

FLORIDA STATE COLLEGE AT JACKSONVILLE Curriculum Proposal Submission Form

Proposal Information

Identify the title of the curriculum proposal and place an "X" in the box next to the actions identified within the proposal.

Title	Automotive Service Management Technology (A236) (A.A.S.) and Automotive Service Technician (6236) (T.C.) Program Modifications				
Action(s)	<input type="checkbox"/> New Course	<input type="checkbox"/> Modify Course	<input type="checkbox"/> Inactivate Course		
	<input type="checkbox"/> New Program	<input checked="" type="checkbox"/> Modify Program	<input type="checkbox"/> Other:		

Signatures (Faculty)

Signatures must be obtained through appropriate dean.

Faculty Member(s)

Name(s)	Professor Paul Soar				
Telephone No.	904-598-5613	Email	P.Soar@fsci.edu		
Signature	<i>Paul Soar</i>			Date	11/21/2017
<i>Faculty Support (See Faculty Addendum)</i>					

Instructional Program Manager or Department Chair

Name(s)						
Provisions	<input type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	<input type="checkbox"/> Support with Conditions Noted			
Comments	NIA				Date	NIA
Signature						

Dean(s)

Name(s)	Dr. Mamdouh Babi					
Provisions	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	<input type="checkbox"/> Support with Conditions Noted			
Comments	<i>Mamdouh Babi</i>				Date	11/27/17
Signature						

Proposal Submission

Once Curriculum Services receives a complete proposal with the necessary signatures, a tracking number will be assigned, and a thorough technical review will be performed with findings communicated to the originator(s).

Proposal Tracking (Curriculum Services Use Only)

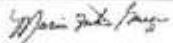
Date Received by Curriculum Services	1/11/2018	Proposed Assigned Tracking Number	2018-03
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Signatures (Curriculum Services)

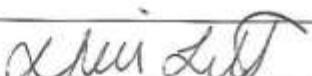
Curriculum Services must obtain signatures through Provost/Vice President of Academic Affairs

SACSCOC Accreditation Liaison

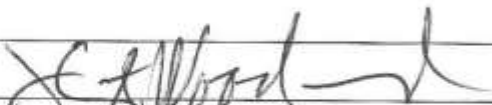
The SACSCOC Accreditation Liaison must review to determine if the proposal constitutes a substantive change which is a significant modification or expansion in the nature and scope of an accredited institution. See Addendum V for further information.

Name(s)	Dr. Marie Gnage		
Provisions	<input checked="" type="checkbox"/> Does not constitute a substantive change	<input type="checkbox"/> Possibly constitutes a substantive change; liaison will request further information	<input type="checkbox"/> Constitutes a substantive change; liaison will request further information
Comments			
Signature			Date 2/6/2018

Associate Provost

Name(s)	Dr. Sheri Litt		
Provisions	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	<input type="checkbox"/> Support with Conditions Noted
Comments			
Signature			Date 2/12/18

Curriculum Committee Chair (Faculty Senate President)

Name(s)	Dr. John Woodward		
Provisions	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	<input type="checkbox"/> Support with Conditions Noted
Comments			
Signature			Date 2/15/2018

Provost/Vice President of Academic Affairs or Designee

Name(s)	Dr. John Wall		
Provisions	<input type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	<input type="checkbox"/> Support with Conditions Noted
Comments			
Signature			Date

Instructions

Originator(s) is/are required to complete this entire section for all actions identified within the proposal. Specific questions pertaining to programs and courses are located in their respective sections of the form.

Implementation Term

In the space provided, add the two-digit academic year, and then place an "X" in the box next to the requested academic term for implementation of the actions identified within the proposal.

NOTE: All new programs and substantially modified programs require the College's District Board of Trustees, SACSCOC and Financial Aid approval. Please review the current Curriculum Committee calendar for critical due dates. Implementation term(s) for specific course(s) is/are also identified in the course section of this form.

Academic Year	20 <u>18</u>	Academic Term	<input type="checkbox"/>	Fall	<input checked="" type="checkbox"/>	Spring	<input type="checkbox"/>	Summer
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Proposal Summary

Provide a brief summary narrative and rationale of the actions identified within the proposal.

Upon faculty and staff review, it has been determined to be in the best interest of students to remove the College's "Selective Access" criteria as applied to the Automotive Service Management Technology (A236) (A.A.S.) and Automotive Service Technician (6236) (T.C.) programs.

Further upon review of current Florida Department of Education (FLDOE) curriculum frameworks for the Automotive Technology programs, it was determined that the current application procedure requirements were no longer valid for program entry. Also, upon the College's review of the Automotive Technology programs, it was determined to be in the best interest of students pursuing one or more of these degree pathways to remove the inaccurate program application requirements.

Originally instituted due to copious enrollment, selective access criteria required students to be interviewed and to meet additional criteria for program access. This process allowed an ineligible student to be properly advised to alternative courses until an opening in the program became available. Currently, the selective access criteria is no longer required; therefore, eliminating this process will allow the program to readily accomplish the strategic goals of the College.

Strategic Goals

Identify strategic goal(s) with which the actions in the proposal best align. Place an "X" in the box next to the selected strategic goal. New programs and substantially modified programs should support at least one (1) Strategic Goal. Please review the College's [Strategic Planning](#) webpage in regard to Strategic Goals information.

Strategic Goal 1	Promote access and equity.	<input checked="" type="checkbox"/>
Strategic Goal 2	Enhance rigorous and relevant learning opportunities.	<input type="checkbox"/>
Strategic Goal 3	Increase retention and completion.	<input checked="" type="checkbox"/>
Strategic Goal 4	Contribute to workforce and economic development.	<input checked="" type="checkbox"/>
Strategic Goal 5	Cultivate institutional efficiency and effectiveness.	<input checked="" type="checkbox"/>

Curriculum Collaborations

Identify any business partnerships, grant requirements, or faculty collaborations that support the actions identified within the proposal. Place an "X" in the box next to appropriate selection(s). Provide a brief statement about the partnership and its collaborators.

Business Partnerships		<input type="checkbox"/>
Grant Requirements		<input type="checkbox"/>
Faculty Collaboration	All faculty members participated in this unanimous decision.	<input checked="" type="checkbox"/>
Other/None		<input type="checkbox"/>

Cost Analysis

Identify any new cost(s) to the College based on the actions identified within the proposal. Place an "X" in the box next to the appropriate item(s). Provide a brief cost analysis statement.

NOTE: Please do not include special fees in this section. Special fees attached to courses are addressed in a separate section of the proposal.

Faculty Resources		<input type="checkbox"/>
Equipment/Supplies		<input type="checkbox"/>
Materials/Software		<input type="checkbox"/>
Other/None	None	<input checked="" type="checkbox"/>

Student Impact

Identify any student impact based on the actions identified within the proposal. Place an "X" in the box next to the appropriate response(s). Provide a brief statement in response to each question.

Are currently enrolled and/or past term students affected by the actions identified within the proposal?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<i>If YES, identify any concerns and how you plan to communicate the actions to currently enrolled and/or past term students.</i>		
Are the actions identified within the proposal based on student cohorts?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<i>If YES, identify how the actions affect currently enrolled student cohorts and/or future term student cohorts.</i>		
Will the effectiveness of the actions identified within the proposal be assessed and/or evaluated?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<i>If YES, identify the methods used to assess and/or evaluate the actions.</i>		
Will the actions identified within the proposal meet a specific workforce, university transfer or other student success need?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<i>If YES, identify the specific workforce, partner institution and/or student success needs.</i>	<p>Removing inaccurate selective access criteria, which is NOT required by the FLDOE for program admission, will increase student enrollment and access to the program as a whole. Since typically high school students do not have a long term driving record, removing the three-year driver's license record requirement will allow high school students (or new drivers) enroll in the program. Additionally, the Bennett Mechanical Aptitude Test created an unnecessary hurdle that would prevent students from enrollment until the aptitude test was completed and reviewed by a program advisor. The test also did not identify a significant issue with the capability of the individual student success. It was not a valuable advising tool for the Automotive Program.</p>	

ADDENDUM: Southern Association of Colleges and School Commission on Colleges (SACSCOC)

In order to maintain the College’s continued accreditation through the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), all programs are required to complete this section to determine if additional action is required. To minimize the possibility of implementation delay, please contact the Office of Institutional Effectiveness and Accreditation (OIEA) at the beginning of the proposal process to discuss the specific requirements for your proposal change.

Based on SACSCOC policy, many new programs are required to submit a prospectus and obtain approval from SACSCOC prior to implementation.

Additionally, some existing programs with major changes require a prospectus to be submitted and approved by SACSCOC prior to implementation.

- Increasing/decreasing the total program hours by $\geq 25\%$
- Adding coursework to the program that requires new faculty, equipment, facilities, library or other resources
- Changing from clock hours to credit hours (or vice versa)
- Offering $\geq 50\%$ of the program at an off-campus location

If you answer YES to one or more of the questions below, complete the substantive change intake form found on the [OIEA website](#). Once complete, return it, along with a copy of the curriculum proposal form, via email to oiea@fscj.edu.

SACSCOC Substantive Change Assessment

<i>Based on the information provided within the proposal, please answer the following questions related to your change.</i>		
Do the actions identified within the proposal involve the development of a new program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Do the actions identified within the proposal involve a contract, MOU, grant or consortium for the development or construction of all or part of a new program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Do the actions identified within the proposal involve the inactivation of a degree or certificate program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Do the actions identified within the proposal increase or decrease the total degree or certificate program hours by $\geq 25\%$?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Do the actions identified within the proposal add coursework to the program that requires new faculty, equipment, facilities, library or other resources?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Do the actions identified within the proposal change the program from clock hours to credit hours or vice versa?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Do the actions identified within the proposal involve the instruction of courses delivered by College faculty/instructors and/or employees at an off-campus location?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Below is a list of common SACSCOC substantive changes and their requirements for approval. This list should serve as a guideline to help you prepare for your change. Please contact the Office of Institutional Effectiveness and Accreditation for information specific to your proposed change.

Types of Substantive Change	Timeline for Contacting OIEA	Timeline for Submission to SACSCOC	Instrument to be submitted to SACSCOC
New Programs*	18 months prior to planned implementation	January 1 for implementation between July 1 – Dec. 31; July 1 for implementation between Jan. 1 – June 30	Prospectus (20+ page document describing how institution will administer change)
Altering program length by >25%	12 months prior to planned implementation	January 1 for implementation between July 1 – Dec. 31; July 1 for implementation between Jan. 1 – June 30	Modified Prospectus (15+ page document describing how institution will administer change)
Initiating degree completion programs	18 months prior to planned implementation	January 1 for implementation between July 1 – Dec. 31; July 1 for implementation between Jan. 1 – June 30	Prospectus (20+ page document describing how institution will administer change)
Closure of a program	3-6 months prior to planned implementation	Immediately following internal decision to close (DBOT approval)	Letter of Notification. Must describe how students, faculty, and staff will be affected
Offering 25-49.9% of a program at an off-campus location	6 months prior to planned implementation	3 months prior to planned implementation	Letter of Notification
Offering 50%+ of a program at an off-campus location	12 months prior to planned implementation	January 1 for implementation between July 1 – Dec. 31; July 1 for implementation between Jan. 1 – June 30	Prospectus (20+ page document describing how institution will administer change)

*Not all new programs will qualify for substantive change.

PROGRAM PROPOSAL

Instructions

Complete this section if the actions identified within the proposal are any of the following:

- Program only (no courses identified)
- New course development for inclusion within specific program
- Course modification/inactivation currently included within a specific program

If the actions identified within the proposal are for new course development and/or course modification/inactivation NOT included within a specific program, then skip this section and proceed to the course information section.

Program Section

The [Florida Department of Education \(FLDOE\)](#) classifies each program according to discipline area/career cluster. The [FLDOE](#) compiles a curriculum framework from each program which identifies information such as program title, program hours, CIP code(s), SOC code(s), program standards and occupational completion points (for PSAV only).

NOTE: The information as requested below is assigned by the [FLDOE](#) according to the current edition of the academic year curriculum frameworks. Curriculum Services will assign the initial program of study (POS) code for all new programs. Existing programs must maintain their current POS code unless previously discussed with Curriculum Services.

Program Information

Identify the program information that the actions identified within the proposal impact.

Program Title (Assigned by FLDOE)	Automotive Service Management Technology		
Program Hours (Assigned by FLDOE)	68	POS code	A236
Program Title (Assigned by FLDOE)	Automotive Service Technician		
Program Hours (Assigned by FLDOE)	24	POS code	6236

Program Identifier

Identify the appropriate program identification numbers that the actions identified within the proposal impact.

NOTE: The information for State CIP Number is assigned by the FLDOE according to the current edition of the academic year curriculum frameworks. The information for Federal CIP Number is assigned by the Federal Department of Education, National Center for Education Statistics. The information for specific salary range(s) for a particular SOC number is assigned by the Florida Department of Economic Opportunity, Occupational Employment and Wages. The information for SOCNAV military programs is determined by the Service Members Opportunity Colleges.

State CIP Number	0615080300 – Automotive Service Management Technology 0615080301 - Automotive Service Technician	Federal CIP Number	150803
SOC Number	49-2096 – Electronic Equipment Installers and Repairers, Motor Vehicles 49-3093 – Tire Repairers and Changers 49-3023 – Automotive Service Technicians and Mechanics 49-9098 – Helpers-- Installation, Maintenance, and Repair Workers	SOC NAV Number (Military & Veteran Use)	N/A

Program Type

Identify the program of study/degree type that best aligns with the actions identified within the proposal. Place an "X" in the box next to the appropriate type(s).

<input type="checkbox"/>	Bachelor of Science	<input type="checkbox"/>	Bachelor of Applied Science	<input type="checkbox"/>	Bachelor of Nursing
<input type="checkbox"/>	Associate in Arts	<input type="checkbox"/>	Associate in Science	<input checked="" type="checkbox"/>	Associate in Applied Science
<input checked="" type="checkbox"/>	Technical Certificate	<input type="checkbox"/>	Advanced Technical Certificate	<input type="checkbox"/>	PSAV/Clock Hour/Workforce
<input type="checkbox"/>	Advanced Technical Diploma	<input type="checkbox"/>	Other (If selected identify program type)		

Program Assessment Scores

Identify TABE assessment scores (English, Reading and Mathematics) for all PSAV/Clock Hours/Workforce programs that best align with the actions identified within the proposal. Place an "X" in the box next to the appropriate item(s). For programs that require other assessment(s), use the space provided.

English		<input type="checkbox"/>
Reading		<input type="checkbox"/>
Mathematics		<input type="checkbox"/>
Other/None	Removing: Bennett Mechanical Aptitude Assessment score report. Currently required: Results of appropriate placement test (PERT for A.A.S. or TABE for PSAV) or proof of exemption claimed on SB1720 student questionnaire.	<input checked="" type="checkbox"/>

Program Access

Identify the type of program access that best align(s) with the actions identified within the proposal. Place an "X" in the box next to the appropriate selection(s).

NOTE: Program access should be clearly identified on the catalog program page.

Limited Access	Programs that limit the admission of prospective students on the basis of capacity (i.e., the number of students whom the program can accommodate because of available seats).	<input type="checkbox"/>
Selective Access	Programs that admit prospective students who meet specific admissions criteria, including, without being limited to, grade point average (G.P.A.), entrance exams, scores, letters of application, letters of reference and/or professional background criteria (e.g., criminal background check, drug screening, medical examination, and/or professional licensure or certification).	<input type="checkbox"/>
Open Access	Programs that do not limit the admission of prospective students due to available seats and/or the criteria for admission does not require specific additional standards.	<input checked="" type="checkbox"/>

NOTE: This proposal seeks to remove the selective access criteria and allow the program to become open access

Program Impact

Identify any impact the actions identified within the proposal may have on other programs. Provide a brief summary statement?

Will additional programs of study be impacted by the actions identified within the proposal.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>If YES, identify the specific program by title, POS code and degree type. Also, include information about the impacted programs and the plan for addressing any concerns.</p>		

Program Support

<i>Identify the required document(s) are attached to the proposal and they support the actions identified within the proposal.</i>			
Advisory Committee Meeting Minutes			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If YES, identify the specific Advisory Committee meeting date.</i>	MEETING DATE:	<i>If YES, provide a brief summary of the Advisory Committee vote.</i>	SUMMARY OF VOTE:
Assessment Plan (required only for new or substantially modified programs)			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If YES, identify the specific Assessment Plan effective date.</i>	EFFECTIVE DATE:	<i>If YES, provide a brief summary of the Assessment Plan.</i>	SUMMARY OF ASSESSMENT PLAN:
	No Change		No Change

For Curriculum Services, internal use only:

Program Completion (PSAV/Clock Hour/Workforce Programs Only)

<i>Identify Occupational Completion Points (OCPs) for all PSAV/Clock Hour/Workforce programs that best align with the actions identified within the proposal. Provide a brief summary of each OCP.</i>	
NOTE: The information for OCPs is assigned by the FLDOE according to the current edition of the academic year curriculum frameworks.	
Occupational Completion Points(s)	N/A

ADDENDUM: Gainful Employment

From the [U.S. Department of Education, Office of Federal Financial Aid](#):

Gainful employment is applicable ONLY to the following types of programs:

- Career technical education training programs of at least one academic year in length and that lead to a clock hour/workforce certificate.
- Credentialed, non-degree programs such as credit programs requiring 30 or fewer credit hours or clock hour programs requiring 600 or more contact hours.

The following educational programs offered by Domestic Public and Domestic Nonprofit Institutions are Gainful Employment programs:

- Non-degree programs, including all certificate programs. Certificate programs include undergraduate certificate programs, post-baccalaureate certificate programs, graduate certificate programs, and postgraduate certificate programs. Note that awarding students one or more certificates as part of a degree program does not create GE programs based upon the awarding of the certificate(s).
- Teacher certification programs, including both programs that result in a certificate awarded by the institution and those where the institution itself does not provide a certificate but which consist of a collection of course work necessary for the student to receive a State professional teaching credential or certification.
- Approved "Comprehensive Transition Programs" for students with intellectual disabilities.

The following educational programs offered by Domestic Public and Domestic Nonprofit Institutions are not Gainful Employment programs:

- Programs that lead to a degree, including associate's degrees, bachelor's degrees, graduate degrees, and professional degrees
- Programs that are at least two years in length that are fully transferable to a bachelor's degree program
- Preparatory courses of study that provide course work necessary for enrollment in an eligible program

COMPLETED BY CURRICULUM SERVICES:

Gainful Employment Eligibility

Identify any program that is eligible for Gainful Employment based on the actions identified within the proposal.

Are programs within the proposal eligible for Gainful Employment status? Yes No

If YES, identify the specific program of study code, the program name and the program length.

Automotive Service Technician (6236) (T.C.) – offered at 27 credit hours

**ADDENDUM: Gainful Employment
ACKNOWLEDGED BY:**

Financial Aid Office for Gainful Employment

Name(s)	Danielle Revills		
Provisions	<input type="checkbox"/>	Acknowledged	
Comments	N/A		
Signature	N/A	Date	N/A

ADDENDUM: Financial Aid

In order to be eligible for funding under the Title IV programs, an educational program must lead to a degree (associate, bachelor's, graduate, or professional) or prepare students for "gainful employment in a recognized occupation."

The following includes the types of programs eligible to apply for Federal Financial Aid approval:

- The program leads to an associate's, bachelor's, professional, or graduate degree.
- The program is at least 60 credit hours (minimum 2 academic years) in duration and is acceptable as credit toward a bachelor's degree.
- The program is at least 600 clock hours or 24 credit hours (minimum of 1 academic year) in duration and leads to a certificate, degree, or other recognized credential which prepares students for gainful employment in a recognized occupation.

For institutions that are **fully approved** by the U.S. Department of Education for Federal Financial Aid funding eligibility, approval is only required for new vocational programs that are greater than 24 credit hours in length or greater than 600 clock hours in length. In this scenario, Financial Aid is awarded to students in programs such as the Associate in Arts, Associate in Science or a Baccalaureate degree in conjunction with the notice to the U.S. Department of Education, Federal Financial Aid office.

For institutions that are **provisionally** approved by the by the U.S. Department of Education for Federal Financial Aid funding eligibility, approval is required for ALL new and modified programs regardless of credit hours in length or clock hours in length. Financial Aid will not be awarded to ANY student until the U.S. Department of Education Federal Financial Aid office approves funding. Please exercise caution when selecting an implementation term for new and/or modified programs as the approval process can take 12-18 months.

COMPLETED BY CURRICULUM SERVICES:

Financial Aid Eligibility

Identify any program that is eligible for Federal Financial Aid based on the actions identified within the proposal.

Are programs within the proposal eligible for Federal Financial Aid status? Yes No

If YES, identify the specific program of study code, the program name and the program length.

Automotive Service Management Technology (A236) (A.A.S.) and Automotive Service Technician (6236) (T.C.)

**ADDENDUM: Financial Aid
ACKNOWLEDGED BY:**

Financial Aid Office

Name(s)	Angie Nickel		
Provisions	<input type="checkbox"/>	Acknowledged	
Comments	N/A		
Signature	N/A	Date	N/A

Program Catalog Page (Exhibit “A”)

*Each program is required to attach a copy of the College Catalog program page as “Exhibit A.” Programs must demonstrate requested changes based on the actions identified within the proposal using **red font** or **yellow highlight** to add information and the strike-through feature to remove information. All programs must follow the College’s standard program page template.*

For assistance with the College Catalog program page format, please contact Curriculum Services at curriculum@fscj.edu. The current College Catalog can be accessed [online](#) as a point of reference.

Automotive Service Management Technology (A236) (A.A.S.)

Associate in Applied Science

~~This is a Selective Access program.~~

~~This program prepares students~~ Prepare for a job as an entry-level automotive and light truck technician. This two-year, ~~selective access~~ training program is hands-on and teaches you to service, diagnose, and repair engines, fuel injection and ignition systems, emission, steering and suspension systems, brakes, drive trains, and transmissions. Besides the basics, today's automotive technicians need to have advanced skills. After completion, you'll be capable and comfortable with high-tech electronic engine controls and electrical and computerized systems. Safe, efficient work practices and "people skills" are part of the excellent all-around instruction.

A technical certificate, [Automotive Service Technician \(6236\) \(T.C.\)](#), is included as an option within this degree program. Students may pursue the A.A.S. degree and earn the technical certificate while completing the requirements for the degree, or pursue the certificate to develop or upgrade their skills. Contact the Program Manager's office or an advisor or counselor to determine the career education path that is best for you.

Mission/Purpose

The Associate in Applied Science degree in Automotive Service Management Technology will prepare students for employment as service technicians in the automotive service industry. This two-year training program is hands-on and teaches you to service, diagnose, and repair today's vehicle systems. A combination of theory and practical instruction prepares students for distinctive success and contributes to the economic development of the College's service area.

Application Procedure

~~Students are required to have a high school diploma or GED®. Entrance into the program requires students to submit an application to the Program Manager's Office that includes the following:~~

- ~~1. Three year driving transcript;~~
- ~~2. Bennett Mechanical Aptitude Assessment score report;~~
- ~~3. Results of appropriate placement test (PERT for A.A.S. or TABE for PSAV) or proof of exemption claimed on SB1720 student questionnaire; and~~
- ~~4. A short essay between 200 and 300 words explaining how the program will help the student achieve his or her career goals.~~

~~All four items above are considered when evaluating a student for program entry. A poor driving record, Bennett scores less than 32, TABE/PERT scores that indicate remediation is required or an application package that does not clearly indicate how the program will help you achieve your career goals will affect your entrance into the program. The program application packet can be obtained by contacting the Automotive Program Manager's Office at (904) 633-8334 or autodiesel@fsej.edu.~~

~~**Notice to prospective students:** A poor driving record, certain felony convictions or not having a regular unrestricted driver's license will adversely affect your employment opportunities as an Automotive Technician. Students are strongly encouraged to explore employment eligibility requirements for any career field before choosing and starting a program of study.~~

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Application Procedure

Students are required to have a high school diploma or GED®. Entrance into the program requires students to submit an application to the Program Manager's Office that includes the results of appropriate placement test (PERT for A.A.S. or TABE for PSAV) or proof of exemption claimed on SB1720 student questionnaire. The program application packet can be obtained by contacting the Automotive Program Manager's Office at (904) 633-8334 or autodiesel@fscj.edu.

Notice to prospective students: A poor driving record, certain felony convictions or not having a regular unrestricted driver's license will adversely affect your employment opportunities as an Automotive Technician. Students are strongly encouraged to explore employment eligibility requirements for any career field before choosing and starting a program of study.

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Internships

This program contains an internship component so you can gain on-the-job experience while working toward a degree.

Need More Information? Contact:

Automotive and Diesel Technologies Department, (904) 633-8334 or autodiesel@fscj.edu

More Information Online:



[Recommended Roadmap for the Program](#)

Curriculum

General Education

Credit Hours: 15

- **Mathematics** Credit Hours: 3
Refer to [General Education Requirements](#) .
- **Humanities** Credit Hours: 3
Refer to [General Education Requirements](#) .
- **Physical Science** Credit Hours: 3
*Recommended course: [PHY 1020C - Physics for Liberal Arts with Laboratory](#).
Refer to [General Education Requirements](#) .*
- **Social and Behavioral Sciences** Credit Hours: 3
Refer to [General Education Requirements](#) .
- [ENC 1101 - English Composition I](#) Credit Hours: 3
or [ENC 1101C - English Composition I Enhanced](#) Credit Hours: 4

Professional Courses

Credit Hours: 48

- [AER 1081C - Introduction to Automotive Technology Credit Hours: 4](#)
- [AER 1198 - Engines Credit Hours: 4](#)
- [AER 1291 - Automatic Transmissions and Transaxles Credit Hours: 4](#)
- [AER 1398 - Manual Transmission and Transaxles Credit Hours: 4](#)
- [AER 1498 - Steering and Suspension Credit Hours: 4](#)
- [AER 1598 - Brake Systems Credit Hours: 4](#)
- [AER 1694C - Electrical Systems I Credit Hours: 4](#)
- [AER 1798C - Air Conditioning and Heating Credit Hours: 4](#)
- [AER 2695C - Electrical Systems II Credit Hours: 4](#)
- [AER 2896 - Engine Performance I Credit Hours: 4](#)
- [AER 2899 - Engine Performance II Credit Hours: 4](#)
- [AER 2895C - Engine Performance III Credit Hours: 4](#)

Professional Electives

Credit Hours: 5

- [AER 2957 - Automotive Internship I Credit Hours: 2](#)
- [AER 2958 - Automotive Internship II Credit Hours: 2](#)
- [SLS 1101 - College Academic Orientation Credit Hours: 1](#)
- [SLS 1103 - Strategies for Success in College, Career and Life Credit Hours: 3](#)
- [CGS 1100 - Microcomputer Applications for Business and Economics Credit Hours: 3](#)
- [CGS 1060 - Introduction to Information Technology Credit Hours: 3](#)
- [GEB 1011 - Introduction to Business Credit Hours: 3](#)

Total Credit Hours: 68

Automotive Service Technician (6236) (T.C.)

Technical Certificate

~~This is a Selective Access program.~~

Due to rapid advances in technology, the service and repair of cars and trucks has evolved into a more complex and challenging career. Today's automotive technician must have advanced skills and training that were not previously required for a successful career in this field.

The Automotive Service Technician technical certificate will prepare the student for entry into the automotive repair industry. The program consists of the first 20 credit hours of the [Automotive Service Management Technology \(A236\) \(A.A.S.\)](#) degree program and four credits of professional electives.

Admissions Process

~~Students are required to have a high school diploma or GED®. Entrance into the program requires students to submit an application to the Program Manager's Office that includes the following:-~~

- ~~1. Three year driving transcript;~~
- ~~2. Bennett Mechanical Aptitude Assessment score report;~~
- ~~3. Results of appropriate placement test (PERT for A.A.S. or TABE for PSAV) or proof of exemption claimed on SB1720 student questionnaire; and~~
- ~~4. A short essay between 200 and 300 words explaining how the program will help the student achieve his or her career goals.~~

~~All four items above are considered when evaluating a student for program entry. A poor driving record, Bennett scores less than 32, TABE/PERT scores that indicate remediation is required or an application package that does not clearly indicate how the program will help you achieve your career goals will affect your entrance into the program. The program application packet can be obtained by contacting the Automotive Program Manager's Office at (904) 633-8334 or autodiesel@fscj.edu.~~

~~**Notice to prospective students:** A poor driving record, certain felony convictions or not having a regular unrestricted driver's license will adversely affect your employment opportunities as an Automotive Technician. Students are strongly encouraged to explore employment eligibility requirements for any career field before choosing and starting a program of study.~~

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Application Procedure

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Need More Information? Contact:

Automotive and Diesel Technologies Department, (904) 633-8334 or autodiesel@fscj.edu.

Curriculum

Professional Courses

Credit Hours: 20

A minimum grade of "C" or better is required in all Professional Courses.

- [AER 1081C - Introduction to Automotive Technology Credit Hours: 4](#)
- [AER 1498 - Steering and Suspension Credit Hours: 4](#)
- [AER 1598 - Brake Systems Credit Hours: 4](#)
- [AER 1694C - Electrical Systems I Credit Hours: 4](#)
- [AER 1798C - Air Conditioning and Heating Credit Hours: 4](#)

Professional Electives

Minimum Credit Hours: 4

- [AER 2957 - Automotive Internship I Credit Hours: 2](#)
- [AER 2958 - Automotive Internship II Credit Hours: 2](#)
- [SLS 1101 - College Academic Orientation Credit Hours: 1](#)
- [SLS 1103 - Strategies for Success in College, Career and Life Credit Hours: 3](#)
- [GEB 1011 - Introduction to Business Credit Hours: 3](#)

Total Credit Hours: 24 / Program Length: 8 Months

CURRICULUM COMMITTEE
REVIEW FORM

Once complete, please e-mail completed form to Curriculum Services at curriculum@fscj.edu and include a copy to the Curriculum Committee Chair

PROPOSAL TRACKING NUMBER: 2018-2

PROPOSAL TITLE: Electricity (Construction) (5632) (PSAV) and Program and Course Modifications; Electricity (Construction) (Part-Time) (563P) (PSAV) New Program

REVIEWER'S NAME: Jeffrey Rehkopf

DISCIPLINE: Automotive Technology

EMAIL: jrehkopf@hughes.net

TELEPHONE NUMBER: 5985617

SIGNATURE: (signed) Jeffrey Rehkopf DATE Feb 14, 2018

Reviewer's Reaction: Check one.

Endorse unconditionally.

Endorse with conditions.
(Use space below to clearly state conditions.)

Do not endorse.
(Use space below to clearly state concerns/problems.)

1. Page 1, "Proposal Information" should only have the "Modify Program" box marked.
2. Page 7, "Program Type" should be "Associate in Applied Science".

NOTE: 2/14/2018 – Curriculum Services corrected these editorial errors.