

Certificate of Completion

Fall Semester Courses	Credit Hours
Introduction to Parts _____	1
Shipping & Receiving Merchandising _____	3
Workplace Safety _____	1
Human Relations for Auto Business _____	3
Sales Policies & Procedures I _____	2
Math & Measurement for the Auto Industry _____	3
Inventory Management I _____	2
Parts Cataloging I _____	3
Vehicle Components/Parts Systems I _____	3

Spring Semester Courses	Credit Hours
Automotive Business Communication _____	3
Automotive Business Management _____	3
Automotive Products & Systems _____	2
Sales Policies & Procedures II _____	3
Vehicle Components/Parts Systems II _____	3
Inventory Management II _____	2
Bookkeeping Procedures _____	3
Parts Cataloging II _____	3
Merchandising _____	2
Employability Skills for Auto Business _____	3

48 Total Credit Hours

In order for a student to graduate with a certificate the student must have at least a 2.00 cumulative GPA with no failing grades in the core classes.

Associate of Applied Science Degree

To earn an Associate of Applied Science degree the student must complete the Certificate Requirements plus any core emphasis classes for a total of at least 45 credit hours.

An additional 15 credit hours of general education classes (6 hours of communications and 9 hours from a least two of the following disciplines: humanities/social & behavioral sciences/mathematics & science) are required plus elective hours for a grand total of at least 64 credit hours with a 2.00 cumulative GPA.

Go Green, \$ave Green!



Approximate Costs

Tuition & Fees - \$65 per credit hour
Materials & Books - \$250 (estimated)

Financial aid and scholarships are available online at: www.sccc.edu

Housing

Student Living Center: co-ed residence hall featuring traditional, 2-bedroom suites that accommodate up to 200 students.

Mansions: apartment-style, 4-bedroom suites.

Hale Court: apartment-style suites located on the north side of campus.

- For more information, call 620-417-2102.

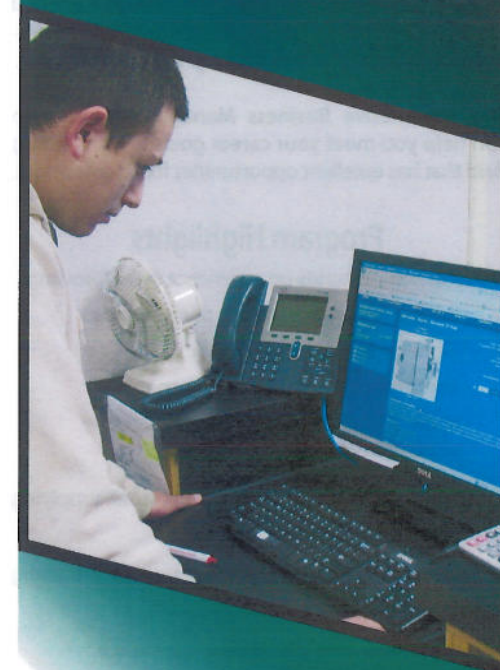
Club & Organization

As a part of this program, students have the opportunity to participate in SkillsUSA, a partnership of students, teachers and industry working together to ensure America has a skilled work-force. SkillsUSA is designed to help each student excel in his or her chosen field. In addition, students have the opportunity to compete in their area of study.

Seward County Community College/ Area Technical School

2215 N. Kansas, PO Box 1137, Liberal, KS 67905-1137
620-624-1951 or 1-800-373-9951
www.sccc.edu

Automotive Business Management



 Seward County
Community College
♦ Area Technical School