This program is designed to prepare you for entry-level employment as a service advisor (assistant service manager).

**GENERAL EDUCATION (6 crs)***

**Communications (3 crs)**
- ENG 109 Basic English II (3)
  
  *Pre-requisite: ENG 108 or adequate score on the Course Placement Evaluation*

**Mathematics (3 crs)**
- MATH 104 (3)
  
  *Pre-requisite: MATH 100 or adequate score on the Course Placement Evaluation*

**PROGRAM REQUIREMENTS (16 crs)**
To enroll in any of these courses, you must have first successfully completed MATH 100 or a higher level math courses, or scored above MATH 100 on the Course Placement Evaluation, or have permission of the instructor.

- ATEC 100 Defensive Driving (1)
- ATEC 101 Introduction to Automotive Repair (2)
- ATEC 114 Service Writer/Customer Service (1)
- ATEC 125 You and Your Car (2)
- ATEC 139 A/C Recycle Recovery (1)
- BA 117 Business Math (3)
- BCIS 200 Business Computer Applications (3)
- BCIS 225 Excel (3)

**TOTAL CREDITS 22**

**Educational Planning Form (Semester)**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Units</th>
<th>Total Units</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>Spring Semester</td>
<td>Summer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Units</th>
<th>Total Units</th>
<th>Total Units</th>
</tr>
</thead>
</table>