



Certificate 4206 Automotive Service Advisor
Effective Fall 2018

32 Credits

This is an overview of the program. Any suggested course sequencing is meant to serve as a guideline for your semester planning. Students are expected to see your assigned advisor to develop and review their individual educational plans. The scheduling of courses, program sequencing and curriculum are subject to change.

Developmental Courses (as determined through College Placement Testing)* and Prerequisites:
** Zero level courses must be completed with a C grade or higher.*

<input type="checkbox"/>	ESL classes	<input type="checkbox"/>	Engl 050	<input type="checkbox"/>	Math 006			
<input type="checkbox"/>	Engl 002	<input type="checkbox"/>	Engl 051	<input type="checkbox"/>	Math 090			
<input type="checkbox"/>	Engl 003	<input type="checkbox"/>	Engl 057	<input type="checkbox"/>	Math 008			
<input type="checkbox"/>	Engl 007			<input type="checkbox"/>	Math 022			

*See counselor/advisor to discuss this course or options to self-remediate and successfully place into higher- or college-level course.

Required Program Courses

AUTO 101	3cr	Automotive Fundamentals	Prerequisites: None
AUTO 105	3cr	Fundamentals of Electrical/Electronics I	Prerequisite/Corequisite: Auto 101
AUTO 107	3cr	Fuel & Emissions Control Systems	Prerequisites: Auto 101
AUTO 151	3cr	Braking Systems	Prerequisite/Corequisite: Auto 101
AUTO 153	3cr	Suspension Systems	Prerequisite/Corequisite: Auto 101
AUTO 251	2cr	Service Department Management	Prerequisites: Auto 101
BUSI 101	3cr	Introduction to Business	Prerequisites: None (meets FYS requirement)
COMM 101	3cr	Effective Speaking	Prerequisites: Completion of ENGL 003 and ENGL 051 or ENGL 057 with a grade of C or higher
MATH 100	3cr	College Math for Business	Prerequisites: Math 022 with grade of C or higher
MGMT 204	3cr	Human Relations in Business	Prerequisites: Eligibility for ENGL 003
MKTG 212	3cr	Professional Selling	Prerequisites: Eligibility for ENGL 003

Advising Notes

1. Program is restricted for only Auto students.
2. Admission to this program depends upon successful completion of a mechanical aptitude test. Students cannot register for any AUTO courses until they pass the aptitude test. Please contact LuAnn Gallup at 717-780-2411 to schedule the aptitude test. Once the aptitude test is complete, students must then meet with the program coordinator, Jeff Gieniec: jlgienie@hacc.edu , 717-780-2448. Enrollment in Auto courses can only take place once these steps are completed.
3. Most AUTO courses are offered in seven to fourteen week block schedules and the program is offered in both the daytime and evening. Most students begin program classes in the Fall semester

Recommended Sequence For Full-Time Students

Part-time students can complete this program by taking one or more courses each semester.

Semester 1 - Fall		Semester 2 - Spring		Semester 3 - Summer	
AUTO 101	3	AUTO 107	3	MGMT 204	3
AUTO 105	3	AUTO 251	2		
AUTO 151	3	COMM 101	3		
AUTO 153	3	MKTG 212	3		
BUSI 101	3	MATH 100	3		

Counselor/Advisor Contact Information by Campus:

<u>Gettysburg</u>	<u>Harrisburg</u>	<u>Lancaster</u>	<u>Lebanon</u>	<u>York</u>
Student Services	Counseling and Advising	Counseling and Advising	Receptionist Desk	Counseling and Advising
Lobby	Cooper 219	221 Main	Lobby	Leader Suite 104
717-337-3855	717-780-2498	717-358-2988	717-270-4222	717-801-3213