

**PROGRAM CHANGE OR DISCONTINUATION FORM**

Program Code: CFAM Program Name: Automotive Mechanics

Effective Term: Fall 2009

Division Code: VCT Department: AUTD

**Directions:**

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

**Requested Changes:**

- |   |   |
|---|---|
| <input type="checkbox"/> Review   | <input type="checkbox"/> Program admission requirements   |
| <input checked="" type="checkbox"/> Remove course(s): <u>ASV 141, ASV 142, ASV 143, ASV 144</u>   | <input type="checkbox"/> Continuing eligibility requirements  |
| <input checked="" type="checkbox"/> Add course(s): <u>ASV 151, ASV 152, ASV 153, ASV 154, ASV 155; Choose 4 credits from ASV 157, ABR 116, MIT 102, WAF 105</u> | <input checked="" type="checkbox"/> Program outcomes  |
| <input type="checkbox"/> Program title (title was _____)  | <input type="checkbox"/> Accreditation information  |
| <input checked="" type="checkbox"/> Description   | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award  | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Advisors   |   |
| <input type="checkbox"/> Articulation information   |   |

Show all changes on the attached page from the catalog.

**Rationale for proposed changes or discontinuation:**

Complete rewrite of current curriculum to reflect updated industry standards.

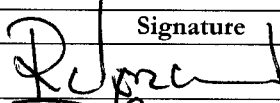
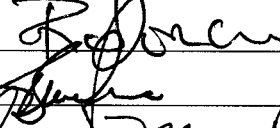
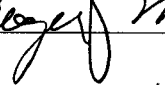
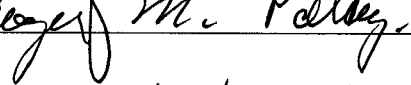
**Financial/staffing/equipment/space implications:**

No additional at this time

**List departments that have been consulted regarding their use of this program.**

N/A

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Russell Ferguson		2/12/2009
Department Chair	Russell Ferguson		2/12/2009
Division Dean/Administrator	Bruce Greene		2-16-09
Vice President for Instruction	Roger M. Palay		3/20/09
President	Larry Whitworth		

Do not write in shaded area. Entered in: Banner C&A Database 3/27 Log File 2/11/09 Board Approval 3/27

Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to [sjohn@wccnet.edu](mailto:sjohn@wccnet.edu) for posting on the website.

**Program Information Report**

**School of Automotive and Motorcycle Technology**

If you are looking for the best technical training in the automotive or motorcycle fields, WCC's School of Automotive and Motorcycle Technology is the place for you. Whether your focus is finding employment as a technician, learning about performance, or creating a custom look, our intermediate and advanced certificate programs as well as associate's degrees will enhance your personal and professional qualifications. These programs offer the perfect blend of classroom and hands-on education not available in any other educational setting.

Washtenaw Community College offers programs at several levels for students who want to begin new careers, or advance in their existing careers. The first level is the certificate, which can vary from nine to thirty-six credits, depending on the field. Certificates generally prepare students for entry-level jobs.

After completing a certificate, students can progress to the next level, the advanced certificate. The credit hours required for these programs also vary. This type of certificate provides a more specialized level of skill development, and often allows students to upgrade their positions at their places of employment.

The next level, an Associate in Applied Science, is available for some programs. For some career fields, it is possible to earn a certificate, advanced certificate, and an Associate in Applied Science degree in the same field. In these cases, the credit hours from the certificate and advanced certificate can be applied to the credit hours needed for the Associate in Applied Science degree.

Alternatively, students can earn an AAS in Occupational Studies by completing a certificate, advanced certificate and General Education requirements.

**Automotive Services**

The automotive certificates prepare the student for work as an automotive mechanic or automotive technician, diagnosing and repairing malfunctions in automobile systems.

**Automotive Mechanics (CFAM)**

**Certificate**

**Program Effective Term: Fall 2009**

This program will prepare a student for an entry-level position as an automotive service technician where they will develop the skills to work under the supervision of an experienced automotive technician. Students will develop entry-level diagnosis and repair skills in the areas of automotive brakes, engines, suspension, drivability, drivetrain and electrical systems.

**Articulation:**

Eastern Michigan University, several BS degrees.

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: <http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges>.

Major/Area Requirements		(24 credits)
ASV 151	Automotive Service I	4
ASV 152	Automotive Service II	4
ASV 153	Automotive Service III	4
ASV 154	Automotive Service IV	4
ASV 155	Automotive Service V	4
Select 4 credits from the following:		
ABR 116	The Evolution of the Automobile	2
ASV 157	Repair Facility Operations and Advising	2
MTT 102	Machining for Auto Applications	2
WAF 105	Welding for Art and Engineering	4

**Minimum Credits Required for the Program: 24**

# Washtenaw Community College

## Automotive Service Certificates and Degrees

### NATEF Hours

#### Automotive Mechanics (CFAM)

This program will prepare a student for an entry-level position as an automotive service technician where they will develop the skills to work under the supervision of an experienced automotive technician. Students will develop entry-level diagnosis and repair skills in the area of automotive brakes, engines, suspension, drivability, drivetrain, and electrical systems.

#### Basic Certificate

ASV 151	Automotive Mechanics I	7/hrs/wk x 15 weeks	105	4 cr
ASV 152	Automotive Mechanics II	7/hrs/wk x 15 weeks	105	4 cr
ASV 153	Automotive Mechanics III	7/hrs/wk x 15 weeks	105	4 cr
ASV 154	Automotive Mechanics IV	7/hrs/wk x 15 weeks	105	4 cr
ASV 155	Automotive Mechanics V	7/hrs/wk x 15 weeks	105	4 cr

#### Select 4 credits from the following:

ABR 116	The Evolution of the Automobile	30 lecture, 15 lab	45	2 cr
ASV 157	Repair Facility Operations and Advising	30 lecture, 15 lab	45	2 cr
MTT 102	Machining for Auto Applications	20 lecture, 40 lab	60	2 cr
WAF 105	Welding for Art and Engineering	15 lecture, 45 lab	60	2 cr

**Cert.**

**Total hrs 615 – 645**

**24 credits**

**PROGRAM CHANGE OR DISCONTINUATION FORM**

**Program Code:** ~~ASV~~ *CFAM*      **Program Name:** Automotive Service *Mechanics*  
**Division Code:** VCT      **Department:** Automotive Service

**Effective Term:**  
*FALL 08*

**Directions:**

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
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**Requested Changes:**

<input type="checkbox"/> Review	<input type="checkbox"/> Program admission requirements
<input checked="" type="checkbox"/> Remove course(s): <u>ABR 111, WAF 100</u>	<input type="checkbox"/> Continuing eligibility requirements
<input checked="" type="checkbox"/> Add course(s): <u>WAF 105</u>	<input type="checkbox"/> Program outcomes
<input type="checkbox"/> Program title (title was _____)	<input checked="" type="checkbox"/> Accreditation information
<input type="checkbox"/> Description	<input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
<input type="checkbox"/> Type of award	<input type="checkbox"/> Other _____
<input type="checkbox"/> Advisors	
<input type="checkbox"/> Articulation information	

Show all changes on the attached page from the catalog.

**Rationale for proposed changes or discontinuation:**  
 Aligning curriculum with current NATEF standards.

**Financial/staffing/equipment/space implications:**  
 None

**List departments that have been consulted regarding their use of this program.**

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	John Mann	<i>John Mann</i>	03/26/2008
Department Chair	John Mann	<i>John Mann</i>	03/26/2008
Division Dean/Administrator	Bruce Greene	<i>Bruce Greene</i>	<i>3/26/08</i>
Vice President for Instruction	Roger Palay	<i>Roger M. Palay</i>	<i>4/10/08</i>
President	Larry Whitworth		

*fn* Do not write in shaded area. Entered in: Banner \_\_\_\_\_ C&A Database 4/10 Log File 4/10/08 Board Approval \_\_\_\_\_

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## Automotive Mechanics (CFAM)

## Certificate

### Courses

		<del>(14 Credits)</del>
111	Introduction to Auto Body Repair	10 - 4
116	The Evolution of the Automobile	2
141	Automotive Mechanics I	4
102	Machining for Auto Applications	2
100	Fundamentals of Welding	2

*courses must be taken before major courses.*

### Prerequisite Area Requirements

		(12 Credits)
142	Automotive Mechanics II	4
143	Automotive Mechanics III	4
144	Automotive Mechanics IV	4

**Minimum Credits Required for the Program:**

~~26 Credits~~

22

### Automotive Mechanics (CFAM)

This program prepares students for entry-level jobs as an auto mechanic, where they will work under the supervision of an experienced automotive technician. Students will receive core skills in the areas of automotive welding, machining, and autobody repair. Students also develop entry-level diagnosis and repair abilities in the areas of brakes, suspensions, engines, electrical systems, performance, and drive trains.

## Automotive Technician (CVAUTC)

## Advanced Certificate

### Prerequisite Area Requirements

		(16 Credits)
241	Engine Repair	2
242	Automatic Transmissions	2
243	Manual Drive Trains and Axles	2
244	Suspension and Steering	2
245	Brakes	2
246	Electrical Circuits	2
247	Heating and Air Conditioning	2
248	Engine Performance	2

**Minimum Credits Required for the Program:**

~~16 Credits~~

16

2-4

### Automotive Technician (CVAUTC)

This program prepares students for jobs as a certified automotive mechanic. Students will diagnose and repair malfunctions in automobile engines, transmissions, power trains, suspension systems, brake systems, electrical systems, air conditioning systems, engine management systems, and computer systems. The courses also prepares students for the State of Michigan and national mechanic certification exams. Students can earn an AAS degree by completing the requirements for the Occupational Studies Program (APOST). See an advisor for assistance.

#### Program Admission Requirements:

Completion of the Automotive Mechanics Certificate Program (CFAM).

1249  
~~24~~  
 OP ~~24~~  
 V 201 VEHICLE PERFORMANCE 2

AUTOMOTIVE PROGRAMS

## Program Information Report

**Automotive Services****Automotive Mechanics (CFAM)****Certificate****Program Effective Term: Fall 2008**

This program prepares students for entry-level jobs as an auto mechanic, where they will work under the supervision of an experienced automotive technician. Students will receive core skills in the areas of automotive welding, machining, and auto body repair. Students also develop entry-level diagnosis and repair abilities in the areas of brakes, suspensions, engines, electrical systems, performance, and drive trains.

**Articulation:**

Eastern Michigan University, several BS degrees

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: <http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges>.

**Core Courses**

ABR 116	The Evolution of the Automobile	<b>(10 credits)</b>
ASV 141	Automotive Mechanics I	2
MTT 102	Machining for Auto Applications	4
WAF 105	Welding for Art and Engineering	2
		2

*\*Core courses must be taken before Major/Area Requirements.*

**Major/Area Requirements**

ASV 142	Automotive Mechanics II	<b>(12 credits)</b>
ASV 143	Automotive Mechanics III	4
ASV 144	Automotive Mechanics IV	4
		4

**Minimum Credits Required for the Program:****22**

*Changes  
Credit  
Process*

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: CFAM Program Name: Automotive Mechanics

Effective Term: Fall Winter 2006

Division Code: HAT Department: AUTD

**Directions:**

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**Requested Changes:**

- |   |   |
|---|---|
| <input type="checkbox"/> Review   | <input type="checkbox"/> Program admission requirements   |
| <input checked="" type="checkbox"/> Remove course(s): <u>ARF 115 (4 credits), ASV 248 (2 credits)</u> | <input type="checkbox"/> Continuing eligibility requirements  |
| <input checked="" type="checkbox"/> Add course(s): <u>ABR 116 (2 credits)</u>                         | <input type="checkbox"/> Program outcomes   |
| <input checked="" type="checkbox"/> Program title (title was _____)                                   | <input type="checkbox"/> Accreditation information  |
| <input checked="" type="checkbox"/> Description   | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award  | <input checked="" type="checkbox"/> Other <u>Total credits from 30 to 28 26</u>   |
| <input type="checkbox"/> Advisors   |   |
| <input type="checkbox"/> Articulation information   |   |

Show all changes on the attached page from the catalog.

**Rationale for proposed changes or discontinuation:**

Core course revision because the Auto Restoration Program was discontinued

**Financial/staffing/equipment/space implications:**

None

**List departments that have been consulted regarding their use of this program.**

N/A

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	John Mann	<i>[Signature]</i>	11/14/05
Department Chair	John Mann	<i>[Signature]</i>	11/17/05
Division Dean/Administrator	Granville Lee	<i>[Signature]</i>	2/6/06
Vice President for Instruction	Roger Palay	<i>[Signature]</i>	2/6/06

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*Rec'd 17  
11/16/05*

# Automotive Mechanics (CFAM)

Certificate

**Core Courses\***

14  
(16 Credits)

ABR 111	Auto Body I: Repair Fundamentals	4
ARF 115	Classic Auto Restoration - Eval	4
ASV 141	Automotive Mechanics I	4
MTT 102	Machining for Auto Applications	2
WAF 100	Fundamentals of Welding	2

**Major/Area Requirements**

(14 Credits)

ASV 142	Automotive Mechanics II	4
ASV 143	Automotive Mechanics III	4
ASV 144	Automotive Mechanics IV	4
<del>ASV 248</del>	<del>Engine Performance</del>	<del>2</del>

**Minimum Credits Required for the Program:**

38 Credits  
20

**Notes:**

\*Students can earn an associate degree in Auto Mechanics by following the Occupational Studies Program. The following courses are recommended for completing the program:

ASV 241	Engine Repair	(2)
ASV 242	Automatic Transmissions	(2)
ASV 243	Manual Drive Trains and Axles	(2)
ASV 244	Suspension and Steering	(2)
ASV 245	Brakes	(2)
ASV 246	Electrical Circuits	(2)
ASV 247	Heating and Air Conditioning	(2)

*want this?*

\*Core courses must be taken before major courses.

**Automotive Mechanics (CFAM)**

This program prepares students for entry-level jobs as an auto mechanic where you will work under the supervision of an experienced automotive technician. You will receive core skills in the areas of automotive welding, machining and autobody repair. You also develop entry-level diagnosis and repair abilities in the areas of brakes, suspensions, engines, electrical systems, performance, and drive trains. Some employers require or prefer employees to have an associate degree as a condition for employment or advancement. You can earn an associate degree in Automotive Mechanics by completing the Occupational Studies Program and AP/OS courses. Additional courses include: AC0011, AC0012, AC0013, AC0014, AC0015, AC0016, AC0017, AC0018, AC0019, AC0020, AC0021, AC0022, AC0023, AC0024, AC0025, AC0026, AC0027, AC0028, AC0029, AC0030, AC0031, AC0032, AC0033, AC0034, AC0035, AC0036, AC0037, AC0038, AC0039, AC0040, AC0041, AC0042, AC0043, AC0044, AC0045, AC0046, AC0047, AC0048, AC0049, AC0050, AC0051, AC0052, AC0053, AC0054, AC0055, AC0056, AC0057, AC0058, AC0059, AC0060, AC0061, AC0062, AC0063, AC0064, AC0065, AC0066, AC0067, AC0068, AC0069, AC0070, AC0071, AC0072, AC0073, AC0074, AC0075, AC0076, AC0077, AC0078, AC0079, AC0080, AC0081, AC0082, AC0083, AC0084, AC0085, AC0086, AC0087, AC0088, AC0089, AC0090, AC0091, AC0092, AC0093, AC0094, AC0095, AC0096, AC0097, AC0098, AC0099, AC0100.



AUTOMOTIVE PROGRAMS



# Automotive Technologies

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## Automotive Mechanics (CFAM) Certificate

Program Effective Term: Fall 2006

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This program prepares students for entry-level jobs as an auto mechanic, where they will work under the supervision of an experienced automotive technician. Students will receive core skills in the areas of automotive welding, machining, and autobody repair. Students also develop entry-level diagnosis and repair abilities in the areas of brakes, suspensions, engines, electrical systems, performance, and drive trains.

<b>Core Courses</b>		<b>(14 credits)</b>
ABR 111	Auto Body I: Repair Fundamentals	4
ABR 116	The Evolution of the Automobile	2
ASV 141	Automotive Mechanics I	4
MTT 102	Machining for Auto Applications	2
WAF 100	Fundamentals of Welding	2

*\*Core courses must be taken before major courses.*

<b>Major/Area Requirements</b>		<b>(12 credits)</b>
ASV 142	Automotive Mechanics II	4
ASV 143	Automotive Mechanics III	4
ASV 144	Automotive Mechanics IV	4

**Minimum Credits Required for the Program** 26

**Program Approval Document  
Achievement Certificate  
In  
AUTOMOTIVE SERVICE**

*Prepared by*  
**William Schuster**  
**Washtenaw Community College**

**March 22, 1999**

**WASHTENAW COMMUNITY COLLEGE  
PROGRAM AUTHORIZATION FORM**


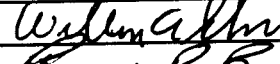
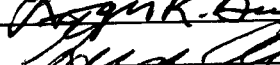
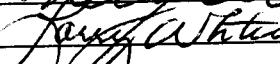

1. Program Title: Automotive Service Program Code: ATC  
 2. Division: TEC 3. Department: ASV CIP Code: \_\_\_\_\_  
 4. Type of Program:  A.A.  A.S.  A.A.S.  A.T.S.  
 Advanced Certificate  Mastery Certificate  Achievement Certificate  Certificate of Completion  
 5. Will this program be Perkins funded?  yes  no 6. Effective Year: Fall 1999

7. Program Description (for Catalog, brochures, etc.):  
 This program prepares students to begin careers in the field of automotive technology or to update their skills if already employed in this field. The Automotive Service Achievement Certificate provides students with entry-level skills in the areas of brakes, suspensions, engine repair, electrical performance, and drive trains. Upon completion, students are prepared to work in entry-level positions, under the supervision of an experienced mechanic. All of the courses in this certificate may be applied toward the mastery certificate in Automotive Mechanics and the Associate in Applied Science in Automotive Technology.

8. Advisors: Thomas Hemsteger, John Mann, Bill Schuster,

9. Admissions Criteria:	10. Criteria for Continuing Program Eligibility:
None	

11. Attach a Program Approval Document [PAD], which includes the following:
- A. Program Description
  - B. Program Goals
  - C. Needs Assessment
  - D. Enrollment Projections
  - E. Program Cost Analysis
  - F. Course Descriptions
  - G. Analysis of Affected Instructional Units
  - H. Articulations
  - I. Licensure/Accreditation

Approval Recommended:	Print Name	Signature	Date
Program Initiator:	<u>Bill Schuster</u>		<u>3-18-99</u>
Department Chair/Director:	<u>Bill Schuster</u>		<u>3-18-99</u>
Dean:	<u>Roger Bertola</u>		<u>3/18/99</u>
VP, Instruction/Student Services:	<u>Guy Altieri</u>		<u>4/26</u>
President:	<u>Larry Whitworth</u>		<u>5/6/99</u>
Date of Board Approval:	_____		

Available on disk

## A. PROGRAM DESCRIPTION

This program prepares students to begin careers in the field of automotive technology or to update their skills if already employed in this field. The Automotive Service Achievement Certificate provides students with entry-level skills in the areas of brakes, suspensions, engine repair, electrical performance, and drive trains. Upon completion, students are prepared to work in entry-level positions, under the supervision of an experienced mechanic. All of the courses in this certificate may be applied toward the mastery certificate in Automotive Mechanics and the Associate in Applied Science Degree in Automotive Technology.

## B. PROGRAM GOALS

- Provide short term career training for entry-level auto mechanics
- Provide entry level skills in the following areas: Automotive Technology Fundamentals; Brakes; Suspensions; Engine Repair; Electrical/performance; and Drive trains
- Provide basis for further study for Mastery Certificate or Associate Degree.

## C. NEEDS ASSESSMENT

- Feedback from area employers and advisory committee members indicates a shortage of automotive mechanics in field and a lack of training.
- Information about employment trends from the (Michigan occupational Information System, MOIS) suggests that employment opportunities for auto mechanics is expected to increase about as fast as the average for all occupations through the year 2005. There are a growing number of vehicle registrations and an aging fleet. These factors will mean more work for auto mechanics because of the increasing number of cars and the growing number of older cars.
- Information from MOIS suggests that graduates of this program can expect to earn between \$12.56 and \$18.92 per hour, depending on experience and level of responsibility. Advanced training and experience can lead to a supervisory position where the salary in Michigan ranges from \$16.16 to \$21.00 per hour.

## D. ENROLLMENT PROJECTIONS

We expect to enroll between 20-30 students the first semester and expect increased enrollments once this program gets established.

## E. PROGRAM COST ANALYSIS

16 Student Tool Sets @ \$3,700.00	\$59,200.00
2 Master Tool Sets @ \$11,500.00	\$23,000.00
2 Electric Hoists @ \$6,000.00	<u>\$12,000.00</u>
Total	<b>\$94,200.00</b>

## **F. COURSE DESCRIPTIONS**

### **ASV 141 Auto Mechanics I**

In this course student's perform preventative maintenance, basic engine systems repairs, basic electrical systems testing, and chassis component inspections. Throughout the course, emphasis is placed on using the computer for basic shop management. Instruction stresses live work and preparation for State of Michigan mechanic exams.

### **ASV 142 Auto Mechanics II**

In this course students perform suspension system service, drive line service, electrical troubleshooting techniques, and basic fuel system testing. Instruction stresses live work and preparation for State of Michigan Mechanic Exams.

### **ASV 143 Auto Mechanics III**

In this course students learn to perform brake system service and basic emission testing.

### **ASV 144 Auto Mechanics IV**

This is a course in the diagnosis and repair of drive train systems. The course covers manual transmissions, axles and differentials, 4-wheel/all-wheel drives, and automatic transmissions.

### **ASV 145 Auto Mechanics V**

In this course students learn to diagnose and repair on-board computer systems, ignition systems, fuel management systems, and advanced emission systems.

## **G. ANALYSIS OF AFFECTED INSTRUCTIONAL UNITS**

No other instructional units will be affected.

## **H. ARTICULATIONS**

This certificate articulates with the mastery Certificate in Automotive Mechanics and the Associate of Applied Science in Automotive Technology.

Articulation credit for high school students may be granted for some of the courses in this program.

## **I. LICENSURE/ACCREDITATION (IF APPLICABLE)**

The courses that comprise this certificate will help students prepare for some of the State of Michigan certification exams. Students who complete the Associate Degree Program in Automotive Technology will be prepared for the state and national exams to become certified Master Automotive Technicians.

## COURSE REQUIREMENTS FOR PROGRAM

<b>Course</b>	<b>Title</b>	<b>Credit</b>	<b>Pre-requisites/Co-requisites</b>
ASV 141	Automotive Mechanics I	4	None
ASV 142	Automotive Mechanics II	4	None
ASV 143	Automotive Mechanics III	4	None
ASV 144	Automotive Mechanics IV	4	None
ASV 145	Automotive Mechanics V	4	None
<b>Minimum Credits Required:</b>		<b>20</b>	

**WASHTENAW COMMUNITY COLLEGE  
PRELIMINARY PROGRAM APPROVAL FORM**

Initiator(s): W. Schuster

Division: TECH      Department: AUTO      Estimated Start up Term: Fall 1999

Type of Program:     A.A.       A.S.       A.A.S.       A.T.S.       A.G.S.  
 Advanced Certificate     Mastery Certificate       Achievement Certificate       Certificate of Completion

**1. General Description of Program (purpose, curriculum design, need for new courses):**

This certificate provides career training as an auto mechanic. The achievement certificate will prepare students with entry-level skills for the automotive service occupation. Graduates will acquire service skills in the following areas:

- Automotive Technology Fundamentals
- Brakes
- Suspensions
- Engine Repair
- Electrical/performance
- Drive trains

Graduates will require overall supervision upon employment. This 20-credit certificate may also be used to complete part of the Master Certificate or the Associate Degree. The courses taken to earn this certificate also help to prepare the student to take some State of Michigan certification exams.

**2. Need for Program (student intent, placement):**

Simplify marketing and course selection

**3. Enrollment Projections:**

Many

**4. Instructional Resources and Space (equipment, labs, classrooms, consumable supplies):**

Existing Labs & classrooms

**5. Faculty Resources (full-time, part-time, consultant):**

No new resources

*Schusterwa@*

**6. Curricular Connections (WCC instructional units, individual articulations, accreditations):**

Automotive Service Department

**7. Program Development Plan (timetable, costs, personnel):**

Program Initiative Funds

**Review Dates:**

Department Review Date: 3-1-99 CE Perry

Divisional Council Review Date: RR Burton

IAC Review Date: \_\_\_\_\_

**Approvals:**

Divisional Dean(s) \_\_\_\_\_ Date: \_\_\_\_\_

Vice President for Instruction and Student Services:

Approved for development of PAD (Program Approval Document)

Returned for additional review/development of PPAF (details attached)

Not approved

Signature \_\_\_\_\_ Date: \_\_\_\_\_