



certificate
AUTOMOTIVE SERVICE ADVISOR

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

GENERAL EDUCATION (6 crs)

COMPLETED

**Planned Timeline
(By Semester)**

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)

Fall Semester	Spring Semester	Summer
Total Units	Total Units	Total Units
Fall Semester	Spring Semester	Summer
Total Units	Total Units	Total Units