

**Curriculum Instructional Council
Actions Approved – December 8, 2016**

CONTINUING EDUCATION CURRICULUM

See proposal Impact (PI) reports to view list of courses and/or programs that may be impacted by the following proposed actions.

Automotive Technology

<p>*508 SERVICE ADVISOR I</p> <p>Advisory: Valid California Driver’s License required to operate vehicles in class and for employment. This course provides the student with the basic automotive technology knowledge and skills required for employment as a service advisor for both small and large independent garages and dealerships. Students will learn the different automotive parts, components, major assemblies, vehicle systems and how they function and the required maintenance. Topics also include safety, work ethics, service facilities and federal, state and local laws as they apply to the automotive industry. (FT)</p>	<p>Offered At: None</p> <p>Action(s) Proposed: New Course Approved</p> <p>Originating Campus: Continuing Education</p> <p>Effective: Spring 2017</p>
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Automotive Technology

<p>*508A SERVICE ADVISOR II</p> <p>Advisory: Valid California Driver’s License required to operate vehicles in class and for employment. This course provides the student with the skills required for employment as a service advisor. Students will learn about customer service, writing an initial repair order estimating parts and labor costs and how to revise repair estimates in accordance with California State law. Topics also include communications, customer relations, manufacture warranty policies and procedures, returning the vehicle to the customer and follow-up. (FT)</p>	<p>Offered At: None</p> <p>Action(s) Proposed: New Course Approved</p> <p>Originating Campus: Continuing Education</p> <p>Effective: Spring 2017</p>
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PROGRAM CHANGES

*Automotive Technology

New Program- *Approved*

Automotive Technology- Continuing Education: Spring 2017

Certificate of Completion Service Advisor