

# Ten Steps to Success

## Automotive Student Guide

### **Inside:**

- 1 – Becoming a Student Checklist
- 2 - Choosing a Career Goal
- 3 - Choose a Program to Meet Your Goal
- 4 - Meet Your Automotive Advisor
- 5 - Set Your Schedule
- 6 – Succeeding in Your Courses
- 7 – Apply for Graduation
- 8 – Finding the Right Job
- 9 –Tools
- 10- Transfers

## 1.) Becoming a Student Checklist

As you complete the items outlined in this packet – check it off your list!

- [Apply for Admission](#) to the college online at nvcc.edu
- [Apply for In-State Tuition](#)
- [Apply for Financial Aid](#) at fafsa.gov
- Take the [English and Math placement tests](#) at a NOVA testing center before registering for classes. Photo ID and Student ID number required
- Activate your NOVA Email account
- Complete [New2NOVA](#) and attend a required [Registration Lab](#) to meet with an advisor and register for courses if you are under 25 years old. Automotive specific registration labs are recommended when available and you can [sign up here](#).
- Contact Your Faculty Advisor to ensure you chose the right courses for your goals and set your individual path.
- [Pay Tuition](#) by the [deadline](#) \_\_\_/\_\_\_/\_\_\_
- [Purchase Books](#)
- [Purchase Parking Pass](#)
- [Get Your NOVACard Student ID](#)
- Take a seat in class

\* Also, don't forget to like us on Instagram and facebook so you can stay up to date on the latest job postings and scholarship opportunities at <https://www.facebook.com/NOVAAutomotive>

## 2.) Choosing a Career Goal

Knowing what you want to invest your career life in is a difficult decision, especially since things are changing all the time! Luckily, there are lots of options out there for automotive graduates so you don't have to know the future to be successful, but it helps if you have an idea to save time and money. Meeting with your faculty advisor is one of the best ways to help you decide where you want to be in 20 years as well as choosing the right courses to meet your goal.

A few career options to consider include:

- Automotive Repair Technician
- Shop Foreman
- Service Manager
- Service Advisor
- Sales Representative
- Parts Manager
- Welder
- Medium or Heavy Duty Truck Specialist
- Business Owner
- Field Service Engineer
- Automotive Engineer
- Corporate Administrator
- Instructor

### 3.) Choosing a Program

Our goal is to provide each student with the skillset they need to meet their individual goals. Please contact us anytime to tell us more about your goals, needs, and wants so we may help you choose a program that fits you best.

For automotive technology we have many option including:

Option A – The General Motors ASEP Associate degree program is best suited for those who know they want to be technicians & beyond and are looking for the quickest path to gainful employment. This is an especially popular option for students who already have prior automotive experience although anyone with any background can join. The highlights of this program are:

- In school for 8 weeks per semester
- In shop experience as a paid apprentice the other 8 weeks and in between semesters.
- Earn your Automotive AAS degree and approximately 80% or your GM certifications
- Most transfer into becoming a full line technician at the time of graduation

A new cohort is started each fall and students are encouraged to apply early. For more information, please contact Jack Wynn at [jwynn@nvcc.edu](mailto:jwynn@nvcc.edu).

Option B – The Automotive Dealer Education Institute career studies certificate program is best suited for those who wish to take only automotive courses and get started in the field right away, but do not want to take academic courses. The highlights of this program are:

- In school 1 day per week during the semester
- In shop experience as a paid employee the remainder of the week
- Earn your Automotive Diagnosis & Repair Career studies certificate
- Tuition balance and books after financial aid are paid for in addition to receiving a tool box

A new cohort is started each fall and students are encouraged to apply early. For more information, please contact Erik Falk at [efalk@wanada.org](mailto:efalk@wanada.org).

Option C – The Global Career Studies Certificate & Associate degree programs are best suited for those have not yet decided on their first career path step into automotive, need a flexible schedule, or desire to go to school part-time or in the evenings only. The highlights of this program are that you'll be able to take courses at either the Alexandria or Manassas campus, schedule school around your existing job, and classes are taught in the full 15-week semester allowing them to be slower-paced.

For those who are interested in collision repair, welding, or medium and heavy-duty diesel industries, we have certificates which will help you gain employment in those areas as well. Below is a checklist for all the courses listed in each certificate and degree. Check off the

courses as you complete them to know what your status is.

### Maintenance and Light Repair Career Studies Certificate - One Year

1st Semester			Credits	Completed?
AUT	100	Intro to Automotive Shop Practices	2	
<sup>1</sup> AUT	241	Automotive Electricity I	4	
AUT	265	Automotive Braking Systems	4	
SDV	100/ 101	College Success Skills or Orientation to: Automotive Technology	1	
<b>Total</b>			<b>11</b>	
2nd Semester				
AUT	111	Automotive Engines I	4	
AUT	266	Automotive Alignment Suspension and Steering	4	
<b>Total</b>			<b>8</b>	
<b>Total credits for the Automotive Maintenance and Light Repair Career Studies Certificate=19</b>				

All credits from the Maintenance and Light Repair Certificate transfer to the Automotive Diagnosis and Repair Certificate.

### Automotive Diagnosis and Repair Career Studies Certificate – One Year

1st Semester			Credits	Completed?
AUT	100	Intro to Automotive Shop Practices	2	
AUT	241	Automotive Electricity I	4	
AUT	111	Automotive Engines 1	4	
AUT	265	Automotive Braking Systems	4	
SDV	100/ 101	College Success Skills or Orientation to: Automotive Technology	1	
<b>Total</b>			<b>15</b>	
2nd Semester				
AUT	136	Automotive Vehicle Inspection	2	
AUT	236	Automotive Climate Control	4	
AUT	242	Automotive Electricity 2	4	
AUT	266	Automotive Alignment Suspension and Steering	4	
<b>Total</b>			<b>14</b>	
<b>Total credits for the Automotive Maintenance and Light Repair Career Studies Certificate=29</b>				

All but 2 credits from the Automotive Diagnosis and Repair Certificate transfer to the

Automotive Technology Associate in Applied Science Degree below.

**9090 – Automotive Technology Associate Degree - Two Years**

<b>1st Semester</b>			<b>Credits</b>	<b>Completed?</b>
AUT	100	Introduction to Automotive Shop Practices	2	
AUT	111	Automotive Engines I	4	
<sup>1</sup> AUT	241	Automotive Electricity I	4	
ENG	111	College Composition I or	3	
	ENG 131	Technical Report Writing I		
<sup>2</sup> SDV	100	College Success Skills	1	
<b>Total</b>			<b>15</b>	
<b>2nd Semester</b>				
AUT	242	Automotive Electricity II	4	
AUT	265	Automotive Braking Systems	4	
AUT	266	Auto Alignment, Suspension, and Steering	4	
PHY	130	Survey of Applied Physics	3	
	MTH 111	Technical Math		
<b>Total</b>			<b>15-16</b>	
<b>3rd Semester</b>				
AUT	121	Automotive Fuel Systems I	4	
AUT	236	Automotive Climate Control	4	
<b>Total</b>			<b>8</b>	
<b>4th Semester</b>				
AUT	112	Automotive Engines II	4	
AUT	122	Automotive Fuel Systems II	4	
AUT	141	Auto Power Trains I	4	
<sup>3</sup> ___		Humanities/Fine Arts Elective	3	
<b>Total</b>			<b>15</b>	
<b>5th Semester</b>				
AUT	142	Auto Power Trains II	4	
<sup>4</sup> AUT	245	Automotive Electronics	4	
CST	110	Intro to Communication	3	
<sup>5</sup> ___		Social Science Elective	3	
<b>Total</b>			<b>14</b>	
<b>Total credits for the Automotive Technology A.A.S.=67-68</b>				

Also, you may start with the MLR certificate, and upon finishing decide to continue with another certificate such as Collision Repair, Welding or Diesel.

### Welding Certificate - One Year

1st Semester			Credits	Completed?
ENG/CST		Elective	3	
WEL	120	Introduction to Welding	2	
WEL	121	Arc Welding	2	
<b>Total</b>			<b>7</b>	
2nd Semester				
WEL	122	Welding II (Electric Arc)	3	
WEL	150	Welding Drawing and Interpretation	2	
<b>Total</b>			<b>5</b>	
3rd Semester				
WEL	160	Semi Automatic Welding Processes	3	
WEL	130	Inert Gas Welding	3	
<b>Total</b>			<b>4</b>	
<b>Total credits for the Welding- Basic Techniques Career Studies Certificate = 18</b>				

### Diesel Mechanics Technology- One Year

1st Semester			Credits	Completed?
DSL	111	Introduction to Diesel Engine	2	
DSL	153	Power Trains I	3	
DSL	155	Heavy Duty Suspension and Service	3	
DSL	141	Transportation Electrical Systems I	2	
ENG	111	College Composition I or	3	
	ENG	131 Technical Report Writing		
SDV	100		1	
<b>Total</b>			<b>14</b>	
2nd Semester				
DSL	123	Diesel Engine Systems 1	2	
DSL	143	Diesel Truck Electrical Systems	4	
DSL	150	Mobile Hydraulics and Pneumatics	3	
DSL	160	Air Brake Systems	3	
WEL	120	Introduction to Welding	2	
<b>Total</b>			<b>4</b>	
<b>Total credits for the Welding- Basic Techniques Career Studies Certificate = 18</b>				

## 4.) Meet Your Automotive Advisor

Who is your automotive advisor? You can choose by your last name from the list below, or any instructor who you feel comfortable working with. We're all here to help you and it's best to meet your advisor in or before your first semester. We can offer the best advice when it comes to step number 5 - Setting your Schedule. Please make an appointment to see your advisor.

### Alexandria Campus

Keith Brown (GMASEP)	<a href="mailto:keibrown@nvcc.edu">keibrown@nvcc.edu</a>	(703) 845-4623
Geoffrey Brown (Collision)	<a href="mailto:gbrown@nvcc.edu">gbrown@nvcc.edu</a>	(703) 845-6475
Reginald Bennett (A-G)	<a href="mailto:rbennett@nvcc.edu">rbennett@nvcc.edu</a>	(703) 845-6523
Al Hupp (H-N)	<a href="mailto:ahupp@nvcc.edu">ahupp@nvcc.edu</a>	(703) 845-6509
Laura Garcia (O-T)	<a href="mailto:lgarciamoreyra@nvcc.edu">lgarciamoreyra@nvcc.edu</a>	(703) 933-8375
Russell Taylor (U-Z)	<a href="mailto:rutaylor@nvcc.edu">rutaylor@nvcc.edu</a>	(703) 845-6190

### Manassas Campus

John Hicks (Diesel)	<a href="mailto:jhicks@nvcc.edu">jhicks@nvcc.edu</a>	(703) 530-8254
Myles Embrey (A-N)	<a href="mailto:membrey@nvcc.edu">membrey@nvcc.edu</a>	(703) 257-6679
Tim Godfrey (M-Z)	<a href="mailto:tgodfrey@nvcc.edu">tgodfrey@nvcc.edu</a>	(703) 257-6677
Matt Wayman (Welding)	<a href="mailto:mlwayman@nvcc.edu">mlwayman@nvcc.edu</a>	(703) 530-3002

## 5.) Set Your Schedule for Next Semester

Choosing the right courses can be tricky, especially as you near the completion of your degree. Which classes can I sign up for? Is it better for me to take certain courses in order? When will this course be offered next? We can help you effectively choose courses so you can finish your degree on time and with the greatest ease. Just contact your advisor or speak with any instructor you might be taking courses with so we can help. If you've already met with your advisor and know what to take, then feel free to sign up on your own through MyNOVA>SIS>Enrollment.

## 6.) Succeeding in Your Courses

We want every student to be successful. However, as much as we try to help students succeed, your success is all about your hard work, dedication, and attitude. One of the most difficult aspects of going to college is managing time between work, school, and family. Here's a chart you can use to determine when you will give yourself time to focus on school, work, studying, leisure, and family. Remember to include time for commuting, meals/grooming, errands, and relaxation. Break down big jobs into a series of smaller tasks. Allow flexibility in your schedule. Make a "to do" list that you update daily. **Planning should include at least 2 hours of homework/study time per credit, and don't forget to include time for yourself so you don't get burned out.**

Here is a sample student schedule to assist you in developing your own.

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
9:30	Rest	Engines 1	Electricity 1	Homework	Study	Work 7:30-5:30	Work 7:30-5:30	
10:30								
11:30								
12:30								
1:30		Homework	Homework	English 111	Break			
2:30				Homework	Homework			Study
3:30								
4:30		Intro to Physics 2 <sup>nd</sup> 8 weeks	Introduction to Automotive 1st 8 weeks	Intro to Physics 2 <sup>nd</sup> 8 weeks	Break			
5:30								Prepare for the week / study
6:30		Homework	Homework	Homework				
7:30								
8:30								
9:30								
10:30								
11:30								



Now plan your own schedule. You might be surprised what you find!

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:30							
7:30							
8:30							
9:30							
10:30							
11:30							
12:30							
1:30							
2:30							
3:30							
4:30							
5:30							
6:30							
7:30							
8:30							
9:30							
10:30							
11:30							

## 7.) Applying for Graduation

Did you know you have to apply for graduation to get your degree or certificate? Unfortunately the college does not automatically know who is and who isn't ready to graduate with their degree – you must tell them your ready! To apply for graduation so you can receive that degree you've worked so hard for, just go to: <https://www.nvcc.edu/graduation/faq.html>

There, you'll find step-by-step instructions on how to apply for graduation through SIS. Once you submit your application, the Central Records Office will review your records and ensure you've:

- Passed all the required courses and earned at least a 2.0 GPA
- Completed 25% of the required credits at NOVA
- Resolved all financial obligations to the College and returned all materials

Remember, you must apply by the following deadlines:

If you plan to graduate in...	Your graduation application is due by...
May	March 1 <sup>st</sup>
August	June 1 <sup>st</sup>
December	October 1 <sup>st</sup>

The Central Records office will send you a status letter through e-mail to let you know if you have met all requirements or if you are ineligible to graduate for any reason. If you run into any problems or have any questions, you can email the Central Records Office at: [AsktheCRO@nvcc.edu](mailto:AsktheCRO@nvcc.edu) and they'll respond to you within 48 business hours.

Can't wait to see you at the graduation ceremony!

## 8.) Finding the Right Job

For many of you, you already have a job by the time you graduate since the industry is so hungry for technicians. For others, you may not have been ready for a job until now, or are ready to move up from that tire shop job to something with more in depth work. Whatever your situation, we're here to help you look at job opportunities that fit you best. We work with many area dealerships and independents such as Sheehy, Brown's, Mercedes, Circle Auto Repair, and more!

The first step to gaining employment is to have your resume ready. The resume on the next page is a template you can use if you have technical skills, but little job experience in the automotive field. If you have related job experience, then we may opt for a traditional resume or a customized format just for you. Just complete your resume and send it to your advisor for review. It may take a few revisions, but eventually you should have the perfect resume to hand to employers.

## Basic Skills Based Resume Outline

Name  
Address  
Phone E-mail

**Objective-** List what position you are applying for and why. Example- Obtain a position as an apprentice technician so I may... (List goals).

**Education-** List NOVA Automotive first, then previous schools and any special awards you have earned there, and last list your automotive class experience if you have any. Example-

**Northern Virginia Community College**

Associates in Automotive Technology

Expected graduation 20xx

**Lake Braddock High School**

Career and Technical Education Seal

2 years Automotive Technology

Graduated 2019

**Skills-** List the skill set that you have related to automotive first, then skills that don't pertain to automotive. Example-

- 1.) Able to safely work in a shop environment
- 2.) Proficient at: List repairs that you can perform by yourself correctly with confidence. Typically oil changes and basic maintenance fall here.
- 3.) Able to perform with some assistance: List repairs that you can perform mostly by yourself but may need to ask for help once in a while.
- 4.) Exposure to: List things that you have seen or been a part of but unable to do by yourself. This will largely be composed of diagnostics, scan tools, and large complex jobs such as Engine/Transmission replacement, etc.
- 5.) List skills that you are proficient in, but are not automotive repair related. This could include Microsoft Office, customer service skills, etc.

**Experience-** List jobs in reverse chronological order, even small jobs you have done for a neighbor or family friend count.

Job Title

Date

Company

- Bulleted list of duties

**Activities-** List activities you enjoy participating in.

- This could be playing music, sports, or any other hobbies you might have.

Excellent References Available Upon Request

Be sure to have 3 references handy if asked. They should be professional references, not relatives and could include neighbors, teachers, managers, etc.

## 9.) Tools

Tools are a big investment for technicians and a necessary one. All of the following tool manufacturers want to build a relationship with future techs and offer huge discounts on tons of tools. Discounts typically range from 25%-50% off! Below is information on each tool program and how you can sign up!



30-52% discount

Peter Lemieux  
(301) 706-5717  
[Peter.W.Lemieux@snapon.com](mailto:Peter.W.Lemieux@snapon.com)

Sign up at:  
<https://www1.snapon.com/Industrial-Education>

Purchase tools online or with Pete Lemieux.



35-50% off

Scott Northcraft  
(304)707-1274  
[scott.northcraft@matcotools.com](mailto:scott.northcraft@matcotools.com)

Sign up at:  
<http://www.matcotools.com/tech-ed/>

Purchase tools online or during school tool shows.



50% off your first tool set  
20% off regular priced tools  
5% additional off sale priced tools  
10% off workwear

Sign up at:  
[http://www.sears.com/en\\_us/dap/brand-showcase/tech-students-toolspartners.html](http://www.sears.com/en_us/dap/brand-showcase/tech-students-toolspartners.html)

Purchase tools online or in select stores.



55-60% discount

Sign up at:  
<http://www.ingersollrandproducts.com/RealtoolsRealSchools/index.html>

Purchase tools online.

## 10.) Transfer Options

Automotive is a big world full of possibilities. Your Associates degree opens up many possibilities in the industry, but suppose one day you decide you want to do something that requires a Bachelor degree. Maybe become an engineer, create & publish TSB's, work in higher levels of corporate management, marketing, or something else that renews your excitement for automotive. You name it, there's a sector in the automotive field that could fulfill your biggest dreams and they're in demand.

This is where our 4-year automotive transfer schools come in. Universities such as Pennsylvania College of Technology, Ferris State University in Michigan, and Weber State University in Utah offer the chance for you to come in as a Junior with our degree. Here are some of their options:

### **Pennsylvania College of Technology**

- Automotive Business Management (Online option)

### **Ferris State University**

- Automotive Engineering Technology
- Automotive Management

### **Weber State University**

- Field Service Operations (Online option)
- Advanced Vehicle Systems (Partially online option)

If you'd like more information, contact your faculty advisor and they'll give you basic information and the latest point of contact person to gain in-depth information.

**Visit NOVA Automotive on the web!**

For job postings, Scholarships, General Education courses offered for Auto students and other NOVA Automotive Alerts, you can like our Facebook and Instagram page at:

<https://www.facebook.com/NOVAAutomotive/>

Our web page has all the job listings you could ever need, plus links to faculty pages, course information and more!

<http://blogs.nvcc.edu/alauto/>