



***ASEP***



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# **AUTOMOTIVE SERVICE TECHNICIAN PROGRAM**

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**Transportation Technologies Department:  
School of Science, Technology, Engineering and Mathematics**



**Transportation Technologies**

**P.O. Box 10,000**

**Toledo, Ohio 43699-1947**

**Phone (567) 661-7388**

## **General Information**

**Welcome** to the Transportation Technologies Department at Owens Community College. Owens is committed to providing a superior educational experience! We appreciate your interest in Owens and the General Motors Automotive Service Educational Program (ASEP). This program is one of the finest automotive training programs in America.

ASEP is two-year associate degree program designed to upgrade the technical competence and professionalism of entry level General Motors Service Technicians. The curriculum has been designed by General Motors and Owens.

The ASEP Program is a cooperative program between General Motors, GM dealerships and Owens Community College.

*The material in this packet is intended solely for information purposes. Owens Community College reserves the right to make changes in curricula, policies and fees whenever such changes are deemed necessary. The materials herein are subject to change without notice and may not be regarded as binding obligations.*

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## **Mission**

The Owens Community College mission is to foster student and community success by providing high quality and affordable education that leads to rewarding careers, personal growth, and regional economic strength.

## **Vision**

As the premier two-year college in northwest Ohio, Owens Community College will be the first choice for students seeking career credentials and university transfer, and will be recognized as an indispensable partner for businesses, educational institutions, and community organizations.

## **Transportation Technologies**

Owens Community College's Transportation Technologies programs allow students to power-up their career through hands-on learning. Students gain the knowledge and skills to compete for jobs in today's fast-changing transportation industry.

The college has partnered with General Motors, Chrysler, Ford, Caterpillar, John Deere, Kubota, Freightliner, and Williams Detroit, among others, which enables students to work in dealerships and service facilities.

Students also benefit from using the latest technology and state-of-the-art equipment in Owens' classrooms and labs. Owens faculty members not only bring teaching skills to the classroom, but also real-world experience, making the learning environment a perfect balance of academic and hands-on training.

## **School of STEM**

The mission of the School of STEM is to provide quality technical education that matches the needs of students and employers. The school is committed to preparing every student to succeed in the world of technical service and to make a productive contribution to society. These students will be able to initiate change as well as support and adapt to evolving technological issues. The school is also dedicated to updating technical knowledge and enhancing lifelong learning.

The purposes for the school, which enable it to fulfill its mission, are identified as follows:

- To provide current and relevant associate degree programs, certifications, certificates and specific courses that prepare students to productive members of the technical work force.
- To facilitate access to the programs within the School of STEM by assisting students in an effective manner.
- To provide quality technical programs, which include a solid foundation in critical thinking, problem solving, ethical and technical principles and the application to current technology and the workforce.
- To ensure that the education and training provided are responsive to the needs of the community through input from advisory committees, businesses, industries and other relevant sources.
- To articulate with colleges, universities, and high schools to provide credit and program transfer.
- To seek and maintain appropriate accreditation and/or certification of school programs by accrediting organizations.
- To establish educational partnerships with businesses, industries, and professional organizations for high quality, cost-effective learning.

## Important Contacts

***Greg Gibbs, Interim Dean, School of STEM***

(567) 661-7146

gregory\_gibbs@owens.edu

***Sherri Johnson, Chair***

Transportation Technologies

(567) 661-7136

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***Tom McRitchie, Instructor, ASEP***

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***Chris Kinkade, Instructor, ASEP***

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Admissions.....	567-661-7777
Advising .....	567-661-2387
Department of Public Safety .....	567-661-7575
Disability Resource Center.....	567-661-7007
Help Desk.....	567-661-7120
Library.....	567-661-7015
Student Financial Services .....	567-661-2387
Testing Center .....	567-661-8378
Transportation Technologies Office .....	567-661-7388

## **The ASEP Program**

The ASEP program is a partnership program between Owens, General Motors, and AC Delco Service Centers. It is designed to train and employ the industry's best automotive technicians.

ASEP is a two-year program and graduates earn an Associate of Applied Science degree. Students rotate class time and internship at their sponsoring dealership or service center. During the internship, students receive hourly wages and pay increases based on their performance.

Class size is limited to maintain an effective student/teacher ratio. Qualified candidates who apply early and have a sponsoring dealership or service center are chosen first. This program is offered at the Toledo campus only.

## **Program Schedule**

The program is a two-year program consisting of five semesters. Half of the time is spent attending classes at Owens and the remaining time is spent interning at the employing GM dealership/AC Delco Service Center.

Each specialized subject is taught at Owens, in the classrooms and/or labs, for a seven week rotation. This academic training is followed by related, supervised work experience with dealership personnel. For example, your first group of classes will involve the first seven weeks of the fall semester at Owens and the second seven weeks interning at your dealership. You will then return to Owens for the first seven weeks of the spring semester and the second seven weeks interning at your sponsoring dealership.

## **Dealership/Employer**

Participating students are required to be employed by a General Motors dealership or AC Delco affiliate. It is the prospective student's responsibility to locate their own GM dealership or AC Delco sponsor. If you have difficulty obtaining or locating a GM or AC Delco sponsor, the Transportation Technologies Department can assist.

## **Program Benefits**

Unlike conventional programs where students obtain a degree before securing a job, at Owens, the ASEP students will secure an employer before starting the program. This program requires initiative and effort on the part of the student. However, the benefits are worth the effort.

ASEP students learn the skills necessary for entry into a highly skilled profession, along with the opportunity to practice and develop these skills with a considerable amount of on-the-job training. ASEP helps to develop the diagnostic skills needed to work on today's agricultural equipment and start a career as a GM dealer service technician.

## **Student Wages**

One of the most frequently asked questions by dealerships and students is the rate of pay for the employed GM/AC Delco students. Pay rates are negotiated between the student and their sponsoring dealership. Dealerships may be able to assist students with school expenses.

## **Tools**

Students will not need to obtain tools for class. Owens Community College provides the necessary tools to complete all lab assignments. Tools are signed out through the Tool Room.

A special discount is available to GM ASEP students through various tool vendors.

# GM ASEP PROGRAM

## General Motors Corporation Automotive Service Education Program (ASEP)

Sem	Course	Credit/Contact Hrs	Course Completed
<b>1st Semester</b>	AUT 110 - Automotive Service Fundamental	<b>Credits:</b> 2(Lec: 1 Lab: 3)	
	AUT 113 - Automotive Brakes	<b>Credits:</b> 3(Lec: 1 Lab: 6)	
	AUT 130 - Vehicle Electric & Electronics	<b>Credits:</b> 3(Lec: 2 Lab: 3)	
	AUT 291 - Automotive Field Experience	<b>Credits:</b> 1 to 3(Oth: 3 to 9)	
	IST 100 - Fundamentals of Computing	<b>Credits:</b> 1(Lec: 1)	
	STM 105 - Technology in Society	<b>Credits:</b> 2(Lec: 2)	
<b>2nd Semester</b>	AUT 114 - Anti-Lock Brake System	<b>Credits:</b> 2(Lec: 1.50 Lab: 1.50)	
	AUT 133 - Automotive Electrical Systems	<b>Credits:</b> 3(Lec: 2 Lab: 3)	
	AUT 141 - Automotive Engine Fundamentals	<b>Credits:</b> 3(Lec: 2 Lab: 3)	
	AUT 212 - Air Conditioning	<b>Credits:</b> 2(Lec: 1.50 Lab: 1.50)	
	AUT 291 - Automotive Field Experience	<b>Credits:</b> 1 to 3(Oth: 3 to 9)	
	MTH 143 - Applied Industrial Mathematics	<b>Credits:</b> 3(Lec: 3)	
<b>3rd Semester</b>	AUT 248 - Engine Perform & Drivability	<b>Credits:</b> 8(Lec: 6 Lab: 6)	
<b>4th Semester</b>	AUT 214 - Wheel Alignment & Suspensions	<b>Credits:</b> 3(Lec: 1 Lab: 6)	
	AUT 232 - Vehicle Accessory Systems	<b>Credits:</b> 2(Lec: 1.50 Lab: 1.50)	
	AUT 291 - Automotive Field Experience	<b>Credits:</b> 1 to 3(Oth: 3 to 9)	
	PHY 143 - Applied Industrial Physics	<b>Credits:</b> 3(Lec: 3)	
	SPE 101 - Public Speaking	<b>Credits:</b> 3(Lec: 3)	
<b>5th Semester</b>	AUT 111 - Standard Transmission	<b>Credits:</b> 2(Lec: 1 Lab: 3)	
	AUT 213 - Fund of Automatic Transmission	<b>Credits:</b> 2(Lec: 1 Lab: 3)	
	AUT 291 - Automotive Field Experience	<b>Credits:</b> 1 to 3(Oth: 3 to 9)	
	AUT 215 - Auto Trans Diagnosis	<b>Credits:</b> 2(Lec: 1 Lab: 3)	
	AUT 249 - Hybrid Elect & Fuel Cell Veh	<b>Credits:</b> 2(Lec: 1.50 Lab: 1.50)	
	ENG 111 - Composition I *Ohio Transfer Module Course	<b>Credits:</b> 3(Lec: 3)	
	<b>or</b>		
	ENG 111P - Composition I Plus *Ohio Transfer Module Course	<b>Credits:</b> 4(Lec: 4)	
PSY 111 - Indust/Organization Psych	<b>Credits:</b> 3(Lec: 3)		

## Essential Skills in the Program and on the Job

### Reading

Reading is necessary both in the classrooms and on the job. Reading materials for the program include textbooks, journal articles, various service manuals, technical papers, and information on the database. Textbooks are written at the college level. The program includes both written and aptitude tests.

### Writing

Writing skills are very important. You will need to complete tests, research papers, assignments and task/lab sheets for classes. On the job, it is essential to be able to correctly complete necessary paperwork.

### Communication

Effective speaking skills are necessary for the program. Students will give oral presentations (demonstrations) in some classes. On the job, effective communication is extremely important as you will be dealing with customers, supervisors, and colleagues.

The ability to effectively communicate both personally and professionally is an essential skill, not only in this program, but in all aspects of your life.

### Math

The following areas of math are integrated into the program: arithmetic (basic skills), some algebra, trigonometry (with emphasis on angles) and practical applications to the industry. Basic math skills, trigonometry and an intuitive feel for business math are important skills.

### Learning

Problem-solving skills are essential for success, both in the program and on the job. These skills include discovering a problem, finding relevant information, and compiling information to solve a specific problem.

### Computer

It is necessary to know how to analyze computer information from the equipment's on-board computers, both in the program and on the job. It is also essential to know how to analyze information from the diagnostic PC. Service manuals are stored in electronic databases, so knowledge of how to use the PC to access this information is also required.

## Responsibilities

### Student Responsibilities

- ❖ Obtain and maintain a GM dealership, GM Fleet account, AC Delco Service Center or affiliate sponsor by the first day of class and throughout the program.
- ❖ Obtain GM Identification.
- ❖ Meet all college eligibility requirements in the degree program and complete all academic and technical courses as required.
- ❖ Pay all program costs: tuition, fees, books, safety glasses, housing.
- ❖ Attend classes and work as scheduled on time and come prepared.
- ❖ Maintain a minimum GPA of 2.0.
- ❖ Perform necessary tasks.
- ❖ Seek academic assistance if needed.
- ❖ Conduct one's self in a professional and safe manner (meet personal protective equipment requirements).
- ❖ Adhere to the *Student Code of Conduct*.

### Owens Responsibilities

- ❖ Provide an assigned administrator for the ASEP program at the college.
- ❖ Assist dealerships with student selection and recruiting.
- ❖ Provide instruction in accordance with the ASEP curriculum.
- ❖ Communicate with sponsoring ASEP dealerships or AC Delco affiliates regarding students' academic progress and/or tribulations.
- ❖ Maintain student records.
- ❖ Provide academic advising.
- ❖ Maintain the National Institute for Automotive Service Excellence/National Automotive Technicians Educational Foundation (ASE/NATEF) certification, ensuring training meets or exceeds industry standards.

### General Motors/AC Delco Affiliate Responsibilities

- ❖ Provide ASEP training to college instructors.
- ❖ Provide necessary equipment and training components.
- ❖ Provide the college with essential training materials, including service manuals and specialized class materials.
- ❖ Provide specialty shop tools.

## Checklist for Getting Started....

- Visit the Owens Transportation Technologies Department.** Meet with the Corporate Programs Specialist or Chair who will discuss the program and answer any questions. You will also get a tour of the Transportation Technologies facilities. Call to set up your appointment: (567) 661-7388.
- Apply for Admission to Owens Community College.** Complete your application for admission online at [www.owens.edu](http://www.owens.edu).
- Obtain Sponsorship.** Acquire your sponsorship at a General Motors Dealership/AC Delco Service Center. Meet with program coordinator or department chair for assistance with placement.
- Apply for the ASEP Program.** An application is included in this handbook and should be submitted to the Transportation Technologies Department.
- Apply for Financial Aid and Scholarships.** Owens has many scholarship opportunities for both new and continuing students. Visit [www.owens.edu/financial\\_aid/scholarships/](http://www.owens.edu/financial_aid/scholarships/) for a full listing and deadlines. You will also want to file the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.gov](http://www.fafsa.gov) prior to the start of each school year. The FAFSA opens on October 1 and will let you know if you are eligible for possible grants and student loans to help pay for your college expenses. Owens school code is 005723. Please contact the Student Financial Services office at (567) 661-2387 with questions.
- Take the ACCUPLACER Placement Test.** The testing location is in College Hall. If you have prior college credit or have taken the ACT or SAT, you may not need placement testing. Contact Testing Services at (567) 661-TEST (8387) for additional information.
- Set Up your Campus Ozone Account.** Go to [www.owens.edu](http://www.owens.edu) and click on 'OZONE'. Follow the instructions to set up your personal account. Your email and other personal information will be available 24 hours a day, seven days a week.
- Register for Classes.** Registration is completed online through your Corporate Programs Specialist.
- Pay your Tuition and Fees.** You will view your bill through your Ozone account. There are a variety of payment options available including federal student aid, scholarships, employee tuition assistance, and payment plans.
- Obtain your Student ID.** Your Owens ID Card is your student ID and can be obtained through the Department of Public Safety Office, located in Alumni Hall.

### **OCID & Student ID**

When you apply to Owens, you will be issued an Owens College Identification Number (OCID). This will be used in place of your social security number for all college transactions.

All students will receive a student ID once they are registered for at least one course their first semester. Students need this ID in order to utilize the tool room, computer labs, testing center and library.

Department of Public Safety

Alumni Hall, Customer Service

Phone: (567) 661-7130

Hours: Monday – Friday, 9 a.m. – 5 p.m.

Fall, Spring, & Summer Semesters

### **Campus Ozone Account**

Once you have applied to the college, you will be able to create your Ozone Account. Your Ozone Account allows you to register online, view your course schedule, check your email, access Blackboard, pay your tuition, and much more. Log onto the Owens website and go to the Ozone link and follow the instructions to set up your personal account. Your email and other personal information will be available 24 hours/day and 7 days/week.

### **Proxy Access**

Students can grant others access to view certain pieces of information and/or to have conversations with select departments. This is called granting “proxy access”, and the other person is referred to as your proxy. Proxy Access places you, the student, in control of the entire process and allows you to authorize anyone with a valid email address online access to your academic information.

To provide an individual electronic access to your academic information, you must first create a proxy account.

1. Log into your Ozone
2. Under My Personal Information, click Proxy Access
3. Click on the “Proxy Management” link

### **Parking**

There are designated parking spaces in each parking lot allocated for students. Please be sure to park in the YELLOW parking spaces only.

Parking does not have to be a challenge at Owens Community College. This information is intended to help you learn the college parking system in order to avoid infractions and other frustrations. To be completely informed of college parking rules, we encourage you to read the regulations and review the information on our website.

### **Bookstore**

The Bookstore is online only. You may have your books delivered to campus or directly to your home. Supplies (non-book items) are also available on the eCampus website. You can visit the bookstore at [www.owens.edu/bookstore/](http://www.owens.edu/bookstore/).

### **Department of Public Safety**

The Department of Public Safety is accessible 24 hours/day, 7 days/week, including all holidays. In addition to providing campus security, they can also assist students with jump-starting vehicles, unlocking vehicle doors, escorting to and from vehicles, and finding lost items. Our staff of Police Officers is CPR trained. A Crime Prevention Officer is available and always willing to answer any questions.

To contact security for an emergency on campus, there are red phones that will directly connect you for assistance. You may contact them at (567) 661-7575.

### **Disability Resources**

Disability Resources provides support, information, and guidance to students with disabilities who are attending Owens. Services are coordinated for individuals with various disabilities.

Disability Resources offers a variety of accommodations, including modified testing, alternatively formatted textbooks, adaptive equipment, and software. Other accommodations may be implemented after consultation with staff.

It is recommended that you meet with staff to identify your needs at least three weeks prior to enrollment. To contact Disability Services, call (567) 661-7007.

### **Library Services**

The Library maintains a collection of about 40,000 books and over 400 journal subscriptions, the library supports the curriculum needs of the college. In addition, the library maintains a large collection of audio/visual resources: e-journals, e-books, online educational videos, and electronic course reserves. Librarians are available to provide reference services and assist users in locating materials.

A computer lab and private study areas are also available within the library.



## Automotive Service Educational Program (ASEP) Application

### Applicant's Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 E-mail Address \_\_\_\_\_  
 Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Do you have any points on your driver's license? Yes  No

### Educational Background

High School \_\_\_\_\_ Year of graduation \_\_\_\_\_  
 Have you taken high school automotive classes? Yes  No   
 If yes, please describe:  
 Type of program \_\_\_\_\_  
 No. of semesters \_\_\_\_\_  
 Name of instructor(s) \_\_\_\_\_  
 Name of school \_\_\_\_\_

Have you attended any college classes? Yes  No   
 If yes, where? \_\_\_\_\_  
 Dates of attendance \_\_\_\_\_ Credit hours earned \_\_\_\_\_  
 Classes taken \_\_\_\_\_  
 \_\_\_\_\_

### Other Educational Experience (military, school, seminars, etc.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Work Experience (most recent, past two years)

Place of employment \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Phone \_\_\_\_\_  
 Place of employment \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

# GM ASEP PROGRAM

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## Career Interests

Write a clear statement of your career interests.

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I hereby certify that the foregoing statements are true and correct. I understand if I knowingly provide incorrect or false information that I may forfeit the opportunity to be selected as a participant in the Automotive Service Educational Program (ASEP). In addition, I authorize the officials of Owens Community College to release my placement test scores, college transcripts and/or academic information, if requested, to the GM Dealership/ AC Delco Service Center or GM/AC Delco officials involved with the program.  
Applicant's Signature\_\_\_\_\_ Date\_\_\_\_\_

**Return this application to:**    **Sherri Johnson, Chair**  
   **Transportation Technologies**  
   **Owens Community College**  
   **P.O. Box 10,000**  
   **Toledo, OH 43699-1947**  
   **Or email: transtech@owens.edu**

*Owens Community College promotes equal opportunity regardless of age, color, handicap, national origin, race, religion or sex.*

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## Directions for the Student

Fill in the information below and take this Dealer/Service Center Approval Form to the sponsoring General Motors Dealer/ AC Delco Service Center for sponsorship approval.

Student's Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_

## Statement of Approval by the Dealer

I agree to provide sponsorship for the above student in the General Motors ASEP Program at Owens Community College.

Dealership \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Authorizing Representative (Signature) \_\_\_\_\_

Date \_\_\_\_\_

## Information for the dealer:

**Please mail the completed form to Transportation Technologies, Owens Community College, and P.O. Box 10,000, Toledo, OH 43699.**

It is suggested that the following criteria be used when interviewing applicants:

In addition to meeting Owens Community College admissions requirements, applicants must secure approved General Motors dealership/AC Delco Service Center sponsorship. The purpose of the interview is to determine whether your dealership is willing to provide sponsorship for this applicant.

**Education and Experience:** Every applicant will have a unique background. Prior training or experience is not essential for success in the General Motors ASEP Program but may be valuable in certain instances.

**Scholastic Aptitude:** Evaluate the applicant's potential to complete the academic work required for graduation. The applicant can supply the dealer with high school transcripts.

**Employability:** The applicant should be viewed as someone seeking permanent employment with your dealership. The ASEP Program will help train your future technicians. You should consider this applicant as someone you could/would employ full-time once required skills are mastered; however, you are not bound to do so.

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Career Interest: The applicant should express a strong desire to be a reliable and knowledgeable General Motors Technician. The potential applicant should be an individual who will assist you in meeting the needs of your customers in the future.

## Information Release Form - Employer

I, \_\_\_\_\_, OCID# \_\_\_\_\_, do hereby give Owens Community College and its representatives the right to release and discuss any and all information pertaining to my performance at Owens Community College to/with my sponsoring dealership or service center. This includes, but is not limited to: test grades, final grades, attendance, work ethic, etc. I understand that this release of information will stay in effect during my entire enrollment at Owens Community College.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Photography/ Video Release Form**

*\*Optional*

For valuable consideration received, I hereby grant Owens Community College and its legal representatives the irrevocable and unrestricted right to use and publish photographs/ videos of me, or in which I may be included, for editorial, trade, advertising and any other purpose and in any other manner and medium; to alter the same without restriction; to copyright the same. I hereby release Owens Community College and its legal representatives from all claims and liability relating to said photographs/ videos.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date