student have reached an agreement, in writing, of the nature of the course work which the student will complete by the extended due date.

IP—In Progress

This grade is used for those courses which begin in one semester and end in the next semester.

AH—Articulation-High School

A grade of *AH* is used for those courses which have been awarded credit through approved secondary school/Delhi College articulated credit agreements.

UCT Grades

The instructor of a distance learning course will grade students using the grading system policies of the home campus. Each instructor will receive a copy of each Alliance school's grading system for guidance on conversion.

Readmit/Re-entry Process

Petitions are sent to the Enrollment Services Office for review of the student's records. The Enrollment Services Office interviews those students whose objectives are unclear, who need scheduling assistance, and/or those who were dismissed academically. Academic and other necessary offices are notified of the students accepted. The Division Office prepares appropriate class schedules, and the Health Center mails health forms where necessary.

A student who is re-admitted to the College within a five-year period will be held to the course and graduation requirements of either:

- a. the current catalog, or
- b. the catalog that was in effect on the date of his/her initial matriculation—unless course and/or program changes were instituted to assist students seeking licensing in a particular area of study; if so, these changes become part of the graduation requirement.

A student who is re-admitted to the institution after a five-year period shall be required to meet all course and graduation requirements of the catalog in place as of the readmission date. Students dismissed for academic reasons will not be matriculated into the College for a period of one semester. During this time

it is required that the student successfully complete at least 6 college credit hours with a grade of *C* or better in each course. These courses should have prior approval of the faculty advisor and/or the department chair or the division dean. The student may then apply for readmission through the Enrollment Services Office.

Recognition of Scholastic Achievement for a Semester

High Honor List

A GPA of 3.75 or more in a semester qualifies a student carrying 6 credits a semester or more for that semester's High Honor List.

Honor List

A GPA of 3.50 through 3.74 inclusive in a semester shall qualify a student carrying 6 credits a semester or more for that semester's Honor List.

Good Standing

A GPA of 2.00 or more is required for graduation from any degree or certificate program. Any GPA less than 2.00 indicates that the student is performing at a level below that required for graduation.

Recognition for Superior Academic Achievement Upon Awarding Degrees or Certificates

Graduating *summa cum laude*—A graduating student who has successfully completed a degree or a certificate program from Delhi with a cumulative GPA of 3.9 or higher qualifies to graduate *summa cum laude*.

Graduating *magna cum laude*—A graduating student who has successfully completed a degree or a certificate program from Delhi with a cumulative GPA of 3.75 through 3.89 inclusive qualifies to graduate *magna cum laude*.

Graduating *cum laude*—A graduating student who has successfully completed a degree or a certificate program from Delhi with a cumulative GPA of 3.50 through 3.74 inclusive qualifies to graduate *cum laude*.

Highest Scholastic Average Awards—By approval of the Executive Council, the College presents an award at Commencement to those students who have the highest scholastic average in each degree or certificate category. The Office of Academic Programs and Services is responsible for providing the awards.

Redress of Student Complaints

If a student believes that he/she has a legitimate grievance against a faculty member or some part of the academic process (except dismissal), he/she may seek redress at any time within the semester through the incomplete period by way of the following steps:

If the student can bring the complaint directly to the instructor, he/she should do so and, together, they should resolve the problem.

If the student cannot bring the complaint to the instructor, or if he/she does and the matter is not resolved satisfactorily, the student may, if he/she believes it is useful, request his/her advisor to act as an intermediary between the student and the instructor to solve the problem.

The student may also seek personal advice from the campus ombudsman or from a counselor in the Counseling and Health Services area. As part of this process, the student may request the counselor, as well, to act as an intermediary between him/her and the instructor to solve the problem.

If the matter is not resolved by any or all of the above steps, the student or, at the student's request, his/her advisor, counselor, or an intermediary of his/her choice, will advise the instructor's department chair or division dean of the complaint. The chair will consult both with the instructor and the student (or his/her intermediary) and, acting as impartial arbitrator, render a decision in writing to both.

If the student does not accept the decision, he/she may appeal in writing to the Vice President for Academic Programs and Services. If the instructor does not accept the decision, he/she may appeal in writing to the Vice President for Academic Programs and Services.

The Vice President for Academic Programs and Services, as impartial arbitrator, renders the final decision in writing to the student, the instructor, and the department chair or division dean.

Registration/Add-Drop

A student may add a full-semester course without charge through the fourth calendar day of the first week of the semester. For Session A and Session B classes, a student may add a course through the second day of class. No student will be allowed to register for a course after the last day of course change until there is consultation with the department chair or division dean and approval of the faculty involved. Unless waived, any course added after the last day of course change shall be subject to the established fee per course.

A student may withdraw from a course without charge through the fourth Friday of the semester. Courses dropped after that time shall be subject to the established fee per course. In either case, the "Add/Drop Request Form" must be completed.

Repeating Courses

Students may elect twice to repeat a course (or courses) previously taken; this includes courses in which a student receives any grade, including a grade of W, WI, WP, or WF. Students who repeat a course will have the points previously earned recalculated to exclude the lower grade and to include the higher grade. All grades will be retained on the transcript. No additional credit is earned by repeating a course if the previous grade was a passing grade. If a student still fails to receive a passing grade in a required course, he/she may request approval to repeat the required course from both the dean of the division offering the course and the Vice President for Academic Programs and Services.

Requirements For Certificate, Associate, and Bachelor's Degree Programs

See Academic Section, Program Description for details.

Suspension or Expulsion from College

A student who is suspended from College up to midterm shall receive a grade of W in all courses for that semester.

A student who is suspended from College after midterm and up to the last day of class shall receive either a WP or WF for each course as provided by the course instructor, unless a grade (including a

WI) for a given course has already been assigned. For courses which meet for less than one semester, midterm is defined as the midpoint of the course. The grade of WP or WF will be posted on the final grade roster; this grade can be changed only at the discretion of the instructor from a WP to a WF, from a WF to a WP, or from a WP or WF to a passing grade.

In addition, "suspended" will also be noted on the transcript.

A student who is suspended from College cannot transfer credits to the College until he/she applies for readmission and regains matriculated status. An expelled student can never transfer credits to the College.

A student who is expelled from the College forfeits all rights associated with being a student; such a student will not receive any grades and will have "expelled" noted on the transcript.

Transfer Credit

1. The official academic transcript of each newly accepted student who has completed course work at another institution is evaluated by the Enrollment Services Office and the division faculty to determine the number of semester hours and appropriate course equivalents.
2. Transferred courses taken at other institutions do not generate quality points for the purpose of calculating the GPA. Students transferring from institutions on a quarter system will receive 2 semester hours of transfer credit for every 3 credits earned on the quarter system.
3. For transfer students, courses of equivalent quality and content taken at other accredited institutions are acceptable for transfer credit with the following stipulations:
 - a. Freshman Composition (ENGL 100) or its equivalent will transfer with a grade of at least C.
 - b. Other college-level courses passed with a grade of D or better may be acceptable for transfer (T) credit as determined by the current curriculum requirements of the department or division to which the student is applying. Following departmental or division approval, courses with a grade of D will be accepted for credit only if all the courses being accepted for transfer average a C (2.00) or better.

- i. The Golf, Plant Sciences, and Recreation program will only accept a transfer grade of C or better for individual courses.
 - ii. The Nursing program mandates that students receive at least a C (or 70 from colleges using numerical grades) in non-nursing courses and a C+ (or 75 from colleges using numerical grades) in nursing courses.
 - iii. The Veterinary Science Technology program will only accept a C or better in Liberal Arts and General Studies courses and a C+ or better in Veterinary Science courses.
- c. A maximum of 30 credit hours of college-level work is transferable to associate degree programs. All students must earn 30 or more credit hours of course work under the direct supervision of the College to earn an associate's degree.
 - d. A maximum of 83 credit hours of college-level work is transferable to baccalaureate degree programs—a maximum of 66 semester hours can be lower division credit, and a maximum of 17 semester hours can be upper-division credit. The College requires that 45 semester hours must be taken in residence. All students must earn at least one-half of the last 60 semester hours and at least one-half of the required courses in the major under the direct supervision of the College to earn a baccalaureate degree.
 - e. Courses accepted for transfer credit may not meet graduation requirements in a given program or curriculum. Once a student is accepted into a program (or if a program change is made once the student arrives on campus), the student should request a transcript evaluation by the appropriate department chair or division dean.
 - f. A transfer course in which a grade of D was earned cannot be used to replace (with a grade of T) a grade of D for a Delhi College course.
- g. For students who complete an associate's degree from Delhi and then enroll in a baccalaureate degree program, the GPA calculation ends upon the awarding of the associate's degree. Those credits are then treated as transfer credits into the bachelor's program and are not used in computing the GPA for the bachelor's degree.
4. A Delhi student who decides to complete degree requirements through the transfer of credit from another accredited institution (in absentia) must have prior approval from his/her department chair or division dean following consultation with his/her advisor. Prior approval will consist of the completion of the Agreement for Completion of Degree Requirements in Absentia form. A matriculated Applied Technologies student wishing to complete requirements for a Delhi A.A.S. degree at another accredited institution (in absentia) should also complete a Change of Curriculum Request form. Any changes in the approved plan must also have prior approval. In addition to the planned program requirements, the following must be met:
- a. Freshman Composition (ENGL 100) or its equivalent will transfer with a grade of at least C.
 - b. Other college-level courses approved for transfer to the College and passed with a grade of D or better may be acceptable for transfer (T) credit as determined by the current curriculum requirements of the department or division to which the student is applying. Following departmental or division approval, courses with a grade of D will be accepted for credit only if all the courses being accepted for transfer average a C (2.00) or better.
 - c. A maximum of 30 credit hours of college-level work is transferable to degree programs. All students must earn 30 or more credit hours of course work under the direct supervision of the College.
- d. Courses accepted for transfer credit may not meet graduation requirements in a given program or curriculum. Once a student is accepted into a program (or if a program change is made once the student arrives on campus), the student should request a transcript evaluation by the appropriate department chair or division dean. See statement 2 above.
 - e. A transfer course in which a grade of D was earned cannot be used to replace (with a grade of T) a grade of D for a Delhi College course.

All credits earned through the successful completion of college courses offered by other institutions through the Internet or the SUNY Learning Network (SLN courses) will be treated as transfer credit; consequently, they cannot be used to satisfy residency requirements. UCT, synchronous, distance learning (DL) courses receive both local credit and grades.

An academically dismissed student, or one who has been suspended, cannot transfer credits to the College until he/she applies for readmission and regains matriculated status. An expelled student can never transfer credits to the College.

Waiver of Courses

Physical Education

The requirement for Physical Education may be waived upon the recommendation of the College Physician to the Vice President for Academic Programs and Services for health reasons and by the Vice President for Academic Programs and Services for extenuating circumstances. Health and Physical Education requirements may be waived for veterans if the veteran files a waiver, which is available from the Office of Records and Registration.

Credit Courses

A department chair or division dean, in consultation with appropriate faculty, may waive a particular course requirement in a curriculum if a student presents exceptional capabilities in a particular area.

In addition, the department chair or division dean may waive course requirements because of extenuating circumstances (misadvisement and course cancellations). In such instances, however, an appropriate course must be substituted.

In all cases, the minimum number of credits for graduation must be met.

Withdrawal from College and Leaves of Absence

1. Students may leave College at any time and for any reason. Students must obtain a withdrawal form from Counseling Services in Foreman Hall and obtain clearance from each of the offices listed on the form to be eligible for any financial refund. Official withdrawal by means of a completed withdrawal form submitted to the Office of Records and Registration is automatically considered a written request for authorized refund. Please refer to the Financial Information in this catalog regarding refund schedules and policies. Students who do not complete the withdrawal process will be subject to a final grade report of all Fs.
 2. Those students withdrawing from College up to midterm shall receive a grade of *W* for that semester.
 3. Those students withdrawing from College after midterm and up to the last day of class of the 13th week shall receive either a *WP* or a *WF* for each course as provided by the course instructor, unless a grade (including a *WI*) for a given course has already been assigned. Withdrawals from College will not be permitted after the 13th week. For courses which meet for less than one semester, midterm is defined as the midpoint of the course. The grade of *WP* or *WF* will be posted on the final grade roster; this grade can be changed only at the discretion of the instructor from a *WP* to a *WF*, from a *WF* to a *WP*, or from a *WP* or *WF* to a passing grade.
- 4a. A student in good academic standing (a GPA of 2.00 or better) may be granted an academic leave of absence. Such leaves will be granted to students who are interested in academic pursuits other than at Delhi College. A student must petition his/her department chair or division dean for an academic leave of absence. The department chair or division dean will initiate the leave procedure.
 - b. A personal leave of absence may be granted only in extenuating circumstances, such as illness or other unusual personal hardship, and requires detailed justification. Students must petition for such a leave through the Director of Counseling Services. The Director of Counseling Services will initiate the procedure. The final determination regarding the leave request will be made by the Dean of Student Life.
 - c. A leave of absence (academic or personal) may not exceed two consecutive semesters (not including the semester in which the leave is granted). Summer sessions and intersessions are not considered as semesters for purposes of this policy.
 - d. Students granted a leave of absence (academic or personal) before the end of a semester shall receive a grade of *W*, *WP*, or *WF* according to the current policy, unless a grade (including a *WI*) for a given course has already been assigned. In addition, a notation will be placed on the transcript indicating that the student has been granted a leave of absence.

COLLEGE LIFE

Student Life

Student Activities

Student Safety

Student Rights and Responsibilities

Student Life

Delhi College believes that a student's education takes place both inside and outside the classroom. Delhi's Division of Student Life is an integral part of the education process, providing essential programs and services that enhance the students' education, growth, and personal development. The staff is highly skilled, concerned, and available to assist students in adjusting to college life, to help students determine realistic educational and career goals, and to encourage the development of each student as a responsible adult.

A wide variety of support services are provided to guide, advise, and counsel students to better understand and evaluate themselves and their abilities. Specialists in personal development, financial aid, career services, health services, residence life, and student activities are available to assist students in their educational progress and personal growth.

Residence Life Housing Policy

Delhi College follows the rules and regulations for residence hall housing as promulgated by the State University of New York Board of Trustees. All undergraduate students must live in State-owned and operated residence facilities, with the following exceptions:

- Married students
- Students living with parents or guardians and commuting (within a 50-mile radius)
- Students 21 years of age or older prior to October 1 of the academic year in which they enroll (prior to March 1 for those enrolling for the spring semester)
- Students who are closed out of on-campus housing and therefore must live off campus.

It is the responsibility of each student to keep a current college, home, and emergency address on file with the Office of Residence Life in Russell Hall or with one's Resident Director.

Residence Life Programs

Delhi College provides students the opportunity to increase learning and success by being contributing members of their residential community. Since most students are required to live on campus, Delhi's Housing and Residence Life program seeks to promote a living-learning environment that helps students

establish friendships, appreciate and respect others and their environment, make informed and ethical choices, and develop healthy lifestyles. By living on campus, students are able to sleep and study in a friendly, quiet, and safe environment.

Each of Delhi's five residence halls is centrally located on campus. Students are only a short walk from most campus resources, activities, and events.

Each residence hall at Delhi has a live-in team of staff members to assist each student. Resident Assistants are fellow students who live on each residence hall floor or quad. They are trained as counselors, community builders, problem-solvers, and activity planners; but most importantly, they are there to help each student be successful. Resident Directors or Complex Coordinators are full-time, live-in professional staff who supervise the Resident Assistants and have overall management responsibility for the residence hall or complex in which they live.

There are a variety of living environments on campus to choose from, including Smoke-Free, Quiet, 21 and Over, Single Sex, and Co-ed. During the spring semester, students are invited to participate in the Housing Lottery in order to select a specific room and living environment for the following academic year.

Each room in the residence halls has its own telephone jack which provides free local telephone service. All students need to do is provide their own touch-tone phone. Students also receive basic cable TV service free, and those who bring a personal computer (laptop or desktop) will have wireless internet access in each of the residence halls.

For more information about residence hall living, contact the Office of Residence Life.

Safety

Delhi College understands the importance of safety on campus and in residence facilities. Although Delhi is not a high-crime area, the College is extremely conscious of personal safety and has in place procedures and programs to minimize the possibility of campus crime. Delhi's University Police Department, which operates around the clock, is an integral part of this effort.

CADI

The College Association at Delhi, Inc. (CADI) is a not-for-profit auxiliary corporation serving the Delhi College community. CADI is governed by a Board of Directors consisting of students, faculty, and administrators. The Board determines budgets and policies of the Corporation within the guidelines established by the College and SUNY System Administration. CADI provides many campus services such as dining services, campus store, vending, student health insurance, Delhi Dollars accounts, check cashing, A Gift From Home, and accounting services for student associations and other campus agencies.

Dining: CADI takes pride in its commitment to deliver exceptional service and value to all students at SUNY Delhi. Campus dining facilities include MacDonald Hall, Farrell Hall Café, Midnight Café, CADI Cart, and CADI Snax convenience store.

All students living in College residence halls are required to purchase a dining plan each semester. Commuters may also purchase any dining plan offered.

Meal plans are non-taxable, non-transferable, and non-refundable except for dismissal or withdrawal from the College.

Counseling and Health Services

The Counseling and Health Services Department is committed to helping students develop and maintain optimal levels of health and wellness.

Counseling Services: The primary counseling function is to support and enhance the total educational experience of students. Counseling Services is staffed by professional counselors who provide free and confidential individual and group counseling for all students (confidentiality is assured except in cases where students are a danger to themselves and/or others). Counselors deal with a variety of student concerns and issues, such as stress management, substance abuse, family and relationship difficulties, adjustment problems, depression, anxiety, crisis intervention, and withdrawal procedures. Referrals are made to community agencies when appropriate. Workshops are offered each semester on a wide variety of topics such as communication, stress management, time management,

substance abuse, and self-esteem. In addition, mediation services are available to students and staff via the counseling service.

Health Services: Student Health Services is located in Foreman Hall and is open Sunday through Friday. Hours are posted each semester. Health Services is a fully operational clinic staffed by registered nurses and a nurse practitioner. Part-time College physicians are available by appointment at regularly scheduled clinics during the week.

All full-time resident students, and any part-time students who desire to use the facility, are required to complete a health form before registration. This form includes a medical and family history, a physical examination, and completion of required immunization and tuberculin testing. All students taking six or more credits must submit proof of tuberculin testing within the last six months and updated immunization records, including polio, diphtheria, and tetanus. New York State requires college students to be fully immunized against measles, mumps, and rubella. The law applies to all students born on or after January 1, 1957. Student records are confidential and may be released **only** by written permission of the student.

Each student is required to pay a Student Health Fee at registration. This fee covers most services provided on campus. Services provided off campus will be charged to the student or their individual insurance plan. A complete explanation of services covered by the health services fee is available on request.

Health education and promotion are major aspects of the health services program. Health education is provided on an individual and group basis on a variety of topics such as smoking cessation, nutrition, eating disorders, women's health, contraception, and alcohol and substance abuse.

Health Insurance: All full-time matriculated students are required to have accident and health insurance. A plan that provides coverage for accidental injuries or sickness is available upon enrollment and can be purchased from the College Association at Delhi, Inc. (CADI). All students who are unable to show proof of health insurance equal to or better than the College health insurance are required to purchase this policy.

Information about the College accident and health insurance program and assistance with claim forms is available in Foreman Hall.

Educational Opportunity Program (EOP)

The Educational Opportunity Program (EOP) is designed for students who have the ability and talent to succeed in college, but have had limited academic and financial options to prove their dedication. It provides supplemental support in the areas of tutoring, counseling, and financial aid to eligible students. At Delhi College, students who are enrolled in the program must meet specific criteria. If accepted into the program,* students are eligible to receive the following support services:

- **Tutoring**—In addition to tutoring opportunities available to each Delhi student, EOP students receive additional hours of support in two academic courses per semester.
- **Counseling**—Students receive counseling on two levels. They receive support from their academic advisor and an assigned EOP counselor, who is available to reinforce and assist with issues and concerns in and out of class.
- **Financial**—EOP students receive monies that must be used toward books and supplies at the beginning of each semester. Then every two weeks, students receive funds to cover college needs such as academic transcripts, course fees, or personal needs. Students may receive EOP support for six semesters if enrolled in an associate's degree program or for 10 semesters if enrolled in a bachelor's degree program.

***Note**—*Space is limited, and EOP seats are filled on a first-come, first-served basis.*

Eligibility Guidelines: EOP is funded through the New York State Educational Opportunity Program. The guidelines for acceptance into the Delhi College program are:

- Eligible first-time, transfer, or re-admit/re-entry full-time student accepted to the College.
- Resident of New York State for 12 months prior to enrollment at the College.
- Consideration given to students from historically disadvantaged backgrounds.
- Recommendation letter from a teacher, school counselor, or member of the clergy.

EOP Living/Learning Community:

The majority of EOP freshmen (excluding commuters) are housed in the EOP Living/Learning Community in O'Connor Hall. EOP staff, faculty, and peer mentors are regularly available to assist students with college issues. Academic workshops and cultural programming are highlights of living in this highly supported community.

The EOP multipurpose room is located in O'Connor Hall on the second floor. This facility is available to EOP students *only* for academic purposes. There are computer facilities in the classroom for students to use to complete course assignments and tables for small group study sessions and tutoring.

National Coalition Building Institute

The Delhi College NCBI Team is a committed group of students, faculty, and staff who work to eliminate prejudice and inter-group conflict. These campus leaders work together as a resource team, offering prevention-oriented programs to deal with prejudice and inter-group tensions. The NCBI program offers a systemic approach to welcoming diversity, and through its workshops models that every individual matters and addresses a wide range of diversity issues: race, gender, class, age, sexual orientation, religion, physical ability, job, and life circumstances. The model teaches that the tent of diversity must include everyone. To learn more about NCBI or to schedule a workshop, contact Mary Wake, Team Leader, Foreman Hall, 746-4695.

Child Care Center

The Delhi Campus Child Care Center, Inc. (DC-4) offers year-round childcare services for infants, toddlers, preschoolers, and school-age children of SUNY Delhi students, state employees, faculty, staff, and community residents. The school-age program provides after-school care and full day care during school vacations, snow days, and holidays. Tuition is based on a sliding fee scale according to income, with discounts for state employees and SUNY Delhi faculty and staff. Funding for income-eligible children of SUNY students is also available. DC-4 has been nationally accredited since May 1995 through the National Association for the Education of Young Children (NAEYC). NAEYC is the nation's largest and most influential organization of early childhood educators and others dedicated to improving the quality of programs for young children.

Student Activities

The Office of Student Activities, located on the second floor of the Farrell Hall Student Union Building, organizes a wide variety of exciting extracurricular activities on campus, from big name entertainment to campus intramurals. This Office ensures students every opportunity to be active and have fun while attending Delhi College.

Entertainment on campus is coordinated by the Student Programming Board, with assistance from the Residence Hall Council, Greek organizations, and many other clubs. Live music, well-known comedians, guest DJs, cultural programming, speakers, and weekend first-run movies are among the regular entertainment offerings on campus. On three major weekends, big name entertainers regularly visit the campus. Recent performers have included the Mighty Mighty Bosstones, Al Yankovic, MTV Tours, Kid Capri, and comedians Jay Mohr, Jim Breuer, and Carrot Top. Delhi College was also recently featured on the MTV Spring Tour Documentary Show on MTV2.

Intramurals

Intramural programs, funded by the Student Senate, are offered for men and women in basketball (spring), bowling (fall), indoor soccer (fall), flag football (fall), volleyball (fall), and softball (spring). Student interest has led to the addition of karate, step aerobics, spin class, dance, and non-contact boxing. Questions regarding intramurals can be directed to the Recreation Coordinator in Farrell Hall.

Recreational facilities available on the Delhi campus include:

Fitness Center and Weight Room: Both facilities feature an array of free weights, universal and selectorized weight machines, and cardiovascular equipment. Two 27-inch televisions have recently been installed in the Fitness Center.

Mini-Dome (Bubble): The inflatable air structure includes an indoor track, basketball and tennis courts, and can also be used for rollerblading. The mini-dome is also handicapped accessible, and may be reserved for use by individuals and groups.

Gymnasium: Besides being home to the Delhi Bronco athletic teams, this multipurpose facility serves as the backdrop

for the majority of intramural programs, including co-recreational indoor soccer, floor hockey, and basketball. The gym has extensive open recreation hours.

Art Center: The Art Center is located in the basement of Farrell Hall and is open to all students, staff, and faculty. The Center offers ceramics and has four potter's wheels and an electric kiln. Silkscreen equipment and various craft-making and painting supplies are also available. Two shows a year showcase art by students, faculty, and staff.

Kunsela Hall Aquatics Center: This state-of-the-art facility features a six-lane, 25-yard pool with three-meter duraflex diving boards and a Colorado Timing System. It is used for varsity and club meets as well as instruction and recreation.

Additional facilities: Other recreational facilities available to students include a quarter-mile outdoor track, intramural fields, softball fields, racquetball courts, tennis courts, and an aerobics room.

Student Senate

The Delhi College Student Senate is the campus student governing body and serves as the voice of students on many important campus issues. The Senate is composed of representatives from all recognized clubs and organizations on campus plus an Executive Board made up of four elected student officials. All meetings are open to the public, and all students and staff are encouraged to attend.

Clubs and Organizations

There are over 40 student-initiated clubs, groups, and organizations on campus representing a wide range of recreational, religious, professional, avocational, service, volunteer, and cultural interests. Among these are a campus newspaper, radio station, and television station, all of which operate for the benefit of students and the entire College community. The following is a current list of clubs and organizations:

American Drafting and Design Association

American Indigenous Student Union

American Institute of Architecture Students

Associated General Contractors

Association of Travel Executives

Black Student Union

Campus Voice (newspaper)

College Players

Commuter Student Association

Delhi College Interfaith Council

Delhi Computer Club

Delhi Escoffier Club

Delhi Ski Club

Delhi Turf Club

Delhi Women's Network

Fidelitas (yearbook)

Fine Arts

Greek Council

Hotel Sales Management Association

International Food Service Executive Association

Intramurals

Latin American Student Association

National Association of Home Builders

National Student Nursing Association

New York State Association of Veterinary Technicians

Outdoor Club

Phi Theta Kappa

Residence Hall Association

Student Programming Board

Student Senate

Students in Free Enterprise

Vocational and Industrial Clubs of America

WDTU (radio station)

West Indian Coalition

Greek Life

Fraternities and sororities play an active role on the Delhi College campus. Today, as in the past, these Greek organizations are dedicated to the ideals of scholarship, leadership, friendship, loyalty, and community service. Delhi College is committed to the ideal of a Greek system that supports and enhances the co-curricular educational mission by fostering the true meaning of fraternal values and principles. The College is actively involved in a positive relationship with these organizations through the Greek Council, which is

made up of representatives of all of the recognized fraternities and sororities.

Students are free to explore joining a fraternity or sorority after they complete their first semester and establish themselves academically and socially. The pledging process traditionally takes place during both fall and spring semesters. Hazing in any form is not permitted and will not be tolerated. Students seeking to join a Greek organization are to be treated with respect and dignity at all times.

Greek letter organizations currently recognized by the Greek Council and the College are:

Fraternities:

Delta Omega Epsilon

Alpha Chi Rho

Delta Theta Gamma

Lambda Iota Upsilon

Tau Delta Chi

Sororities

Rho Sigma Phi

Sigma Omega Epsilon

Lambda Pi Chi

Zeta Delta Tau

Co-ed Fraternities

Upsilon Delta Epsilon

Sigma Phi Rho

Campus Ministry

The Campus Ministry provides each student with the opportunity to celebrate his or her faith while attending Delhi College. The Delhi College Interfaith Council (DCIC), a Student Senate-funded club, is a lively group of students of different religious backgrounds and diverse beliefs who come together for fellowship, to talk about life's issues and about God, and to have fun. They also sponsor and participate in many different programs and activities, including Bible studies, parties, holiday worship services, retreats, service projects, concerts, and trips. A Campus Minister is available to all students for discussions, guidance, and activities.

Commuter Student Services

The Commuter Lounge, located on the lower level of the Farrell Hall Student Union, is a special place that has been established to meet the unique needs of commuting students. This multi-purpose room can be used for studying, watching television, relaxing between classes, visiting, or eating. The Commuter Lounge is also the headquarters of the Delhi College Commuter Student Organization (CSO).

Community Service

AmeriCorps

The Catskill Outdoor Education Corps is an AmeriCorps project sponsored by Delhi College. The project provides benefits to Northern Catskill Mountain communities through the development and maintenance of outdoor education facilities such as trails, parks, wildlife areas, gardens, campsites, etc. Corps members also plant trees, build stone walls, stabilize shorelines, lead hikes, and help in teaching kayaking, fly fishing, ski touring, backpacking, snowshoeing, and environmental education. Each member provides 40 hours per week of community service and receives approximately five hours of training per week. Corps members receive a stipend, room and board, and educational benefits. The program is located in Thurston Hall and can be contacted at 607-746-4051.

O'Connor Center for Community Service

Established in January 1999, the O'Connor Center for Community Service provides a clearinghouse for students, faculty, and staff to be matched with local service needs and opportunities. Center staff also facilitate community service by arranging for transportation and providing volunteer orientation and training, as well as feedback on completed service projects.

While many students become involved in community service through clubs or classes, individuals are also welcome to use the O'Connor Center's services. Students benefit through exploring a possible major or career choice, by gaining experience and/or references for future employment, through being able to apply theoretical

knowledge to practical experience, and by the personal satisfaction experienced in helping others.

The Center staff includes student coordinators who work closely with other student leaders to promote volunteerism within the Delhi community. Each spring the Center organizes a Campus and Community Service Day involving students, faculty, staff, and community members working together in a variety of projects. The Center promotes service learning as part of the Delhi College experience through improved coordination and enhancement of volunteer experiences.

The OCCS is located in 236 Farrell Hall and can be contacted at 607-746-4781.

Intercollegiate Athletics

Delhi offers a diverse and highly successful intercollegiate athletics program supporting 10 men's and 10 women's varsity sports. As a member of the National Junior College Athletic Association (NJCAA), Delhi's intercollegiate teams consistently participate in conference, regional, and national championships in the sports in which they qualify. Delhi's men's and women's golf teams have joined the four-year college ranks and compete in the National Association for Intercollegiate Athletics (NAIA). All other sports are part of the NJCAA.

Delhi varsity athletes are consistently named to the all-Region, all-Conference, and all-American teams both academically and athletically. With the College's dedication to regional and national participation, opportunities for athletes to pursue their sports and academic careers at four-year colleges may be enhanced.

Delhi's complete intercollegiate athletics line-up is as follows:

Men's Varsity: basketball, cross-country, golf, soccer, track (indoor and outdoor), tennis (spring), swimming and diving, lacrosse, and wrestling.

Women's Varsity: basketball, cross-country, golf, soccer, softball, track (indoor and outdoor), tennis (fall), swimming and diving, and volleyball.

Student Safety

At Delhi College, the safety and well-being of students, faculty, staff, and guests is a top priority.

Delhi's Department of University Police is the official law enforcement agency for the campus, and its officers protect people and property by providing 24-hour-a-day mobile and foot patrol coverage.

Members of the department possess full police powers and enforce all state and local laws on College property. Nevertheless, the possibility of loss through theft and vandalism or personal injury also requires individual effort to reduce risk situations. Prompt reporting of unusual/suspicious activity, as well as observing campus regulations, are important obligations for members of the College community.

Since the College does not assume responsibility for private losses as a result of crime victimization, appropriate insurance coverage is suggested.

The University Police Department also maintains an active fire and accident prevention program through frequent inspection of College facilities and mechanical protection systems. Therefore, all accidents occurring on College property must be promptly reported.

Student hosts of campus visitors are responsible for the activities of their guests, including registering as visitors at the Office of University Police, complying with all College regulations, and reporting any injuries.

University Police enforce all New York State vehicle and traffic laws. Because of the limited parking facilities on campus, it is necessary to limit and/or restrict student parking. A brochure entitled *Traffic and Parking Regulations* clearly defines vehicle registration requirements and the areas where students may park. Any questions related to campus parking regulations should be addressed to the Chief of University Police.

The University Police Office is located in North Hall near the main campus entrance. University Police Officers are on duty 24 hours a day and can be reached by calling 746-4700 to report an incident or request assistance.

Student Rights and Responsibilities

Student Conduct

Students attending Delhi are expected to observe proper standards of conduct as members of the College community and as citizens of the greater community. They are expected to abide by the Code of Student Conduct and Behavior and the published regulations of the College. Each student receives a copy of the Code in the Student Handbook. The Code, developed and approved by students, faculty, and administration, was written with the approval and input of those groups who set behavioral expectations for students attending Delhi. Any student charged with violating the Code and/or refusing to abide by the regulations of the College is subject to such penalty or penalties as the circumstances justify, including suspension or expulsion. These procedures are outlined in the Code of Student Conduct.

Regulations of the College include all rules and/or administrative guidelines which are contained in this or any official publication of the College or in such notices as may be distributed to students from time to time by the administration of the College.

The Family Educational Rights and Privacy Act of 1974 (FERPA)

College policy protects the rights of privacy and access regarding the student's educational records as articulated in the Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the Buckley Amendment. Unless directed by the courts, or it is determined a school official has "a need to know," information other than "Directory Information" is not released without written consent of the student. Directory information is determined to be the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and other similar information. **Students who wish this information restricted must inform the Office of Records and Registration in writing.** For more information, contact the Office of Records and Registration.

Procedure for Resolving Allegations of Discrimination

Under Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and in accordance with University policy and the State of New York Executive Order #28

It is the policy of the State University of New York, College of Technology at Delhi that no person on the basis of race, gender, color, creed, religion, national origin or ancestry, age, marital status, disability, sexual orientation, genetic predisposition of carrier status or Vietnam-era status shall be discriminated against in student admissions, counseling, housing, financial aid, or employment, as well as all academic programs and activities.

The State University of New York College of Technology at Delhi complies with these laws which include Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and operates in accordance with University policy and the State of New York Executive Order #28 against discrimination based on sexual orientation.

The State University of New York, College of Technology at Delhi has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action barred by applicable Federal and State laws and regulations prohibiting discrimination.

Complaints should be addressed to Bonnie Martin, Director of Human Resources and Affirmative Action, 167 Bush Hall, Delhi College, 2 Main Street, Delhi, New York 13753, 607.746.4495, who has been designated to coordinate compliance efforts with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and in accordance with University policy and the State of New York Executive Order #28 against discrimination.

1. A complaint should be filed in writing or verbally, containing the name and address of the person filing it, and briefly describing the alleged violation of the regulations.
2. A complaint should be filed within 45 (forty-five) days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis).
3. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation shall be conducted by the Director of Human Resources and Affirmative Action. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by Director of Human Resources and Affirmative Action and a copy forwarded to the complainant no later than fourteen (14) calendar days after its filing.
5. The Director of Human Resources and Affirmative Action, who serves as the Section 504, Title IX and ADA Coordinator, shall maintain the files and records of the State University of New York, College of Technology at Delhi relating to the complaints filed.

6. If the Director of Human Resources and Affirmative Action is unable to resolve the complaint to the mutual satisfaction of the grievant and respondent within fourteen (14) calendar days, the director shall so notify the grievant, advising the grievant of his or her right to proceed to the next step internally or to file with appropriate enforcement agencies immediately.
7. If the grievant chooses to proceed through the internal grievance procedure, the grievant shall notify the Director of Human Resources and Affirmative Action in writing within ten (10) calendar days from the time of notification by the Director of Human Resources and Affirmative Action that the issue cannot be resolved informally.
 - a. If the grievant **IS NOT** represented by the UUP, then the grievant's statement, together with a statement from the Director of Human Resources and Affirmative Action indicating that an informal resolution was not possible shall be forwarded to the grievance chairperson of the campus Affirmative Action committee within five (5) days.
 - b. If the grievant **IS** represented by the UUP, then the grievant's statement, together with a statement from the Director of Human Resources and Affirmative Action indicating that an informal resolution was not possible shall be forwarded to the campus UUP grievance chairperson within five (5) days. (The campus UUP chapter shall provide the campus Director of Human Resources and Affirmative Action with the name, campus address, and campus telephone number of the UUP Grievance Chairperson each year.)
8. Within seven (7) calendar days of receipt, the appropriate Grievance Chairperson shall notify the grievant and the campus President that a review of the matter shall take place by an *ad hoc* tripartite committee to be jointly selected by the grievant and the President from a pre-selected panel.
 - a. The pre-selected panel for use by those within the UUP bargaining unit shall consist of members of the campus professional staff selected by mutual agreement of the campus UUP Chapter President and the campus President.
 - b. The pre-selected panel for all other employees and students shall consist of campus administrators, faculty, employees and students recommended to the President by the campus Affirmative Action Committee.
9. The ad hoc tripartite committee shall consist of one member of the pre-selected panel chosen by the President, one member chosen by the grievant, and a third—who shall chair the committee—chosen by the two designees. If the respondent is other than the President, then that respondent shall be consulted and the President or designee and the respondent together shall select a panel member. Selection must be completed, and written notification of designees must be submitted to the appropriate Grievance Chairperson within seven (7) calendar days.
10. The tripartite committee shall review the matter, as appropriate, and shall have the right to all relevant information, and to interview witnesses—including the right to bring together grievant and respondent—if desirable. Both grievant and respondent shall be permitted rebuttal to the written record compiled by the committee.
11. Within 21 calendar days from the formation of the committee, the chairperson of the tripartite committee shall submit an opinion to the Campus President as to whether or not discrimination has occurred.
12. If a tripartite committee cannot be selected within seven (7) days either because the grievant cannot select a member of the panel, or the two selected panel members cannot agree on a third member, then the grievance chairperson (and—in the latter case—the grievant) shall be so notified within that period.
13. The grievant may, in such cases, request that an outside hearing officer review the charge. Such a request must be made in writing by the grievant to the grievance chairperson within five (5) days from notification that a campus tripartite committee cannot be formed.
14. The request for an outside hearing officer shall be made in writing by the grievant to the appropriate grievance chairperson. The chairperson

shall submit a written statement within five (5) days to the Assistant Vice Chancellor for Diversity and Affirmative Action, SUNY System Administration, requesting that an outside hearing officer be appointed. The written request shall include a copy of the original grievance statement and the reason an outside hearing officer is being requested. An affirmative action officer from another SUNY campus shall be assigned as hearing officer.

15. The Assistant Vice Chancellor for Diversity and Affirmative Action shall designate a hearing officer within seven (7) calendar days of receipt of the written request.
16. The hearing officer shall conduct a review and shall submit an opinion to the President within 21 calendar days from the date of appointment. The hearing officer shall have the right to all relevant information and to interview witnesses, including the right to bring together the grievant and the respondent, if desirable.
17. The President or her/his designee shall communicate the opinion of the tripartite committee or of the hearing officer verbatim and in writing to the grievant and to the campus Director of Human Resources and Affirmative Action within seven (7) calendar days, together with a statement indicating his/her acceptance or rejection of the committee's recommendation. The President shall indicate his/her decision either to dismiss the charge for lack of evidence that unlawful discrimination has occurred, or to discuss appropriate redress with the grievant if unlawful discrimination has been found.

18. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for consideration should be made within five (5) days to:

Ms. Jacqueline Davis Ohwevwo
Assistant Vice Chancellor
for Diversity and
Affirmative Action
State University of New York
State University Plaza
Albany, New York 12246

19. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the responsible federal department or agency. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
20. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that the State University of New York, College of Technology at Delhi complies with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and in accordance with University policy and the State of New York Executive Order #28 against discrimination based on sexual orientation and implementing regulations.

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The State University of New York

State University of New York's 64 geographically dispersed campuses bring educational opportunity within commuting distance of virtually all New Yorkers and comprise the nation's largest comprehensive system of public higher education. When founded in 1948, the University consolidated 29 state-operated but unaffiliated institutions whose varied histories of service dated as far back as 1816. It has grown to a point where its impact is felt educationally, culturally, and economically the length and breadth of the state.

As a comprehensive public university, State University of New York provides a meaningful educational experience to the broadest spectrum of individuals. Nearly 367,000 students are pursuing traditional study in classrooms and laboratories or are working at home, at their own pace, through such innovative institutions as the SUNY Learning Network and Empire State College, for over 25 years a leader in non-traditional education, distance learning, and assessment of prior learning.

Of the total enrollment, approximately 36.6% of the students are 25 years of age or older, reflecting State University's services to specific constituencies, such as training courses for business and industry, continuing educational opportunities for the professional community, and personal enrichment for more mature persons.

The State University's students are predominantly New York State residents. Representing every one of the state's 62 counties, they make up more than 96 percent of the University's undergraduate student population. State University of New York students also come from every other state in the United States, from four U.S. territories or possessions, and from more than 160 foreign countries.

The State University enrolls 35 percent of all New York State high school graduates, and its total enrollment of just under 370,000 (full-time and part-time) is approximately 37 percent of the state's entire higher education student population. Between 1976 and 1997, the University recorded a 167 percent increase in the enrollment of African, Asian, Hispanic, and Native Americans, compared with a 63 percent average increase among colleges and universities across the state.

Because of its structure and comprehensive programs, the State University offers students a wide diversity of educational options: short-term vocational/technical courses, certificate programs, baccalaureate degrees, graduate degrees, and post-doctoral studies. The University offers access to almost every field of academic or professional study somewhere within the system—some 5,180 programs of study overall.

Curricula range from those in the more conventional career fields, such as business, engineering, medicine, teaching, performing arts, social work, finance, and forestry, to those concerned with tomorrow's developing and societal needs in the areas of environmental science, urban studies, immunology, information systems, biotechnology, telecommunications, microbiology, and health services management. As part of the University's commitment to bring to the students of New York the very best and brightest scholars, scientists, artists, and professionals, the State University's distinguished faculty is recruited from the finest graduate schools and universities throughout the United States and many countries around the world, and includes nationally and internationally recognized figures in all the major disciplines. Their efforts are regularly recognized in numerous prestigious awards and honors, including the Nobel Prize.

State University's research contributions are helping to solve some of today's most urgent problems. At the same time, contracts and grants received by University faculty directly benefit the economic development of the regions in which they are located. State University researchers pioneered nuclear magnetic resonance imaging and the supermarket bar code scanner, introduced time-lapse photography of forestry subjects, isolated the bacteria that causes Lyme disease, and developed the first implantable heart pacemaker. Other University researchers continue important studies in such wide-ranging areas as breast cancer, immunology, marine biology, sickle-cell anemia, and robotics, and make hundreds of other contributions, inventions and innovations for the benefit of society.

The University's program for the educationally and economically disadvantaged, consisting of Educational Opportunity Programs (EOP) and Educational Opportunity Centers (EOC), has become

a model for delivering better learning opportunities to young people and adults traditionally bypassed by higher education. Over the past 30 years, almost 482,000 New York State residents have been served.

EOPs currently serve 11,225 students at 46 State University campuses, providing counseling and tutoring to improve scholastic performance, and support services in such areas as academic planning, housing, and financial aid. At EOCs in 10 locations across the state, an additional 13,000 students are improving educational competencies, preparing for college entry, or learning marketable skills and occupations.

The 30 locally-sponsored two-year community colleges operating under the program of the State University offer local citizens programs that are directly and immediately job-related as well as degree programs that serve as job-entry educational experience or a transfer opportunity to a baccalaureate degree at a senior campus. In the forefront of efforts to meet the accelerating pace of technological developments and the requirements of continuing educational opportunity, they provide local industry with trained technicians and help companies and employees in retraining and skills upgrading.

In 1998, the Governor and the Legislature approved a multi-year, \$2 billion capital construction program for the University. This investment in critical maintenance will protect the University's infrastructure, valued at nearly \$11 billion, and enable the University to keep pace with modern technology for the benefit of its students and faculty. As a public university, the State University of New York has a special responsibility to make its rich and varied resources accessible to all. By focusing its educational system on the needs of the state, the University becomes a valuable resource for meeting those needs for today and tomorrow.

The State University believes efficiencies in instructional delivery and administrative transactions can be achieved while preserving affordable, quality higher education for its students. In 1995, the Board of Trustees developed the document *Rethinking SUNY*, in response to a call from the Legislature for a "multi-year, comprehensive system wide

plan to increase cost efficiency.” Underlying Rethinking SUNY is the theme of increasing efficiency by empowering campuses to manage directly more of their academic and financial affairs and by eliminating disincentives to the prudent use of campus and system resources.

State University’s involvement in the health sciences and health care is extensive and responsive to the rapid changes in society and the growing needs identified by the state’s public health community. Hundreds of thousands of New York’s citizens are served each year by medical and health sciences faculty and students in University hospitals and clinics or affiliated hospitals. The University’s economic development services programs provide research, training, and technical assistance to the state’s business and industrial community through Business and Industry Centers, the New York State Small Business Development Center, the Strategic Partnership for Industrial Resurgence, Rural Services Institutes, the Trade Adjustment Assistance Center, Technical Assistance Centers, Small Business Institutes, Centers for Advanced Technology, and international development.

State University libraries, the major resource which supports the teaching and research activities of its students and faculty, are an important community resource too. Nearly six million items circulated by campus libraries in fiscal year 1995-96, another three million

items were used in-house, and almost a quarter million items were made available to the wider community through interlibrary loan. Increasingly, the circulation methods reflected in these traditional statistics are supplemented by electronic and Internet access.

Annual attendance at the University’s libraries is more than 21 million students, faculty, and public citizens. More than 20 million volumes and government documents are available, as well as nearly 14 thousand CD-ROMs and other computer files. More than two million reference questions were answered, many consisting of requests for help with CD-ROM and online database searches.

The University passed a major milestone in the mid-1980s when it graduated its one-millionth alumnus, and currently numbers 1.9 million graduates on its rolls. The majority of the University’s alumni reside and pursue careers in communities across New York State, contributing to the economic and social vitality of its people.

State University of New York is governed by a Board of Trustees, appointed by the Governor, which directly determines the policies to be followed by the 34 state-supported campuses. Community colleges have their own local boards of trustees whose relationship to the State University Board is defined by law.

The University’s motto is:
“To Learn—To Search—To Serve.”

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