



Certificate

AUTOMOTIVE SERVICE ADVISOR 2012-2014

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

GENERAL EDUCATION (7 CR)

Communications (4 cr)

ENG 109N Basic Composition II (4)

Mathematics (3 cr)

MATH 104N Applied Trades Math I (3)

PROGRAM REQUIREMENTS (16 CR)

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)
You may substitute ATEC 109.
OA 117 Business Math (3)
BA 200 Business Computer Applications (3)
BCIS 225 Excel (3)

TOTAL CREDITS: 23