NATEF Recertification Documents for

Ozarka College

Automotive Service Technology Program

October 2012

NATEF RECERTIFICATION

2012-2017

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October 2012

Prepared by:

Chris Layne, Instructor

**Standard 1 - Purpose**

**The Automobile Technician Training Program should have clearly stated program goals, related to the needs of the students and employers serviced**.

**Standard 1.1 - Employment Potential**

**Attempts at employer surveys have produced poor return. Chris Layne, the automotive instructor, keeps good informal channels of communication with students as they graduate. All graduates from the previous semester are currently employed. They work in automotive technology (dealership or self-employed mechanic), parts, trucking and individual businesses. All graduates who have sought employment, and come to Mr. Layne for help, have been able to secure a position.**

**Standard 1.2 - Program Description/Goals**

**SEE: Ozarka College Catalog 2012-2013**

**"Philosophy and Objectives" Page 108**

**"Course Requirements" Pages 108-109**

**"Course Descriptions" Pages 171-173**

**"Admissions Requirements" Pages 7-22**

**"Financial Information" Pages 23-36**

**"Technical Qualifications of Instructor"**

 **Chris Layne**

 **AAS in Automotive Service Technology**

 **ASE Master Certified (Expires 2015)**

**Standard 2 - Administration**

**Standard 2.3A - Administrative Support for Instructor Training**

**The Automotive Advisory Committee supported greater financial support for instructor training during the summer (SEE: survey summary in Supplemental Materials).**

**Standard 2.5 A: Two advisory committee meetings with 5 in attendance**

**The Automotive Service Technology Advisory Committee met on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the Ozarka campus. At least five committee members were present at each meeting (see minutes or list of names and details, in records folder).**

**Standard 2.6 - Public/Community Relations**

**The AST instructor makes visits, on an average, to two high schools per year. He also participates in High School Career Day, where there are 300-500 high school students on campus annually. The instructor provides information to high schools regularly. Information is also provided to high school counselors regularly.**

**The marketing department includes competitions, activities and occasional spotlights in the campus newsletter and submits selected items to local newspapers. A major billboard promoting the AST program is in place.**

**STANDARD 3 -- LEARNING RESOURCES**

**Support Material, consistent with both program goals and performance objectives, should be available to staff and students.**

**Standard 3.1 - Service Manuals**

**All Data Information Center's Comprehensive Computerized Shop Manual System is readily available from computers in the class room or the shop's Data Center. More than 50 paper manuals are available between the AST's Data Center and the library.**

**Standard 3.2 - Multimedia**

**An overhead projector and screen are mounted in the AST classroom. A computer and CD/DVD player and a VCR are also located in the classroom. The students have access to computers in the library and computer labs. Computerized shop manuals are located in the Data Information Center.**

**Standard 3.3 - Instructional Development Services**

**There are approximately 140 professional development publications available in the faculty professional resource area of the library. The Vice President for Academic Affairs holds a Doctorate degree, and has fifteen years of university and college teaching experience. He has developed computer aided educational lessons and has organized performance and portfolio based assessment systems. He and the librarians serve as resources for faculty needs. The library has equipment and materials for duplication of printed materials, as well as video and cd duplication. The library has personnel available to duplicate needed resources.**

**Standard 3.4 - Periodicals**

**The library has the following periodicals on the shelf: Automotive News, Consumer Report, Motor Trend, Popular Mechanics and Road and Track. There are approximately 25 electronic periodicals on the library's databases, and a variety of automotive books.**

LIBRARY HOLDINGS

AUTOMOTIVE TECHNOLOGY

Books, Videotapes, DVDs

JULY, 2012

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | TA 1149 .T73 1991  | [Transportation.](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=16686&tab=cataloging&rpt=Report&seqno=14264) | OCL | Circulation | book |
|  | TA1015 .L39 1992  | [Ways of the world :](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=20646&tab=cataloging&rpt=Report&seqno=14265) | Lay, M. G. Maxwell G. | Circulation | book |
|  | TA1149.T73 2002  | [Transportation: America's Lifeline](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=21807&tab=cataloging&rpt=Report&seqno=14266) | Lawrence, Donna | Reference | book |
|  | TJ790 .D448 2008 | [Small gas engine repair](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=25192&tab=cataloging&rpt=Report&seqno=14375) | Dempsey, Paul | Circulation | book |
|  | TJ 790 .K4 2000  | [Gasoline Engines Test T1](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13025&tab=cataloging&rpt=Report&seqno=14376) | OCL | Circulation | book |
|  | TJ140.B43 A3 1991  | [Engine revolutions :](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=20826&tab=cataloging&rpt=Report&seqno=14399) | Bentele, Max, 1909 | Circulation | book |
|  | TJ140.R5 A3 1992  | [The Ricardo story :](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=21003&tab=cataloging&rpt=Report&seqno=14400) | Ricardo, Harry R. HarryRalph, Sir, b. 1885. | Circulation | book |
|  | TJ151 .A448 1984  | [Machinery's handbook guide to the use of tables and formulas :](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13133&tab=cataloging&rpt=Report&seqno=14401) | Amiss, John Milton, 1887 | Circulation | book |
|  | TJ151 .N42 1989  | Millwrights and mechanics guide  | Nelson, Carl A. | Circulation | book |
|  | TJ151 .O245 1988  | Machinery's handbook : a referencebook for the mechanical engineer, designer, manufacturing engineer, draftsman, toolmaker, and machinist  | Oberg, Erik, 1881 | Circulation | book |
|  | TJ151 .R28 1984  | Technical reference handbook  | Rasis, E. P. | Circulation | book |
|  | TJ151 .R28 1991  | Technical reference handbook  | Rasis, E. P. | Circulation | book |
|  | TJ163.23 .F73 1981  | Discovering energy  | Frazer, Frank. | Circulation | book |
|  | TJ163.235 .M551993  | Energy and American society : a reference handbook  | Miller, E. Willard Eugene Willard | Circulation | book |
|  | TJ163.3 .B63 2010 | [101 ways to reduce your carbon footprint :](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=26972&tab=cataloging&rpt=Report&seqno=14408) | Bohmholdt, Andrea | Circulation | book |
|  | TJ184 .D784 1984  | Handbook of practical gear design  | Dudley, Darle W. | Circulation | book |
|  | TJ184 .J63 1984 | [Gear design simplified : a series of gear-designing charts illutrating by simple diagrams and examples the solutions of practical problems relating to spur gears, straight-tooth bevel gears ...](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13117&tab=cataloging&rpt=Report&seqno=14410) | Jones, Franklin Day, 1879 | Circulation | book |
|  | TJ184 .S58 1983  | Gears and their vibration : a basic approach to understanding gear noise  | Smith, James D. James Derek, 1934 | Circulation | book |
|  | TJ255 .S9813 1997  | The romance of engines  | Suzuki, Takashi, 1928- | Circulation | book |
|  | TJ265 .F3 1978  | Thermodynamics  | Faires, Virgil Moring, 1897 | Circulation | book |
|  | TJ461.F7 1990  | [Locomotives: from the steam locomotive to the bullet train](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=22782&tab=cataloging&rpt=Report&seqno=14419) | Frew, Tim | Circulation | book |
|  | TJ785 .C76  | [Small engines: operation and maintenance](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13214&tab=cataloging&rpt=Report&seqno=14420) | Crouse, William Harry, 1907 | Circulation | book |
|  | TJ785 .C85 1989  | Internal fire  | Cummins, C. Lyle. | Circulation | book |
|  | TJ790 .M552 1993  | Small gasoline engines : service and repair  | Miller, Rex, 1929 | Circulation | book |
|  | TJ790 .R72 1985  | [Small gas engines : fundamentals, service, troubleshooting, repairs /](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13171&tab=cataloging&rpt=Report&seqno=14423) | Roth, Alfred C. | Circulation | book |
|  | TJ790 .W39  | [Small engines, operation and service](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13175&tab=cataloging&rpt=Report&seqno=14424) | Webster, Jay. | Circulation | book |
|  | TJ795 .C83 1993  | Diesel's engine  | Cummins, C. Lyle. | Circulation | book |
|  | TJ795 .K3 1974  | Diesel and high compression gas engines  | Kates, Edgar J. Edgar Jesse, 1889 | Circulation | book |
|  | TJ795 .T62 1983  | Diesel : fundamentals, service, repair  | Toboldt, William King, 1895 | Circulation | book |
|  | TJ808.2 .A57 2010 | [Alternative energy :](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=26576&tab=cataloging&rpt=Report&seqno=14428) | Becker, Peggy Daniels, ed. | Circulation | book |
|  | TJ808.2 .E63 1991 | [Energy alternatives](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=11961&tab=cataloging&rpt=Report&seqno=14429) | Cozic, Charles P. & Polesetsky, Matthew, eds. | Circulation | book |
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|  | TK7866 .T7 1991  | Beginner's guide to reading schematics  | Traister, Robert J. | Circulation | book |
|  | TK7867 .G66 1991  | The encyclopedia of electronic circuits  | Graf, Rudolf F. | Circulation | book |
|  | TK7867 .G66 1991  | The encyclopedia of electronic circuits  | Graf, Rudolf F. | Circulation | book |
|  | TK7867 .G66 1991  | The encyclopedia of electronic circuits  | Graf, Rudolf F. | Circulation | book |
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|  | TK7867 .G69  | Electronic circuits and applications  | Grob, Bernard. | Circulation | book |
|  | TK7868.D5 B54 1985  | Digital electronics  | Bignell, James. | Circulation | book |
|  | TK7868.D5 S78 1989  | Digital circuits  | Streib, William J. | Circulation | book |
|  | TK7870.2 .P47 1992  | Practical electronics troubleshooting  | Perozzo, James. | Circulation | book |
|  | TL 152.s7745 1990  | [Auto service and repair](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=16110&tab=cataloging&rpt=Report&seqno=14550) | Stockel, Martin W. | Circulation | book |
|  | TL 230.5 .L54 1987  | [Light-duty truck TBI diagnosis](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=16579&tab=cataloging&rpt=Report&seqno=14551) | OCL | Videos | video |
|  | TL 540 .LA85 1953  | The spirit of St. Louis  | Lindbergh, Charles A. Charles Augustus, 1902- 1974 | Circulation | book |
|  | TL 540 .T48 A3 2004  | [High, Wide & Frightened](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=24326&tab=cataloging&rpt=Report&seqno=14553) | Thaden, McPhetridge Louise | Circulation | book |
|  | TL12.C6 1991  | [Consumer Guide Complete Guide to Used Cars](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=22889&tab=cataloging&rpt=Report&seqno=14554) | OCL | Reference | book |
|  | TL139 .A98 1992  | Automobile design : twelve great designers and their work  | OCL | Circulation | book |
|  | TL140.D83 S33 1993  | Carriages without horses : J. Frank Duryea and the birth of the American automobile industry  | Scharchburg, Richard P. | Circulation | book |
|  | TL145 .T337 1984 | [Automotive principles and service](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=21232&tab=cataloging&rpt=Report&seqno=14557) | Thiessen, F. J. | Circulation | book |
|  | TL145 .T337 1994 | [Automotive principles and service](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13035&tab=cataloging&rpt=Report&seqno=14558) | Thiessen, F. J. | Circulation | book |
|  | TL145.G4 1990  | [Cars of the Seventies and Eighties](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=22898&tab=cataloging&rpt=Report&seqno=14559) | Georgano, G.N. | Circulation | book |
|  | TL145.W7 1992  | [Classic American Cars, 1945-1970](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=22883&tab=cataloging&rpt=Report&seqno=14560) | Wright, Nicky | Circulation | book |
|  | TL146 .D84 1985 | [Modern automotive mechanics](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13329&tab=cataloging&rpt=Report&seqno=14561) | Duffy, James E. | Circulation | book |
|  | TL146 .S38 1993  | Motor automotive technology  | Schwaller, Anthony E. | Circulation | book |
|  | TL146 .S38 1999 | [Motor automotive technology](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13077&tab=cataloging&rpt=Report&seqno=14563) | Schwaller, Anthony E. | Circulation | book |
|  | TL146.5 .C37 2004 | [The car and its future](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=23534&tab=cataloging&rpt=Report&seqno=14564) | Exum, Kaitlen, ed. | Circulation | book |
|  | TL15 .S436 1979  | Cars of the thirties and forties  | Sedgwick, Michael. | Circulation | book |
|  | TL151 .A43 1974  | [Know your car](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=18102&tab=cataloging&rpt=Report&seqno=14566) | Allen, Willard A. | Circulation | book |
|  | TL151.6 .F85 1984  | Fuel economy in road vehicles powered by spark ignition engines  | OCL | Circulation | book |
|  | TL151.6 .S55 1991  | How to get more miles per gallon in the 1990s  | Sikorsky, Robert. | Circulation | book |
|  | TL152 .C5276 1985  | Chilton's easy car care  | Freeman, Kerry A. | Circulation | book |
|  | TL152 .C529  | [Chilton's import auto service manual.](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13877&tab=cataloging&rpt=Report&seqno=14570) | OCL | Circulation | book |
|  | TL152 .C5514  | [Chilton's auto service manual.](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=20394&tab=cataloging&rpt=Report&seqno=14571) | OCL | Reference | book |
|  | TL152 .C5514  | [Chilton's auto service manual.](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=20394&tab=cataloging&rpt=Report&seqno=14572) | OCL | Reference | book |
|  | TL152 .C694 1983  | Automotive tuneup  | Crouse, William Harry, 1907 | Circulation | book |
|  | TL152 .H89 1983 | [Automotive tuneup procedures](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=18206&tab=cataloging&rpt=Report&seqno=14574) | Husselbee, William L. | Circulation | book |
|  | TL152 .K575 1997  | Automotive technician certification test preparation manual  | Knowles, Don. | Circulation | book |
|  | TL152 .M6 1989 | [Motor Light Truck and Van Repair: 1980-1989](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=22902&tab=cataloging&rpt=Report&seqno=14576) | Kromida, Michael J., ed. | Circulation | book |
|  | TL152 .S434 1984  | Last chance garage : a system by system guide to understanding how your car runs, why it occasionally doesn't, and what you can do about it | Sears, Brad. | Circulation | book |
|  | TL152 .W37 1988  | Opportunities in automotive service careers  | Weber, Robert M. | Circulation | book |
|  | TL152 .W428 1988 | [Weekend mechanic's handbook :](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=18053&tab=cataloging&rpt=Report&seqno=14579) | Weissler, Paul | Circulation | book |
|  | TL152.A842004  | [Chilton Asian service manual.](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=18903&tab=cataloging&rpt=Report&seqno=14580) | OCL | Circulation | book |
|  | TL152.C5226 1989  | [Chilton's Auto Repair Manual 1983-1989 :](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=25529&tab=cataloging&rpt=Report&seqno=14581) | Freeman, Kerry A. ed. | Circulation | book |
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|  | TL152.C5226 1991  | [Chilton's auto repair manual](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=23620&tab=cataloging&rpt=Report&seqno=14583) | Chilton | Circulation | book |
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|  | TL152.C5343 1993  | [Chilton's Heavy Duty Truck Service Manual](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13215&tab=cataloging&rpt=Report&seqno=14596) | OCL | Circulation | book |
|  | TL152.E97 2004  | [Chilton European service manual.](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=18878&tab=cataloging&rpt=Report&seqno=14597) | OCL | Circulation | book |
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|  | TL152.W67 1996  | [#A40 working safely in the auto shop: 2: working safely under the car](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=16238&tab=cataloging&rpt=Report&seqno=14601) | OCL | Videos | video |
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|  | TL152.W67 1996  | [#A40 working safely in the auto shop: 4. hazardous waste: laws and procedures for handling & disposal](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=16417&tab=cataloging&rpt=Report&seqno=14603) | Bergwall | Videos | video |
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|  | TL154 .B48 1992  | The Guinness world car record  | Berg, Ivan. | Circulation | book |
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|  | TL162 .G54 1987  | The car book : an indispensable guide to the safest, most economical new cars  | Gillis, Jack. | Circulation | book |
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|  | TL210 .C5343 1984 | [Chilton's Wiring Diagrams, 1982-1984 Passenger Cars.](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13274&tab=cataloging&rpt=Report&seqno=14616) | OCL | Circulation | book |
|  | TL210 .C5343 1986 | [Chilton's Import Wiring Diagrams Manual : 1984-1986 Passenger Cars and Light Trucks](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13281&tab=cataloging&rpt=Report&seqno=14617) | OCL | Circulation | book |
|  | TL210 .D78 1988  | Auto engines  | Duffy, James E. | Circulation | book |
|  | TL210 .G52 1986  | Engine mechanics : diagnosis and repair  | Gilles, Tim, 1951 | Circulation | book |
|  | TL210 .G52 1991  | Automotive engines : diagnosis, repair, and rebuilding  | Gilles, Tim, 1951 | Circulation | book |
|  | TL210 .G52 1991  | Automotive engines : diagnosis, repair, and rebuilding  | Gilles, Tim, 1951 | Circulation | book |
|  | TL210.5343 1989  | [Chilton's Electronic Engine Controls Manual: General Motors Cars and Light Trucks](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13247&tab=cataloging&rpt=Report&seqno=14622) | OCL | Circulation | book |
|  | TL210.C5343  | [Chilton's Motor\Age Service Bay Handbook for Mechanics: U.S. Cars andImports](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13230&tab=cataloging&rpt=Report&seqno=14623) | OCL | Circulation | book |
|  | TL210.C5343  | [Chilton's Motor\Age Service Bay Handbook for Mechanics: U.S. Cars andImports](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13230&tab=cataloging&rpt=Report&seqno=14624) | OCL | Circulation | book |
|  | TL210.C5343  | [Chilton's Motor\Age Service Bay Handbook for Mechanics: U.S. Cars andImports](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13230&tab=cataloging&rpt=Report&seqno=14625) | OCL | Circulation | book |
|  | TL210.C5343 1988  | [Chilton's Electronics Diagnostic Repair Manual](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13235&tab=cataloging&rpt=Report&seqno=14626) | OCL | Circulation | book |
|  | TL210.C5343 1991  | [Chilton's Import Labor Guide and Parts Manual](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13255&tab=cataloging&rpt=Report&seqno=14627) | Chilton | Circulation | book |
|  | TL210.C5343 1991  | [Chilton's Labor Guide and Parts Manual](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13209&tab=cataloging&rpt=Report&seqno=14628) | Chilton | Circulation | book |
|  | TL210.C5343 1991  | [Chilton's Automotive Service Manual](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13202&tab=cataloging&rpt=Report&seqno=14629) | Chilton | Circulation | book |
|  | TL210.C5343 1993  | [Chilton's 1994 Automotive Service Manual](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=23512&tab=cataloging&rpt=Report&seqno=14630) | Chilton | Circulation | book |
|  | TL210.C5343 1993  | [Chilton's chassis Electronics Service Manual](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13242&tab=cataloging&rpt=Report&seqno=14631) | OCL | Circulation | book |
|  | TL210.C5343 1994  | [Chilton's Emission Control SystemsApplications](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13263&tab=cataloging&rpt=Report&seqno=14632) | Chilton | Circulation | book |
|  | TL210.C5343 1994  | [Chilton's Emission Control SystemsApplications](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13263&tab=cataloging&rpt=Report&seqno=14633) | Chilton | Circulation | book |
|  | TL210.C5343 1994  | [Chilton's 1994 Quick Specs Manual](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13267&tab=cataloging&rpt=Report&seqno=14634) | Freeman, Kerry A. , ed. | Circulation | book |
|  | TL210.C5343 1999  | [Chilton's auto repair manual.](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13485&tab=cataloging&rpt=Report&seqno=14635) | Bishop, Christopher | Circulation | book |
|  | TL210.C5343 1999  | [Chilton's Truck & Van Service Manual 2000](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13168&tab=cataloging&rpt=Report&seqno=14636) | Bishop, Christopher. ed. | Circulation | book |
|  | TL213 .W45  | [Basic ignition and electrical systems,](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13364&tab=cataloging&rpt=Report&seqno=14637) | Wenner, David N. | Circulation | book |
|  | TL214.C64 C48  | [Chilton's sensor operation and testing manual.](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=21131&tab=cataloging&rpt=Report&seqno=14638) | OCL | Circulation | book |
|  | TL214.C64 K56 1993  | Computerized engine controls  | King, Dick H. | Circulation | book |
|  | TL214.C64 K56 1997  | Computerized engine controls  | King, Dick H. | Circulation | book |
|  | TL214.F78  | [Advanced fuel injection systems: #3 closed loop diagnostic](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=16183&tab=cataloging&rpt=Report&seqno=14641) | OCL | Videos | video |
|  | TL214.F78  | [Advanced fuel injection systems: #2 closed loop theory](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=16198&tab=cataloging&rpt=Report&seqno=14642) | OCL | Videos | video |
|  | TL214.F78  | [Advanced fuel injection systems](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=16763&tab=cataloging&rpt=Report&seqno=14643) | OCL | Videos | video |
|  | TL214.F78 B73 1986  | Automotive and small truck fuel injection systems : gas and Diesel  | Brady, Robert N. | Circulation | book |
|  | TL214.F8 D84 1987  | Auto fuel systems  | Duffy, James E. | Circulation | book |
|  | TL214.F8 K56 1985  | Automotive fuel, lubrication, and cooling systems  | Knowles, Don. | Circulation | book |
|  | TL214.P6 C37 1986  | The mechanic's guide to electronicemission control and tuneup  | Carley, Larry W. | Circulation | book |
|  | TL215.B25 D86 1990  | BMW : a celebration  | Dymock, Eric. | Circulation | book |
|  | TL215.C33 C4861983  | Chilton's repair & tune-up guide, Camaro 1982 to 1983 : all models  | OCL | Circulation | book |
|  | TL215.C47 2004  | [Chilton Chrysler service manual.](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=18886&tab=cataloging&rpt=Report&seqno=14650) | Chilton | Circulation | book |
|  | TL215.C6 R36 1989  | Four for the road : Corvettes, Ferraris, MercedesBenz, Porsches : the greatest of the Survivors series  | Rasmussen, Henry, 1939 | Circulation | book |
|  | TL215.C67 1992  | [Corvette: America's dream machine](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=22909&tab=cataloging&rpt=Report&seqno=14652) | OCL | Circulation | book |
|  | TL215.F47 P7851983  | Ferrari : sports racing and prototype competition cars  | Prunet, Antoine. | Circulation | book |
|  | TL215.F672004  | [Chilton Ford service manual.](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=18895&tab=cataloging&rpt=Report&seqno=14654) | OCL | Circulation | book |
|  | TL215.G46 2004  | [CHILTON General Motors Service Manual](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=20187&tab=cataloging&rpt=Report&seqno=14655) | OCL | Circulation | book |
|  | TL215.M87 1991  | [Mustang: Ford's American Classic](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=22914&tab=cataloging&rpt=Report&seqno=14656) | OCL | Circulation | book |
|  | TL215.P75 H53 1991  | Porsche : road car, race car  | Hicks, Roger Roger William | Circulation | book |
|  | TL220 .S34 1994  | Taking charge : the electric automobile in America  | Schiffer, Michael B. | Circulation | book |
|  | TL220 .W343 1994  | History of the electric automobile: batteryonly powered cars  | Wakefield, Ernest Henry,1915 | Circulation | book |
|  | TL225.B54 1999  | [Automotive Chassis Systems](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13124&tab=cataloging&rpt=Report&seqno=14660) | Birch, Thomas W. | Circulation | book |
|  | TL23 .B63 1994  | The birth of Chrysler Corporation and its engineering legacy  | Breer, Carl, 1883 | Circulation | book |
|  | TL23 .C3655 2006 | Cars in America  | Nakaya, Andrea C. ed. | Circulation | book |
|  | TL230 .B74 1988  | [Bumper to bumper : the complete guide to tractor-trailer operations /](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=21317&tab=cataloging&rpt=Report&seqno=14663) | OCL | Circulation | book |
|  | TL230.2 .C4794  | [Chilton's truck & van service manual.](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=20408&tab=cataloging&rpt=Report&seqno=14664) | OCL | Reference | book |
|  | TL230.2 .C4794  | [Chilton's truck & van service manual.](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13885&tab=cataloging&rpt=Report&seqno=14665) | OCL | Circulation | book |
|  | TL230.2 .N67 1991  | Heavy duty truck systems : electrical, powertrain, steering, suspension, brake, and accessory systems  | Norman, Andrew. | Circulation | book |
|  | TL230.3 .G54  | Trucking, a truck driver's training handbook  | Gilliland, Ken. | Circulation | book |
|  | TL230.3 .G54  | Trucking, a truck driver's training handbook  | Gilliland, Ken. | Circulation | book |
|  | TL230.3 .O54 2002  | Pass the CDL exam : everything youneed to know  | O'Neal, Van. | Circulation | book |
|  | TL230.3 .T784 1990  | Truck driver's guide to commercialdriver licensing  | OCL | Circulation | book |
|  | TL230.5 .C45C5 1983 | [Chilton's repair & tune-up guide, Chevy S10, GMC S15 pickups, 1982-83 : all two and four wheel drive models, gasoline, and diesel engines](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=21144&tab=cataloging&rpt=Report&seqno=14671) | OCL | Circulation | book |
|  | TL232.3.B86 1990  | Bus driver's guide to commercial driver licensing  | Highway Users Federation for Safety and Mobility and Robe | Circulation | book |
|  | TL236.T7 1989  | [Automobile record breakers: from rocket to road car](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=22924&tab=cataloging&rpt=Report&seqno=14673) | Tremayne, David | Circulation | book |
|  | TL240 .S357 1984  | The future for automotive technology  | Seiffert, Ulrich. | Circulation | book |
|  | TL240 .S84 1982 | [Auto mechanics fundamentals :](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13298&tab=cataloging&rpt=Report&seqno=14675) | Stockel, Martin W. | Circulation | book |
|  | TL255 .D84 1996  | ICAR professional automotive collision repair  | Duffy, James E. | Circulation | book |
|  | TL255 .S33 1998 | [Motor auto body repair](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13033&tab=cataloging&rpt=Report&seqno=14677) | Scharff, Robert. | Circulation | book |
|  | TL260 .C37 1983  | The mechanic's guide to frontwheel drive  | Carley, Larry W. | Circulation | book |
|  | TL260 .T5 1984  | Automotive drive trains  | Thiessen, F. J. | Circulation | book |
|  | TL262 .C478  | [Chilton's transmission service manual.:Import cars & trucks.](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=21164&tab=cataloging&rpt=Report&seqno=14680) | Chilton | Circulation | book |
|  | TL262 .G68 1991  | Changing gears : the development of the automotive transmission  | Gott, Philip G. | Circulation | book |
|  | TL262 .W47 1987  | Manual transmissions and drivetrains  | White, John H., 1932 | Circulation | book |
|  | TL263 .B74 1982  | Automatic transmissions  | Brejcha, Mathias F. | Circulation | book |
|  | TL263 .C5  | Chilton's automatic transmission manual | OCL | Circulation | book |
|  | TL263 .T44 1984  | Automatic transmissions  | Thiessen, F. J. | Circulation | book |
|  | TL263 .W48 1990 | [Automatic transmissions](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=21340&tab=cataloging&rpt=Report&seqno=14686) | White, John H., 1932 | Circulation | book |
|  | TL269 .C4763 1990  | Chilton's brakes and wheel alignment specifications manual  | OCL | Circulation | book |
|  | TL269.T76 1996  | [Troubleshooting antilock brakes](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=21336&tab=cataloging&rpt=Report&seqno=14688) | OCL | Videos | video |
|  | TL270 .T45 1985  | Automotive wheel alignment : principles and service  | Thiessen, F. J. | Circulation | book |
|  | TL271 .A49 1991  | Workbook for Auto air conditioningtechnology  | Althouse, John V. | Circulation | book |
|  | TL271.5 .D9 1988  | Automotive air conditioning  | Dwiggins, Boyce H. | Circulation | book |
|  | TL271.5. A37 1992  | Air conditioning service manual | OCL | Circulation | book |
|  | TL272 .B543 1985  | Automotive electronic & electricalsystems : a beginner's troubleshooting and repair manual  | Billiet, Walter E. | Circulation | book |
|  | TL272 .D83 1989  | Auto electricity, electronics, computers  | Duffy, James E. | Circulation | book |
|  | TL272 .M24 1996 | [Automotive electricity and electronics :](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13055&tab=cataloging&rpt=Report&seqno=14695) | Dwiggins, Boyce H. | Circulation | book |
|  | TL272 .S346 1988  | Automotive electricity and electronics  | Santini, Al. | Circulation | book |
|  | TL272.5 .G56 1983  | [Glossary of automotive electronic terms : SAE HS J1213 NOV82.](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13305&tab=cataloging&rpt=Report&seqno=14697) | OCL | Reference | book |
|  | TL272.5 .R45 1984  | Understanding automotive electronics  | Ribbens, William B. | Circulation | book |
|  | TL272.5 .W43 1984  | Automotive computers and control systems  | Weathers, Tom. | Circulation | book |
|  | TL272.C513 2000  | [Principles of Electrocity and Electronics for the Automotive Technician](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=13016&tab=cataloging&rpt=Report&seqno=14700) | Chapman, Norm | Circulation | book |
|  | TL410 .B26 1992  | Richards' ultimate bicycle book  | Ballantine, Richard. | Circulation | book |
|  | TL444 .J63 1987  | Motorcycles : fundamentals, service, repair  | Johns, Bruce A. | Circulation | book |
|  | TL448.H55 1993  | [The Classic Harley](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=22935&tab=cataloging&rpt=Report&seqno=14703) | Williams, Mark | Circulation | book |
|  | TL515 .C533 1992  | Chronicle of aviation  | OCL | Reference | book |
|  | TL515.T3 1989  | [Great moments in Aviation](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=20517&tab=cataloging&rpt=Report&seqno=14705) | Taylor, Michael J.H. | Circulation | book |
|  | TL540.M345 A3 1983  | West with the night  | Markham, Beryl. | Circulation | book |
|  | TL540.Y4 M37 2003  | Chuck Yeager  | Martin, Michael, 1948 | Circulation | book |
|  | TL561 .S32  | Your future in aviation--on the ground  | Scribner, Kimball J. | Circulation | book |
|  | TL658 .Z4C45 2010 | [The Zeppelin story](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=26591&tab=cataloging&rpt=Report&seqno=14711) | Christopher, John | Circulation | book |
|  | TL685.3 .H46  | Sigh for a Merlin : testing the Spitfire  | Henshaw, Alexander. | Circulation | book |
|  | TL685.7.R8 1992  | [A Span of Wings: an autobiography](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=14971&tab=cataloging&rpt=Report&seqno=14713) | Russell, Sir Archibald | Circulation | book |
|  | TL686.B65 C66 1991  | The road to the 707 : the inside story of designing the 707  | Cook, William H., 1913 | Circulation | book |
|  | TL7.A1 S69  | [Standard guide to cars & prices.](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=21178&tab=cataloging&rpt=Report&seqno=14715) | OCL | Reference | book |
|  | TL7.A1 S69  | [Standard guide to cars & prices.](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=21178&tab=cataloging&rpt=Report&seqno=14716) | OCL | Reference | book |
|  | TL7.A1 W48 1995  | The ultimate classic car book  | Willson, Quentin. | Circulation | book |
|  | TL9.W57 1992  | [The New Illustrated encyclopedia of automobiles](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=22866&tab=cataloging&rpt=Report&seqno=14728) | Wise, David Burgess | Circulation | book |
|  | TN870 .L25 1975  | Petroleum geology  | Landes, Kenneth K. Kenneth Knight, 1899 | Circulation | book |
|  | TN871.3 .O338 2010 | [Offshore drilling :](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=26169&tab=cataloging&rpt=Report&seqno=14730) | Margaret Haerens | Circulation | book |
|  | TN871.3 .O338 2010 | [Offshore drilling :](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=26169&tab=cataloging&rpt=Report&seqno=14731) | Margaret Haerens | Circulation | book |
|  | TP 360 .S675 2008  | [Synthetic fuels handbook](http://library.ozarka.edu/openbiblio/shared/biblio_view.php?bibid=25238&tab=cataloging&rpt=Report&seqno=14734) | Speight, James G. | Circulation | book |

In addition to these resources, the Paul Weaver Library also provides the following automotive publications :

Automotive News

Motor Trend

Popular Mechanics

Road and Track

The Library also offers the Alldata database, plus several research databases which include information on the automotive field:

EbscoHost

Infotrac

Lexis Nexis

ProQuest

These databases can be found on the Paul Weaver Library Web page: [www.ozarka.edu/library.cfm](http://www.ozarka.edu/library.cfm)

**Standard 3.5 - Student Materials**

**Necessary Instructional texts or pertinent material are available for each student to satisfy the objectives of the more of instruction used. Basic textbooks have copyright dates that are not over six (6) years old: specialized textbooks have copyright dates that are not over six (6) years old. In addition, course syllabi are available. Each student has adequate tools to complete most assignments, and the college provides tools for specialized assignments.**

**STANDARD 4 - FINANCES**

**Funding should be provided to meet the program goals and performance.**

**Standard 4.1 - Program Training Cost**

**A training budget is developed around summer training, so that it will not interfere with supervised class time. A budget for 2012-13 shows training expenses budgeted.**

**Standard 4.2 - Budget**

**The budget has not been spend in the last five years. Funding is sufficient for the needs of the program. The 2011-12 budget shows funds remaining at the end of the semester.**

**Standard 4.3 - Budget Preparation**

**The budget is prepared annually by program faculty with the Division Chair. Under SBHE, Ozarka develops its own budget request, which is presented to the Department of Higher Education for approval. This adjusted budget then goes to the Legislature for approval and finally to the Governor. As part of the Revenue Stabilization Act, the total appropriation level is divided into funding release levels to balance with overall projected state revenues. These release levels may change during the fiscal year depending on the general condition of the state's economy. Under this organization, it is clear that Ozarka College is responsible and accountable for managing these financial resources according to law and sound accounting principles.**

**All departments participate in the planning and budgeting process by submitting requests prior to each fiscal year. These budget requests are submitted to the appropriate supervisor for review and revision. They are then forwarded to the Vice President for Finance, who compiles and submits all requests to the President and Administrative Council for a final review. Based on anticipated revenue, the complete operating budget is prepared and submitted to the Board of Trustees for review and approval. The final authority and responsibility for the internal operating budget of Ozarka College rests with the Board of Trustees. The Board charges the President and the Vice President of Finance with the preparation, control, and revision of the document.**

**Standard 4.4 - Status Reports**

**The instructor can access budget status, at any time, through the intranet My Ozarka portal of Ozarka College's Campus.**

**Standard 4.5 (1 & 2) - Primary Source of Student Work Vehicles**

**Vehicles from students, Ozarka College, faculty, administration and the surrounding community are brought in for the students to work on.**

**STANDARD 5 - STUDENT SERVICES**

**Standard 5.2 - Pre-testing**

**Admission and testing procedures can be found on pages ????? of the 2012-13 Ozarka Catalog.**

**Standard 5.2 - Pre-admission Interviews**

**The process of the student interview begins with the initial enrollment of the student at Ozarka College. The AST Instructor is assigned as advisor to all students indicating a design to enroll in the AAS-AST program.**

**Currently, as students submit their application for admission to Ozarka College with an intent of entering the AAS-AST program, the student is placed on a "wait list" and enrolled in the AAS-GT degree plan to complete the General Education Requirements of the degree.**

**After a student has completed the 16 hours of general education requirements, the student is then considered for acceptance into the AAS-AST program based on the student's GPA on the work they have completed and their date of application on the automotive wait list.**

**When students are being considered for admission into the program, the AST advisor meets with the student and reviews grades, automotive experience, and the job market. Also discussed are the aspects of group work and cohesion and responsibility to the team and program. Attendance is mandatory. Only 4 excused absences are allowed in a semester. Students are given the opportunity to ask questions, and then the prospective student is given a business card with the school's phone number and the instructor's name and number for further questions. The focus of the interview is on preparation and advising the student.**

**Standard 5.3 - Student Records**

**Permanent records of all students, former and current, are available and may be found in the My Ozarka archives.**

**Standard 5.4 - Placement**

**Before their fourth semester, students are asked about their plans for employment. They are encouraged to seek internships or part-time employment with a business in the area. This provides job experience, potential references, and greater possibility for a full-time job. Some students may prefer to specialize in one or more of the 8 areas covered in the program. If the student has contacted area businesses, the instructor will make a follow-up call or visit. If no contacts have been made, the instructor will check with area businesses about the possibility of employment.**

**The instructor also tries to set up a time for an interview and helps the students prepare for the interview. Time is given to preparing a good resume, proper dress, personal grooming and professional attitude.**

**STANDARD 6**

**Standard 6.1- Program Plan**

**Ozarka College Catalog for logically sequenced courses and other pertinent information.**

|  |
| --- |
| Students applying for the Automotive Service Technology Program will be placed on a wait list and enrolled in the AAS-GT program to complete the required General Education Courses for the AAS-AST program.  Upon successful completion of any required remedial courses, College Success, English Comp I, Math with Business Applications, Social Science Elective and Computer Elective, students will be admitted into the Automotive Service Technology Program, as places become available. Admission will be based upon GPA on required coursework and date placed on the wait list.   Preference will be given to students with highest grade point averages on the required coursework and earliest date of placement on the wait list. |
| Students in the AAS-AST degree program will be in class Monday-Thursday 8-3:30 on the Melbourne Campus. |
| AAS-AST PROGRAM  | AAS-AST PROGRAM  |
| Required Courses | Hrs | Required Courses | Hrs |
| Depending on the student's score on the COMPASS entrance exam, students may be required to take one or more of the following remedial courses:PCMA0003 Fundamentals of ArithmeticPCEN 0003 Beginning WritingPCEN 0013 Practical WritingPCRE 0003 Reading ImprovementThese courses do not count toward a degree plan. |  | AST 2205 Automotive Heating & AC ***3 hours in classroom and 7 hours in lab.*****(M TU W TH 8am-10:30am)** | 5 |
| ENGL 1013 English Composition I | 3 | AST 1405 Engine Performance ***3 hours in classroom and 7 hours in lab.*****(M TU W TH 10:30am-1:00pm)** | 5 |
| Social Science Elective | 3 | AST 1305 Suspension and Steering ***3 hours in classroom and 7 hours in lab.*****(M TU W TH 1:00-3:30pm)** | 5 |
| COLL 1001 College Success (All first time students must complete this course in their 1st or 2nd semester after enrolling in Ozarka College.) | 1 |  |  |
| MATH 1103 Math with Business Applications OR Higher Level Math Course | 3 |  |  |
| One of these classes:BUS 1133 Keyboarding EssentialsCPSI 1003 Introduction to Computer ApplicationsCIS 1303 Computer Information systems | 3 |  |  |
| ENGL1023 or ENGL1133 is also required to complete the English Requirement for this degree plan. This course may be taken in a Summer Session or online after being admitted to the AST Program. | 3 |  |  |
| Total | 16 | Total | 15 |
| AAS-AST PROGRAM  | AAS-AST PROGRAM |
| AST 1105 Engine Repair (Fall--Odd years)***3 hours in classroom and 7 hours in lab.*****(M TU W TH 8am-10:30am)** | 5 | AST 2105 Brake systems***3 hours in classroom and 7 hours in lab.*****(M TU W TH 8am-10:30am)** | 5 |
| AST 1215 Electrical Systems ***3 hours in classroom and 7 hours in lab.*****(M TU W TH 10:30am-1:00pm)** | 5 | AST 2305 Automatic Transmissions and Transaxles ***3 hours in classroom and 7hours in lab.*****(M TU W TH 10:30am-1:00pm)** | 5 |
| AST 2415 Manual Drive Train and Axles ***3 hours in classroom and 7 hours in lab.*****(M TU W TH 1:00-3:30pm)** | 5 | AST 2504 Automotive Service Technology Capstone***10 hours in lab.*****(M TU W TH 1:00-3:30pm)** |  |
| Total | 15 | Total | 14 |
|  |  | Total hours  | 60 |

**Standards 6.2 – Student Training Plan**

**Course Syllabi and NATEF task lists are provided for each student and serve as training plan.**

**Standard 6.3 – Preparation Time**

**Office hours are posted in the shop, and online, each semester and may be used for preparation time. Summer break may also be used for preparation time.**

**Standard 6.4 – Teaching Loads**

**The average enrollment for Automotive Service Technology is 16 students, with a Maximum enrollment of 20 students.**

**Teaching Loads**

**The Normal teaching load is 15 credit hours per semester or 30 credit hours over two semesters. Generally, classes must have a minimum of ten students to be considered in the teaching load The teaching load does not reflect the many clock hours of labs required by each subject to meet the NATEF guidelines for each subject taught. Each course includes 3 hours of in class lecture and 7 hours lab time per week.**

**Standard 6.5 – Curriculum**

**See Ozarka College Catalog**

**A.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **SPECIALTY AREA (S)** | **Tools/Equipment** | **Tasks** |
| **1.** | **Engine Repair** | **Yes** | **95%** |
| **2.** | **Automatic Transmission/Transaxle** | **Yes** | **95%** |
| **3.** | **Manual Drive Train and Axles** | **Yes** | **95%** |
| **4.**  | **Suspension and Steering** | **Yes** | **95%** |
| **5.** | **Brakes** | **Yes** | **95%** |
| **6.** | **Electrical Systems** | **Yes** | **95%** |
| **7.** | **Heating and Air Conditioning** | **Yes** | **95%** |
| **8.** | **Engine Performance** | **Yes** | **95%** |

**B. The Advisory Committee is given a list of tasks to be reviewed and/or approved or added to each time the advisory Committee meets.**

**C. 1. OSHA, a code of Federal Regulations, is located in the shop area and the OSHA regulations are pulled from this book and incorporated into instructions as they relate to each unit being taught.**

**2. EPA--The legal responsibilities of the technician regarding the Environmental Protection Agency regulations are covered with the students. Students are informed about the service that furnishes cleaning solvents and picks up solvents for disposal or recycling. Students are taught proper disposal of oil and grease. The instructor covers emissions control in compliance with the law. Emissions Control is not to be changed and must comply with original manufactures specifications at all times realizing that noncompliance could result in fines.**

**3. Other appropriate requirements which may affect their on-the-job Activities are covered as an Integral part of instruction.**

**D. The work request form for Ozarka College includes the work order form for Ordering Parts and all the other information needed for completing a job assignment on a motor vehicle.**

**Standard 6.6- Student Progress**

**The National Institute for Automotive Service Excellence has established recommended shop skill levels. These task sheets in each area address those recommendations.**

**The task sheets are designed to allow the instructor to verify the students skill level after completing the academic portion of a lesson. The instructor signs the task sheet after the student has successfully completed the required skill.**

**Standard 6.7 – Performance Standards**

**A. Task performance is on a pass/fail basis. To be successful on the written performance, students must score 70% or above.**

**B. Standards of performance are given to students each semester. This competency Profile is maintained throughout the semester. The instructor’s signature is necessary to verify task performance competency. The student keeps the competency profile (task list), as a professional portfolio to provide to an employer upon request.**

**Standard 6.8- Safety Standards**

**A. Safety instruction is included in all eight areas of study at the beginning of each unit and integrated throughout as needed for each task. Students are provided a thorough orientation to the lab/shop layout as to where safety equipment, fire extinguisher, first aid stations, shop equipment, shop tools, and training aids are located.**

**B. Emphasis is continually placed on safety through daily reminders and observation of unsafe behavior or habits.**

**C. Safety concepts are integrated into testing and evaluation.**

**D. The students are required to purchase safety glasses. Safety shields and safety glasses are available in the shop at areas that necessitate their use.**

**Standard 6.9- Personal Characteristics**

**1. All training activity and instructional material emphasizes the importance of maintaining a good relationship with fellow employees through partnership work, cooperation in cleanup, and explaining the Importance’s of teamwork in completing a job.**

**2. Students are taught to respect each other’s tools and their property by emphasizing using their tools and not borrowing..**

**3. Students develop good customer relations by learning how to be a customer by ordering parts and also through personal contact with the customer.**

**4. Students do not wear uniforms in class but are made aware that on the Job they will probably wear uniforms. Emphasis is placed on proper clothing that is safe and appropriate for the shop.**

**Standard 6.10 – Work Habits/Ethics**

**A. The training program is organized in such a manner that work habits developed in the training program are similar to work habits on the job. Students are responsible for their own area in cleaning storing tools, taking care of the customer’s car (cleanliness) and showing up on time.**

**B. Instructor teaches ethical practices by emphasizing good customer Practices, honest work practices, and pride in a job well done.**

**Standard 6.11 – Provision for Individual Differences**

**The curriculum permits flexibility and freedom of movement so that students can progress at their own pace. Videotapes with demonstrations on them are available to students who need reinforcement. Additionally audio instructional tapes are available in the library. Student Support Services are also available (see brochures in Student Services folder).**

**Standard 6.12 – Related Instruction**

**A. Related mathematics, computer and communications are required. (see Ozarka Catalog).**

|  |  |
| --- | --- |
| Required Courses | Hrs |
| Depending on the student's score on the COMPASS entrance exam, students may be required to take one or more of the following remedial courses:PCMA0003 Fundamentals of ArithmeticPCEN 0003 Beginning WritingPCEN 0013 Practical WritingPCRE 0003 Reading ImprovementThese courses do not count toward a degree plan. |  |
| ENGL 1013 English Composition I | 3 |
| Social Science Elective | 3 |
| COLL 1001 College Success (All first time students must complete this course in their 1st or 2nd semester after enrolling in Ozarka College.) | 1 |
| MATH 1103 Math with Business Applications OR Higher Level Math Course | 3 |
| One of these classes:BUS 1133 Keyboarding EssentialsCPSI 1003 Introduction to Computer ApplicationsCIS 1303 Computer Information systems | 3 |
| ENGL1023 or ENGL1133 is also required to complete the English Requirement for this degree plan. This course may be taken in a Summer Session or online after being admitted to the AST Program. | 3 |
| Total | 16 |

**B. Additional assistance is provided in the Learning Lab as needed.**

**Standard 6.13 – Testing**

**Written tests are used to evaluate task performance.**

**A. Performance tests are used to evaluate task performance.**

**B. Performance tests are based on pass/fail basis.**

**C. The entire technician program is designed to allow the students to Become ASE certified automotive technicians. The program assumes the student will successfully complete 100% of each task before going to the next skill. The instructor encourages the students to become ASE certified.**

**Standard 6.14 – Evaluation of Instruction**

**A. A systematic program evaluation is used to make decisions about Program efficiency, effectiveness, and content (SEE: Board Policy number 4.03 in Policy Folder). All classes at Ozarka have online student evaluations.**

**B. Former students serve on the Advisory committee, and have input in the program evaluation system.**

**C. Ozarka College has an annual faculty evaluation and professional development plan. This begins with self-evaluation and review of student evaluations, and culminates in a professional evaluation by Division Chair.**

**Standard 6.15 – Live Work**

**A. Live work is schedule to benefit the student and supplement ongoing Instruction on items specified in the NATEF task list.**

**B. Students receive instruction on specific repair tasks before performing them. Students study all the safety procedures involved with each task along with each the actual performance of that task.**

**C. Donated vehicles, customer-owned vehicles, and other training vehicles are the primary source of live work. State vehicles and student – owned vehicles are also used for live work as needed.**

**D. All vehicles have an industry type written work order that is placed inside the vehicle.**

**Standard 6.16 – Articulation**

**Credit is given to transfer students with equivalent competencies to eliminate unnecessary duplication of instruction.**

**Standard 7 – Equipment**

**Standard 7.1 –Safety**

**There are Shields and Guards on equipment and Safety Glasses are used while lab is in session.**

**Standard 7.2 – Quantity and Quality**

**Basic hand tool sets are provided by each student, the school has a master set of hand tools and the school also furnishes special tools and equipment.**

**Standard 7.3 – Consumable Supplies**

**The school furnishes the hand cleaner, hand towels, shop towels, cleaning solvent, part washer, and carburetor cleaner and any other needed consumables.**

**Standard 7.4 – Maintenance**

**All equipment is checked each semester for needed servicing or maintenance. There are some items that are used more, they are checked more frequently.**

**Standard 7.5 – Replacement**

**Most of our larger more expensive equipment has been upgraded to industry standards. Advisory Members, who include past students employed in the automotive field, business owners, management, and area mechanics have given their input and approval to the purchases made.**

**Standard 7.6 - Inventory**

**All equipment or tools that cost over $200.00 is placed on an inventory list.**

**Standard 7.7 – Parts Purchasing**

**The vehicle owner makes arrangements for parts purchased, and shop tickets are made.**

**Standard 7.8 – Hand Tools**

**A list of basic had tool sets are provided to each student at the beginning of classes. All students must have his/her own tools. Discounts are available from local part stores and Snap-on-Tool Co. Students are encouraged to add to their tool sets so they will be prepared to go to work as soon as they graduate.**

**Standard 8 –Facilities**

**Standard 8.1 – Training Stations**

**The shop provides adequate workstations, where work, inspection, and testing can be done.**

**Standard 8.2 – Safety**

**At the end or beginning of each semester the facility is inspected to see if any maintenance, repair, or improvement is needed. If there are any items that need immediate attention, it is taken care of quickly. The Automotive Advisory Committee also tours the shop and makes safety recommendations as needed.**

**Standard 8.4- Housekeeping**

**The Janitorial Staff cleans the classrooms. The tools, storage, reference; lab and office areas are the responsibility of the class.**

**Standard 8.5 – Office Space**

**The Faculty Office is located in M208.**

**Standard 8.6 – Instructional Area**

**The classroom is located in M204; about 60 ft. from the lab, in a well- lit, climate controlled area with the most current technical equipment.**

**Standard 8.7 – Storage**

**The tools are locked in a room and in cabinets within the lab area. A storage room, for components, is part of the lab. Vehicles are locked in an 8 ft. chain linked area.**

**Standard 8.8 – Support Facilities**

**Restrooms are provided to male and female stude4nts. A clean up area, with sink, hand cleaner, towels and a mirror, is provided in the lab. Lockers are also provided.**

**Standard 8.9 – Ventilation**

**The lab has a large exhaust fan, to help exhaust fumes, with a hose expel automobile exhaust through a hole in the overhead doors. A new natural gas reflective heater heats the shop. Seven overhead doors plus exhaust fan, and area fans provide air circulation in the summertime. There is no air conditioning.**

**Standard 8.10 – First Aid**

**A fully stocked first aid cabinet is located near the clean-up area. There are additional supplies in the administration office. The nursing department is in an adjacent building. And a local medical clinic is within a five minute drive of the campus.**

**Standard 8.11 – Facility Evaluation**

**The shop has new lifts. The facility was evaluated by the AST Advisory Council.**

**Standard 9 – Instructional Staff**

**Standard 9.1 – Technical Competency**

**Mr. Layne is a Master certified by ASE, and has been continually since 2010. He has twenty years of experience as an automotive technician, and 2 years instructing in his current specialty areas.**

**Standard 9.2 – Instructional Competency/Certification**

**Mr. Layne has an ASE Master Certificate, exceeds work experience and exceeds the education standards. He is working on his Bachelor of Science Degree. He has completed GM and Chrysler training schools in Memphis.**

**Standard 9.3 – Technical Updating**

**Mr. Layne is planning is planning summer training in Memphis TN through General Motors, Snap-On Tools and O-Reilly Auto Parts.**

**Standard 9.4 – First Aid**

**Basic First Aid can be found in Standard 8.10 A.**

**Standard 9.5 – Substitutes**

**At the college level, Substitutes are rarely needed. ‘Should the Automotive teacher need to be absent for a prolonged period of time, the college would provide a competent automobile instructor.**

**FACULTY PROFESSIONAL DEVELOPMENT**

**Continuing faculty professional development is an essential part of staying current in a field as well as strengthening existing knowledge and skills. Further education, regular association with peers, and participation in professional associations are all parts of this development. The goal of professional development is to improve the teaching and learning environment and to provide for student success. Suggestions to stay current: Belong to at least one professional organization. Attend at least one professional meeting per year. The Faculty Professional Development Committee and the Administration feel it is important for Ozarka to support the Arkansas Association of Two-year Colleges. This organization has great potential to grow and become a tremendous asset to college personnel. Since this organization links all two – year colleges across the state, it provides the opportunity for instructors to meet and discuss instructional management as well as changes in many different fields. The Faculty Professional Development “Committee recommends that at least 25% of Ozarka’s faculty attend the Association of Two- Year Colleges’ annual conference. By September 15th of each year, faculty should submit for approval a list identifying certain meetings, courses, conferences, and workshops that they might attend during the year to this list may not be inclusive due to late notification of some meetings, conferences, etc.**

**Standard 10 – Cooperative Agreements**

**There is no formal apprenticeship program. However, if a student maintains a B average in all his/her studies and is completing his/her 4th semester, it may be considered. The requirements are; work part time unde5r supervision of a certified technician, possibility of full time employment after graduation, continue to take all tests and demonstrate the required tasks. The instructor visits on a weekly basis (with the employer/supervisor) to check the progress of the student.**