

NAME: _____

I.D.# _____

2011-12
AUTOMOTIVE SERVICES TECHNOLOGY
Certificate

This program prepares students for employment in automotive servicing and repair, engine testing, automotive field services, and automotive parts and shop management.

NATEF/ASE CERTIFIED PROGRAM

This program is certified by the **National Automotive Technicians Education Foundation (NATEF)** and the **National Institute for Automotive Service Excellence (ASE)**. That means our program meets nationally accepted standards of excellence and the latest technological advances in areas such as instruction, facilities and equipment. It also gives graduates of PSC's Auto Technology program the added assurance that they will be employable entry-level technicians. Certification by the National Institute for Automotive Service Excellence (ASE), which is voluntary, is recognized as the standard of achievement for automotive mechanics and automotive body repairers. To be certified, individuals must pass a written examination and must have at least two years of experience in the trade. Completion of high school or community college program may be substituted for one year of work experience. To retain certification, individuals must retake the examination at least every five years. For further information about ASE Certification, consult the Program Coordinator. **Visit the website for the ASE at www.asecert.org and for NATEF at www.natef.org**

PROGRAM REQUIREMENTS (47 credits)

- _____ AUTO 101 3 cr Basic Automobile Service and Systems (*Prereq. Placement in RDG 098 or above*)
- _____ AUTO 102 4 cr Automotive Engines (*Prereq. AUTO 101*)
- _____ AUTO 107 4 cr Automotive Electricity/Electronics I (*Prereq. Placement in RDG 098 or above*)
- _____ AUTO 108 4 cr Suspension and Steering Systems (*Prereq. AUTO 101*)
- _____ AUTO 202 4 cr Automotive Brake Systems (*Prereq. AUTO 101*)
- _____ AUTO 205 4 cr Manual Transmissions and Transaxles (*Prereq. AUTO 101*)
- _____ AUTO 206 4 cr Automotive Engine Performance (*Prereq. AUTO 102 & 107*)
- _____ AUTO 207 4 cr Automotive Heating/Air Conditioning (*Prereq. AUTO 101 & 107*)
- _____ AUTO 208 4 cr Automatic Transmissions/Transaxles (*Prereq. AUTO 101*)
- _____ AUTO 210 4 cr Automotive Electricity/Electronics II (*Prereq. AUTO 102 & 107*)
- _____ AUTO 211 4 cr Automotive Engine Performance II (*Prereq. AUTO 206 & 210*)
- _____ AUTO 215 4 cr Advanced Automotive Service & Systems (*Prereq. AUTO 206 & 210*)

_____ Attained a minimum grade point average of 2.0 in the courses identified in this certificate program.

Current cumulative GPA: _____

_____ Completed a minimum of one-half of the credit hours required as a student at PSC.

_____ Filed a **Graduation Petition Form** with the Office of Enrollment Services.

Deadline for filing: October 1 for Winter, March 1 for Spring, July 1 for Summer. (*December, May & August candidates may choose to participate in the annual May Commencement Ceremony. Deadline to apply for ceremony is March 1st*)

Credits	Credits	Credits	Credits
Required: 47	Completed: _____	In Progress: _____	Needed: _____

Student Advised By: _____ **Date:** _____

SIGNATURE: Counselor or Advisor or Faculty Advisor

This is an UNOFFICIAL evaluation. Official Evaluations must be requested in the Office of Enrollment Services.

IMPORTANT PSC GRADUATION POLICIES

1. If the degree or certificate requirements are changed during your continuous attendance, you may elect to satisfy either the new requirements or the ones in force when you enrolled.
2. If you withdraw from Prairie State College for either a fall or spring semester, you must satisfy requirements in force at the time you re-enroll.
3. **Requests for COURSE SUBSTITUTIONS** in the program must be directed to the Program Coordinator. A Course Substitution Form must be signed by the Program Coordinator and submitted to the Office of Enrollment Services at least one semester prior to graduation.
4. Petitions for alteration of other graduation requirements must be submitted on a Student Appeal Form at least one semester prior to graduation.

DIVISION OF CAREER & TECHNICAL EDUCATION:

Program Coord: Tony Gumushian Room 2187 (708) 709-3614 tgumushian@prairiestate.edu
Auto Lab Room T-120 (708) 709-3781
Dept. Chair: Tom Michalak Room T-145 (708) 709-7807 tmichalak@prairiestate.edu
Division Dean: Marie Hansel Room 2241 (708) 709-3648 mhansel@prairiestate.edu

CAREER PLANNING/PLACEMENT INFORMATION:

Occupational Outlook Handbook, U.S. Department of Labor: <http://www.bls.gov/oco/home.htm>

Employment opportunities: www.collegecentral.com/prairiestate

National Automotive Technicians Education Foundation (NATEF): www.asecert.org

National Institute for Automotive Service Excellence (ASE): www.asecert.org

**TOP 10 TIPS FOR AUTO TECHNOLOGY STUDENTS
from ASE-Certified Master Technicians**

1. **Education, Education, Education** - Continue your education and develop strong math, reading, study skills, and computer skills. A strong background in electronics is essential.
2. **Take advantage of on-the-job training, co-op, or apprenticeship opportunities** - Get all the training you can and start in a work environment that caters to service and excellence.
3. **Keep abreast of new technology** - Make a commitment to life-long learning. There is constant change in technology so take advantage of additional training whenever it is available.
4. **Learn a systems approach** - Vehicles today are complex so it is necessary to understand the interaction of electrical and mechanical components within the total system. Learn how to understand the whole system and you can apply this knowledge across the spectrum of vehicles.
5. **Develop good communication skills** - Learn not only the professional and technical skills but also communication and people skills. Your credibility is linked to your perceived competence.
6. **Keep a positive attitude** - Develop a positive outlook so that you perform proper repairs. Apply yourself - you get exactly as much out of your job as you put into it.
7. **Take pride in your work** - Work on every car as if it were your own. Whatever you do - do it well, it's your signature.
8. **Be honest and ethical** - Stay focused on what is most important, practice good work ethics, be dependable and honest, and fix it right the first time.
9. **Cultivate professionalism in yourself and others** - Act professionally, take pride in your appearance as well as in the shop area. Be a positive role model for others. Show up for work every day and always be on time.
10. **Become ASE-Certified** - Certification gives you an edge when you are seeking employment. Your confidence, sense of self-worth, and ability to get a job almost anywhere are improved once you become certified. ASE certification shows your employer that you have proven your technical expertise and that you are among the group of the very best technicians.

NATEF (*National Automotive Technicians Education Foundation*). Visit the website at: www.natef.org