

AUTOMOTIVE MANAGEMENT CERTIFICATE

PROGRAM CODE: 2C12007

The **Automotive Management Certificate** is designed to provide the student with entry level employment skills needed in the area of automotive management. A student can seek employment as a service consultant, service manager, or service department dispatcher at new car dealerships, specialty repair shops, franchise automotive repair facilities, or as a sole proprietor. The course work will develop a student's understanding of the major automotive systems and thereby enhance their ability to communicate repair recommendations to customers. The proper calculations of repair costs and the management of industry recognized documents associated with vehicle repairs will be covered in the required courses. This certificate requires a total of 36.5-43.5 units.

Code	Title	Units
Required Courses (9.5 units):		
AUTO 055 F	Automotive Business Management	5
AUTO 131 F	Automotive Fundamentals	4.5
Restricted Electives (27-34 units):		27-34
AUTO 051 F	Internship in Automotive	2-4
AUTO 060 F	Automotive Powertrains	5
AUTO 065 F	Automotive Electrical and Electronic Systems	5
AUTO 081 F	Engine Rebuilding and Repair	8
AUTO 082 F	Engine Performance and Drivability	8
AUTO 083 F	Brake and Suspension Systems Repair	8
AUTO 084 F	Automatic Transmissions	8
AUTO 086 F	Automatic Transmission Fundamentals	3
AUTO 089 F	Automotive Air Conditioning	4
BUS 151 F	Business Mathematics	3
BUS 180 F	Small Business Management	3
BUS 266 F	Human Relations in Organizations (formerly Human Relations in Business)	3
CIS 100 F	Introduction to Personal Computers	4
TECH 081 F	Technical Mathematics I	3
Total Units		36.5-43.5

Outcome 1: Identify and comply with automotive industry safety standards associated with an automotive repair facility.

Outcome 2: Demonstrate an understanding of automotive systems through meaningful discussion of vehicle malfunctions experienced by a customer.

Outcome 3: Generate a vehicle repair order and compute the repair costs associated with the customers' concerns.

Outcome 4: Employ high ethical standards when conducting business with automotive repair customers. Demonstrate alert behavior when discussing customer vehicle repairs or billing questions.