



2023
ADMISSION PACKET



Automotive Technology (Ford ASSET)



gloucesterasset.com

Ford ASSET is sponsored by Rowan College of South Jersey with assistance from the Gloucester County Institute of Technology, Ford Motor Company and regional Ford/Lincoln dealerships.



1400 Tanyard Rd. • Sewell, NJ 08080 • 856-468-5000 • RCSJ.edu

Automotive Technology Ford ASSET 2023 FACT SHEET

Application Deadline: May 25, 2023

Acceptance Notification Date: June 16, 2023

For more information regarding the
Automotive Technology Ford ASSET program
visit: ***GloucesterAsset.com***

***Information presented in this packet supersedes ALL other information
obtained by the applicant and is accurate at the time of publication.***



Ford ASSET Program

Dear Ford ASSET Applicant:

Thank you for your interest in the Automotive Technology (Ford ASSET) program. Applicants who are admitted and successfully complete the two-year program will be awarded an Associate in Applied Science (A.A.S.) degree in Automotive Technology. The program begins in September of each year. The procedure for gaining entrance to the September 2023 program is as follows:

1. Be eighteen (18) years of age or older by the time of the first dealer work assignment.
2. Complete a Rowan College of South Jersey application and submit your official high school transcript or GED (and official college transcripts, if applicable). (see "Application Process" section on page 7)
3. Take the RCSJ Placement Test or meet one of the exemption criteria.
4. Have and maintain a valid driver's license with a minimum of points.
5. Interview with Program Instructor.

Due to the large response of prospective students, it is important that you follow the correct procedure to ensure your acceptance into the program. **All steps must be completed by May 25, 2023**

- If you have submitted an RCSJ application and have not received a notice of application acceptance, please contact Samantha Wagner in the Admissions Office at 856-468-5000, ext. 6474.
- If you have received notice of your accepted application to RCSJ, call the Testing Center at 856-415-2268 to make an appointment to take the RCSJ Placement Test at the earliest possible date, or check the exemption criteria to determine whether you are exempt.
- If you have not submitted your RCSJ application, do so today.

All students who have completed the application process, satisfied the RCSJ Placement Test and have been interviewed will be notified by June 16, 2023 by letter.

If you have any questions about this process, please feel free to contact Edward at the RCSJ Automotive Center (856-468-1445, ext. 2210.)

Sincerely,

Edward Blaetz

Executive Director
Ford ASSET Program
eblaetz@rcsj.edu

and

Matthew Maggioncalda

Site Director
Ford ASSET Program
mmaggion@rcsj.edu

Frequently Asked Questions

What does the program cost?

- Answer:
- Approx. \$3,800 tuition per semester (*4 semesters*)
 - Approx. \$5,000 for basic tool set and roll cabinet (*upgrades are available*)

Does the program have to be paid for up front?

- Answer:
- **No.** You will pay tuition for each semester as you enroll. Financial Aid, as well as various scholarships, are available for Ford ASSET students. Please contact the Rowan College of South Jersey Financial Aid Office at 856-415-2210 for information.
 - You will be required to purchase your tools at the beginning of the program. However, two-year financing is available at a monthly cost of approximately **\$254**, three-year financing is available at a monthly cost of approximately **\$185** and four-year financing is available at a monthly cost of approximately **\$152**.

How much will I make during my co-op work session?

- Answer:
- You will earn \$18,000 or more over the course of the five co-op sessions.

Must I find my own sponsoring employer?

- Answer:
- **Yes.** Students must obtain a sponsor. Guidance may be provided based on each students' classroom and lab performance by the instructors. *Recommendations will be made to Ford dealers based on each student's classroom and lab performance.*

Must I stay with my sponsoring dealer after graduation?

- Answer:
- **No.** While we are always happy to see our graduates accept job offers with their sponsoring dealer, there is no obligation to do so.

What are the requirements to enter the program?

- Answer:
- The requirements are as follows:
- 18+ years old
 - Valid driver's license with a minimum of points
 - High school diploma or equivalent
 - Personal computer with internet access
 - Apply to Rowan College of South Jersey, Gloucester Campus
 - Complete the RCSJ Placement Test or provide exemption criteria
 - Successfully complete an interview with the program instructor
 - Since most dealers require drug tests, you must be able to pass a random drug test

How can I earn an associate degree in two years when I am in a co-op work session 50 percent of the time?

- Answer:
- Students attend school all summer, and each class day is a little longer than a regular college day.

How will I know when I am accepted?

- Answer:
- After successful application and acceptance to the College, you will be interviewed by the program coordinator. After this interview, you will be notified of program acceptance.

How do I take the RCSJ Placement Test?

- Answer:
- Students can register online at [RCSJ.edu/gc/Testing](https://www.rcsj.edu/gc/Testing) or call the Testing Center at 856-415-2268.

How do I know if I am exempt from the RCSJ Placement Test?

- Answer:
- A complete list of exemption criteria can be found on the Testing Center website at [RCSJ.edu/Testing/Exemptions](https://www.rcsj.edu/Testing/Exemptions).

What if I need remedial courses?

- Answer:
- You must register and complete the remedial courses before the program begins. Remedial courses are offered during the fall, spring and summer semesters.

Program Description



The authority to grant a degree in Automotive Technology was granted to Rowan College of South Jersey by the New Jersey Board of Higher Education on November 30, 1989. All students who are admitted and successfully complete the two-year program will be awarded an Associate in Applied Science (A.A.S.) degree in Automotive Technology.

The Automotive Technology program is a joint venture involving three cooperating participants: Rowan College of South Jersey, the Gloucester County Institute of Technology and the Ford Motor Company. Ford supports 38 other such programs throughout the United States under the name of ASSET (*Automotive Student Service Educational Training*).

ASSET at Rowan College of South Jersey is a 19-month curriculum. The Automotive Technology classes, which include lecture and hands-on shop experiences, are held at the Gloucester County Institute of Technology. Supportive liberal arts courses, including mathematics, science and computer classes, are held on the Rowan College of South Jersey campus. Both institutions are located adjacent on Tanyard Road in Sewell, New Jersey.

The Automotive Technology courses cover bumper-to-bumper technical training on Ford automotive products, including the latest developments in engines, ignitions and fuel systems, on-board electronics and computerized engine controls.

The program is divided into four semesters. Ten 12-week sessions of classroom and shop experience alternate with ten 12-week sessions of internship/cooperative education at participating Ford/Lincoln dealerships in the Delaware Valley. The incorporation of the internships allows students to apply their classroom training in a real work setting. Additionally, students become familiar with the dealership environment and organizational structure, as well as the competencies expected of a professional automotive technician. Students are paid a salary for their work experiences at the dealerships during their internship periods.

Curriculum

Automotive Technology

Ford ASSET Program

Associate in Applied Science (A.A.S.) – Career

Required Core and Elective Courses

FIRST YEAR – First Semester		Credits
AUT 101	Auto Service Fundamentals	2
AUT 107	Automotive Electrical Systems	5
ENG 101	English Composition I	3
MAT 100	Foundations of Mathematics I	3
CEP 200	Co-op Education Work Experience*	1
		14
Second Semester		
AUT 105	Brakes & Hydraulics Controls	3
AUT 103	Front End Suspension	3
HIS 204	First 100 Years of the American Automobile	3
PHY 101	Principles of Phys Science	4
ART 101	Art Appreciation**	3
		16
Third Semester (Summer Semester)		
AUT 110	Engine Repair	4
AUT 111	Heating/Ventilation/A.C.	3
AUT 135	Manual Transmissions	3
CIS 102	Introduction to Computers	4
CEP 203	Co-op Education Work Experience*	1
		15
Second Year – Fourth Semester		
CEP 204	Co-op Education Work Experience	1
AUT 139	Automatic Transmission Systems	3
AUT 123	Automotive Electronics	4
ENG 102	English Composition II	3
PSY 101	General Psychology	3
CEP 208	Co-op Education Work Experience*	1
		15
Total Minimum Credits:		60

** 10-week internship with a Ford/Lincoln dealership is required as a prerequisite to the subsequent semester.*

***This course is taught primarily in an online format for the Ford ASSET Program at RCSJ.*

AUT Course Descriptions

AUT 101: Automotive Service Fundamentals2 credits

This course introduces the principles of shop operations, customer relations, service and parts department procedures and shop safety. Emphasis is placed on identification of automotive measuring devices and systems, and hand and power tools usage.

AUT 107: Automotive Electrical Systems5 credits

This course is an introduction to basic electrical theory (*circuits, Ohm's Law, etc.*) and its application to automotive electrical systems. Included are discussions and laboratory experiences related to batteries, wiring, lighting, alternators, voltage regulators and conventional ignition systems.

AUT 105: Brakes & Hydraulics Controls3 credits

This course covers the diagnosis and repair of both drum and disc brake systems, power brake boosters, master cylinders, wheel cylinders and related component parts. Topics also covered are anti-lock brake systems, stability control systems and automatic braking systems.

AUT 103: Front End Suspension.....3 credits

This course will cover the proper techniques and procedures for complete front-end services, to include manual and power steering systems. Laboratory investigations include wheel alignment, tire and wheel balancing, analysis of tire wear, noise, vibration and harshness.

AUT 110: Engine Repair4 credits

The operation of the internal combustion engine is discussed and examined in detail. Engine rebuilding, mechanical operations and failure analysis are introduced. Emphasis is on the proper use of hand tools, measuring instruments and equipment.

AUT 111: Heating, Ventilation, and Air Conditioning3 credits

This course focuses on the principles of the operation and service of climate control systems. Topics include components, testing, diagnosis, charging and repair practices.

AUT 135: Manual Transmissions3 credits

The principles of manual transmissions, their operation and service are investigated. Laboratory investigations include topics such as types of drivelines, differentials, clutches, U-joints, RWD, FWD and four-wheel drive.

AUT 139: Automatic Transmission Systems3 credits

The theory, operation and diagnosis of both rear-wheel drive transmissions and front-wheel drive transaxles are investigated. Rebuilding and diagnosis of both transmissions and transaxles are emphasized.

AUT 123: Automotive Electronics4 credits

The fundamentals of electronic control systems and their components are introduced. Emphasis is on engine control strategies, microcomputer systems, diagnosis and repair and servicing electronic instruments and options (*message center, instrument cluster, fuel computer, air suspension systems and keyless entry control*).



General Education Course Descriptions

Students enrolled in the Automotive Technology program will take general education courses as a cohort. Specific sections of general education courses below will be offered strictly for Automotive Technology students.

ENG 101: English Composition I3 credits

This course provides students with extensive guided experience in writing essays. The course emphasizes the writing process; critical reading and thinking skills; and the concepts of audience, purpose and form. Attention is devoted to responsible research skills and the basic techniques of MLA documentation.

MAT 100: Foundations of Mathematics3 credits

In this course, students apply the fundamentals of arithmetic and basic algebra to solve practical problems. Topics include real number properties and applications, an introduction to algebra, counting methods and probability.

HIS 204: The First 100 Years of the American Automobile3 credits

This course provides a basic understanding of the history and significance of the automobile industry and how it has been intertwined with American history, culture and everyday life. The course will cover the early days of the automobile with discussions about Henry Ford, Billy Durrant, the formation of General Motors, key designers and more. The course will highlight challenges facing the automobile industry during each decade of the twentieth century.

PHY 101: Principles of Physical Science.....4 credits

Physical Science develops awareness, understanding and appreciation of the physical environment. The dynamic nature of physical science is presented conceptually rather than mathematically. Concepts pertain to matter and energy. Laboratory experiences, designed to augment the conceptual approach, are included.

ART 101: Art Appreciation3 credits**

This is an introductory course directed toward a basic understanding of past and recent painting, sculpture, architecture, photography and digital and other media.

***This course is taught primarily in an online format for the Ford ASSET Program at RCSJ.*

CIS 102: Introduction to Computers4 credits

This course provides a solid foundation for further study in any of the computer information programs. Topics include facets of obtaining timely and accurate information through the use of contemporary computer systems, hardware concepts for first-time users and hands-on experience with modern software during the computer labs. The Microsoft Office Professional for Windows software package – including Word, Excel, Access and PowerPoint – is used to solve a variety of business problems.

ENG 102: English Composition II3 credits

This course requires students to read selected prose fiction, poems and plays and to write a series of documented, critical/analytical essays based on those works. Students continue to develop the tools and forms of research covered in ENG 101.

PSY 101: General Psychology.....3 credits

This is an introduction to the study of behavior. The scientific method is studied with its application as seen in the principal research findings in the major areas of modern psychology, such as human development and individual differences, sensation and perception, learning and intelligence, personality formation and abnormal psychology.

Student Responsibilities

Students enrolled in the Automotive Technology (Ford ASSET) program must:

- Obtain and maintain sponsorship with a Ford/Lincoln dealership.
- Maintain academic standards and adhere to academic policies.
- Participate in all learning activities at the scheduled times. (Attendance is mandatory.)
- Provide sponsoring dealerships with responsible and productive employment.
- Be responsible for program costs: tuition, fees, books and tools.
- Have reliable transportation to and from the schools and dealership.
- Have access to a personal computer with internet access.
- Be able to pass a random drug test.
- Maintain a driver's license with a minimum of points.

For questions pertaining to student responsibilities, please contact:

Edward Blaetz or Matthew Maggioncalda at 856- 468-1445, ext. 2210 (at RCSJ Automotive Center)

For questions pertaining to admission and the application process, please contact:

Samantha Wagner at 856-468-5000, ext. 6474
or swagne12@rcsj.edu (at Rowan College of South Jersey).

Admission Requirements

The Automotive Technology (Ford ASSET) program accepts a limited number of students per year. For that reason, a selective admission process will be followed. Those applicants who best meet the qualifications described below will be admitted until all slots are full. Interested students must complete an application to the College and send it to the Admissions Office at Rowan College of South Jersey.

To be eligible for the Ford ASSET program the applicant must:

1. Be eighteen (18) years of age or older by the time of the first dealer work assignment.
2. Complete a Rowan College of South Jersey application and submit your official high school transcript or GED (and official college transcripts, if applicable). (see "General Admissions – Gloucester Campus" on page 7)
3. Take the RCSJ Placement Test or meet one of the exemption criteria.
4. Have and maintain a valid driver's license with a minimum of points.
5. Interview with Program Instructor.

General Admissions – Gloucester Campus

Step 1: Apply and Submit Official Documents

A. Complete the free online application at RCSJ.edu/gc/Apply

- **New** students are recommended to declare **Pre-Automotive Technology** as their course of study.
- **Current** students do not need to reapply to the College, but should verify application status with the Admissions Office and verify their contact information (*including mailing address, telephone number and email*) are current with the Student Records office.
- **Current Cumberland Campus** students will need to complete a new application to the Gloucester Campus.
- **Graduating HSOP Students** (*class of 2023*) and **Visiting (Non-Matriculated) Students** will need to complete an application to the college as a new, degree-seeking student.
- Designation as a potential Automotive Technology applicant does not guarantee nor imply special consideration for acceptance to the Automotive Technology program.

B. Send official high school transcript or high school equivalency documents and any college transcripts to the Gloucester Admissions Office via the office email address: admissions@rcsj.edu. Transcripts must be issued directly from the institution.

<p>Mailed documents may be sent to the following address: Rowan College South Jersey ATTN: Admissions Office 1400 Tanyard Rd Sewell, NJ 08080</p>
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Step 2: Satisfy Placement Test Requirements

Students interested in applying to Selective Admissions programs (like Automotive Technology) must satisfy the College's traditional placement testing requirements.

Applicants may be exempt from the College's placement exam if they meet certain exemption criteria. Information about placement test exemption criteria can be found on the Gloucester Campus Testing Center website: RCSJ.edu/gc/Testing.

Unless the applicant meets one of the exemption criteria or tests above the remedial level in all areas, they must complete all required remediation before applying to the Automotive Technology program. Per Administrative Procedure 8017, course work used for test exemption must be equivalent to a grade of "C" or better at RCSJ.

General admission application status and placement test exemption status is verified through the **RCSJ Placement Test/ Admissions Status form (page 9)**. This form must be completed and signed by Samantha Wagner, Administrator, Selective Admissions on the Gloucester Campus to be considered eligible for the Ford ASSET program.

Step 3: Ford ASSET Program Interview

Interested students will need to contact Mr. Edward Blaetz, Executive Director, Ford ASSET Program at 856-468-1445, ext. 2210 for an interview. The interview is a mandatory piece of the Ford ASSET admissions process. In the interview, students will have the opportunity to ask and have questions answered regarding the Automotive Technology program.

Contact Information

RCSJ Gloucester Admissions Contact Information

Samantha Wagner, Administrator, Selective Admissions

Email: swagne12@rcsj.edu

Phone: 856-468-5000, ext. 6474

Contact information is accurate at time of publication

2023 Ford ASSET Application Checklist

Last Name: _____ First Name: _____ ID #: _____

Please check each box as you complete the corresponding requirement.

Keep a copy of this checklist for your records.

All general admissions requirements and the Program Interview must be complete by May 25, 2023.

Submitted General RCSJ College Application to Gloucester Campus

- Apply online at [RCSJ.edu/gc/Apply](https://www.rcsj.edu/gc/Apply)
- Current students verify application status and contact information with RCSJ General Admissions office, if needed

Submitted High School Transcript or equivalent

- Submitted electronically to admissions@rcsj.edu or swagne12@rcsj.edu
- Submitted by mail to the following address:

Rowan College South Jersey
ATTN: Admissions Office
1400 Tanyard Rd.
Sewell, NJ 08080

RCSJ Placement Test/Admission Status Form

- Signed by applicant **and** Administrator, Selective Admissions

Interview with Program Coordinator

- All interested applicants must schedule an interview with Mr. Edward Blaetz, Executive Director, Ford ASSET Program. Applicants may reach out directly at 856-468-1445, ext. 2210.

Date of Interview: _____

Secure Sponsorship and Complete Dealership Interview

- Students must obtain a sponsor. Guidance may be provided by the instructors and recommendations will be made to Ford dealers based on student performance in the classroom and lab. Students should begin the employment interview process during the first semester.

College Transcripts

- List ALL colleges attended including RCSJ and submit official transcript for each to RCSJ Admissions.
- Verification of college attendance will be made through the National Clearing House and/or NSLDS
- RCSJ Transcript need not be included.

(1) _____

(5) _____

(2) _____

(6) _____

(3) _____

(7) _____

(4) _____

(8) _____

RCSJ Placement Test/Admission Status Form

This form is used to verify the applicant has satisfied general admissions requirements at the Gloucester campus.

Please follow these steps to complete this form:

- Complete the Applicant Section and submit to the Gloucester Campus Admissions Office **prior** to submitting your portfolio. Applicants may submit their forms in one of the following ways:
 - Email form to SelectiveAdmissions@rcsj.edu (reviewed and returned in 1-2 business days)
 - Have form completed in-person with Samantha Wagner, Student Services Building, Room 1140E
- RCSJ Admissions Representative will complete their section, sign form and return to student.
- Only after an Admissions Representative signs this form will it be considered complete and ready to be enclosed in the portfolio.

Requests made after the May 25, 2023 deadline will not be honored.

Applicant Section:

Applicant Name: _____ ID #: _____

I am an applicant for the 2023 Automotive Technology (Ford ASSET) Program at Rowan College South Jersey, Gloucester Campus.

I hereby request the Admissions Office to verify my admission status and RCSJ Placement Test status. I acknowledge that only after an Admissions Representative signs this form it will be considered complete and ready to be enclosed in the portfolio.

Signature of Applicant: _____ Date: _____

RCSJ Admissions Office Section:

1. General Application: This applicant has a completed a general admissions application to Rowan College South Jersey, Gloucester Campus. Yes No
2. High School Completion Credentials: This applicant has satisfied the general admission requirements by providing the following document:
 - ___ Preliminary high school transcript (send final copy after graduation)
 - ___ Official high school transcript
 - ___ Home school transcript
 - ___ GED
 - ___ Applicant is missing high school completion credentials.
3. RCSJ Placement Test Status: This applicant satisfied the RCSJ placement test or received a testing exemption in the following areas (Note: all three must be satisfied to be eligible for the Automotive Technology program):

Reading	Writing	Basic Math
<input type="checkbox"/> Yes: _____	<input type="checkbox"/> Yes: _____	<input type="checkbox"/> Yes: _____
<input type="checkbox"/> No: _____	<input type="checkbox"/> No: _____	<input type="checkbox"/> No: _____

RCSJ Admissions Representative: _____ Date: _____