

Informational Packet



ASSET

Automotive Student Service Education Training



Southeast

COMMUNITY COLLEGE

Milford Campus

Milford, NE

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**FORD ASSET/SOUTHEAST COMMUNITY COLLEGE
MILFORD CAMPUS
AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING
(ASSET)**

Dear Prospective Student:

We have received your inquiry concerning the Ford Automotive Student Service Educational Training Program. Enclosed you will find the program information which includes the following items.

ASSET Program Introduction
Program Standards
Contact Persons
Admission Registration and Flow Chart
Estimated Expenses and Tool/Supply List
Dealer Approval Form
Dealer Sponsorship Agreement

Please read all materials carefully and return the Dealer Approval Form to:

Admissions/Student Services
Southeast Community College-Milford Campus
600 State Street
Milford NE 68405-8498
PH: (402) 761-8448
1-800-933-7223, Ext. 8448

Thank you for your interest in the Ford Automotive Student Service Educational Training Program.

Sincerely,

ASSET Staff

ASSET Staff

It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ancestry, veteran status, sexual orientation, disability, or other factors prohibited by law or college policy.

Inquiries concerning the application of Southeast Community College's policy of nondiscrimination should be directed to the Assistant to the Chancellor for Affirmative Action/Equity/Diversity, Southeast Community College Area Office, 1111 O Street, Suite 111, Lincoln, NE 68508, (402) 437-2500, FAX (402) 471-8520, or E-mail jjsoto@sccm.cc.ne.us

FORD ASSET TRAINING PROGRAM INTRODUCTION

Share Ford Motor Company's passion for excellence.

To become the world's leading consumer company of automotive products and services, Ford Motor Company understands that customer satisfaction will drive our success. Customer satisfaction begins with our people – from the talented individuals who first design and engineer our high-quality vehicles through the proud teams that assemble them. Ford, Lincoln, and Mercury dealers also know that customer satisfaction begins with people, including the dealership employees, who sell and service those same vehicles.

Ford is committed to locating the best possible professionals in every area of our business. A large part of our commitment to finding and retaining the best technicians available is supported by the effort Ford Technical Career Entry Programs take to recruit and train new technicians.

The ASSET (Automotive Student Service Educational Training) Program assists young men and women in obtaining the best training available in automotive technologies. The goal is to provide knowledgeable, capable individuals who will enter a Ford, Lincoln or Mercury dealership prepared for and confident in their future.

Choosing a career isn't easy. Once you've made that decision, the next step is to determine where you want to grow your career; but there's one career path that's easy to recognize. It's made up of a selection of technical training options, combined with over 4,400 dealer employers and one great company.

For those who've decided to pursue a livelihood in an automotive technology career, enrolling in the Ford ASSET is a great way to help prepare you for an exciting future at a Ford Motor Company sales and service retailer.

The Ford ASSET Program is an alliance among Ford Motor Company, Ford and Lincoln Mercury dealers and local participating community colleges. The ASSET Program allows technical and vocational students to get on-the-job training at a sponsoring Ford or Lincoln Mercury dealership while earning an Associates Degree in Automotive Technology at a local participating community college.

Vision

Ford ASSET will be recognized as the premier program in the global automotive industry for the training and placement of new manufacturer-specific service technicians.

Mission

Ford ASSET is to be the primary source of new technicians trained and equipped with the basic knowledge, skills, and experience to become successful and productive career professionals in the Masters level.

Timing

24-month degree program where students alternate between the classroom and work at their sponsoring Ford, Lincoln or Mercury dealership.

Key Feature

Students earn an Associates Degree in Automotive Technology.

Your Advantage

Part-time employment during internship sessions lets you "earn as you learn" while you gain valuable work experience.

ASSET is offered at 39 community and technical colleges throughout the United States. Currently, the ASSET Program graduates over 4450 students a year. Over 2,100 Ford, Lincoln and Mercury dealerships have participated in ASSET. Studies include academics as well as learning the latest in automotive technology from curriculum and equipment provided by Ford Motor Company.

ASSET Graduates

Earn an Associate's Degree in automotive technology. Receive up to 98% of the same Ford Service Technician Specialty Training (STST) credentials that technicians receive attending Ford Motor Company Training Centers and gain hands-on in dealership experience.

Benefits technicians may receive working at Ford, Lincoln or Mercury dealerships:

- *Medical coverage, 401(K) plans
- *Paid vacations, Flexible hours
- *Vehicle purchase plans, Discount vehicle financing
- *Personal computer purchase programs
- *Incentive programs offering cash & prizes for meeting goals

In 2000, Ford Motor Company established the Professional Technician Society (PTS) to better recognize and reward our professional technicians and help make your career both exciting and rewarding!

PTS Web Site – High Speed Access!

- *Shop manuals, wiring diagrams
- *Tool purchase programs
- *Discounted tickets
- *“Web chats” with Ford Racing’s drivers and teams

Master Program – The Best of the Best

The Master’s Program recognizes Ford, Lincoln, and Mercury dealership technicians for their technical training accomplishments. Techs can be recognized for their achievements in the following specialties:

Specialist Technician

To achieve Specialist Technician status, technicians must successfully complete all course requirements in any one of the following eleven specialty areas:

- *Gas Engine Performance, Gas Engine Repair
- *Diesel Engine Performance, Diesel Engine Repair
- *Steering and Suspension Systems
- *Electrical Systems
- *Climate Control Systems
- *Manual Transmission and Drivetrain, Automatic Transmission
- *Auto & Light Truck Brake Systems, Medium Truck Brake Systems
- *Engine Masters, Drivetrain Masters, Chassis Masters, Maser Technician

Senior Master Technician

Senior Master Technicians represent the highest level of recognition technicians can achieve. Senior Master Technicians are Masters in all three Ford categories, which means they have taken virtually all of the technical training that Ford Motor Company offers and are ASE-certified Master Technicians. Awards for these achievements included: certificates, plaques, hats, trophies, business cards and special invitations to some of Ford’s most exciting events!

PROGRAM STANDARDS

ASSET

- * Possess Master ASE Education Foundation certification.
- * Have a minimum 70% graduation rate.
- * Maintain a class starting size that meets the school's economic minimum with an optimum size of 20, but not more than 24.
- * Confer Associate's degree in Automotive Technology to graduates.

Administration

- * Provide a dedicated instructor
- * Provide and distribute the student and dealer information booklet.
- * Provide equipment and tools per current Master ASE Education Foundation requirement contained in the individual sets or tool crib (in sufficient quantities to permit efficient instruction).
- * Provide and maintain tools and equipment according to the current Ford consignment tools and equipment list.
- * Recruit qualified student candidates with emphasis on finding students in the proximity of interested dealers.
- * Provide student services such as academic advisement, financial aid, counseling, etc.
- * Maintain all student records.
- * Provide program information to Ford Motor Company as requested.
- * Prohibit any work on non-ASSET vehicles.

Instructor

- * Act as school liaison between Ford Motor Company and participating dealers.
- * Develop ASSET Program curriculum.
- * Provide instruction in accordance with the approved curriculum.
- * Assist the college admissions staff in recruiting and screening students.
- * Serve on the local ASSET Workforce Leadership Team.
- * Attend Ford training as needed to maintain certification status.
- * Monitor students' progress during the dealership co-op session.

Student

- * Possess a valid driver's license.
- * Meet sponsoring dealership hiring requirements.
- * Provide sponsoring dealer with responsible and productive employment.
- * Maintain sponsor relationship with a Ford, Lincoln or Mercury dealership.
- * Be responsible for program costs: tuition, fees, and books.
- * Maintain academic standards and adhere to academic policies.
- * Possess a set of hand tools as specified in the student booklet.
- * Maintain all school requirements to attain an Associate's degree.

- * Attain a minimum grade of 2.0 in each prerequisite program course to continue.

If the student's employment is terminated for reasons beyond the student's control (such as lack of work) the student may be allowed to seek a different sponsoring dealership. If the student's employment is terminated for failure to follow the dealership's policies (such as attendance, cleanliness, honesty) or the student is deemed less than competent to perform required tasks, the student will not be allowed to continue in the program.

Ford, Lincoln or Mercury Dealer

- * **Become a sponsoring dealer by signing a Dealer/Student** sponsorship form.
- * Interview and select prospective student(s).
- * Appoint an in-dealership coordinator to assist the ASSET instructor in planning and monitoring the cooperative work experience.
- * Establish the ASSET student as a dealership employee during the co-op period.
- * Provide a minimum student wage plan set by the local ASSET Workforce Leadership Team during the co-op period. The dealer may exceed this plan based on the student's ability or local pay level.
- * Provide the ASSET student with uniforms in a manner consistent with other dealership technicians.
- * Attend ASSET support events or activities.

Ford Motor Company

- * Monitor and support all phases of the ASSET Program.
- * Provide national marketing support for the ASSET Program.
- * Solicit dealers for participation.
- * Provide Ford Technical training to ASSET instructors.
- * Provide schools with essential training materials.
- * Support and monitor the student recruitment process.
- * Attend ASSET support events or activities.

**FORD ASSET/SOUTHEAST COMMUNITY COLLEGE
MILFORD CAMPUS
AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING (ASSET)**

CONTACT PERSONNEL

Ed Koster
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NOTE: Any change in student status, questions, or concerns regarding ASSET, should be brought to the attention of Jon Kisby, Transportation Dean.



Admission Registration



STEP

1. FORD ASSET APPLICATION

To be accepted in the Ford ASSET program, we will need an application for admission into the program.

- Apply on-line: <https://www.southeast.edu/admissions/apply.php>

2. ADMISSIONS REQUIREMENTS/PLACEMENT TESTS

Southeast Community College is committed to your success! We want to be sure that you're academically ready for the classes you'll take. All applicants are required to demonstrate academic readiness through at least one of the following ways:

- Provide Next Generation ACCUPLACER/ACT/SAT scores from within the past three to five years in the areas of math, and reading or submit an official college transcript showing three or more completed credit hours of English and math. Course grades must be a C or higher.
- To help you complete this requirement, the Next Generation ACCUPLACER test is offered at the Testing / Assessment Centers at the Beatrice, Lincoln, and Milford Campuses and Learning Centers. There is no charge the first time you take the test, and retakes are \$15.

Minimum scores needed:

Reading Skills

ACT Reading sub score – 12

SAT English – 310

Next Generation ACCUPLACER Reading – 231 or WritePlacer 3

Math Skills

ACT – 14

SAT Math – 310

Next Generation ACCUPLACER Arithmetic – 240

3. DEALERSHIP AGREEMENT FORM

A. This form is required for all students by their second semester in the Ford ASSET program.

1. Locate a Ford, Lincoln/Mercury or Mazda dealer
2. Ask if they would be willing to sponsor you in the Ford ASSET Program.
3. Have the Service Director or Service Manager sign the for attached to the end of this packet.

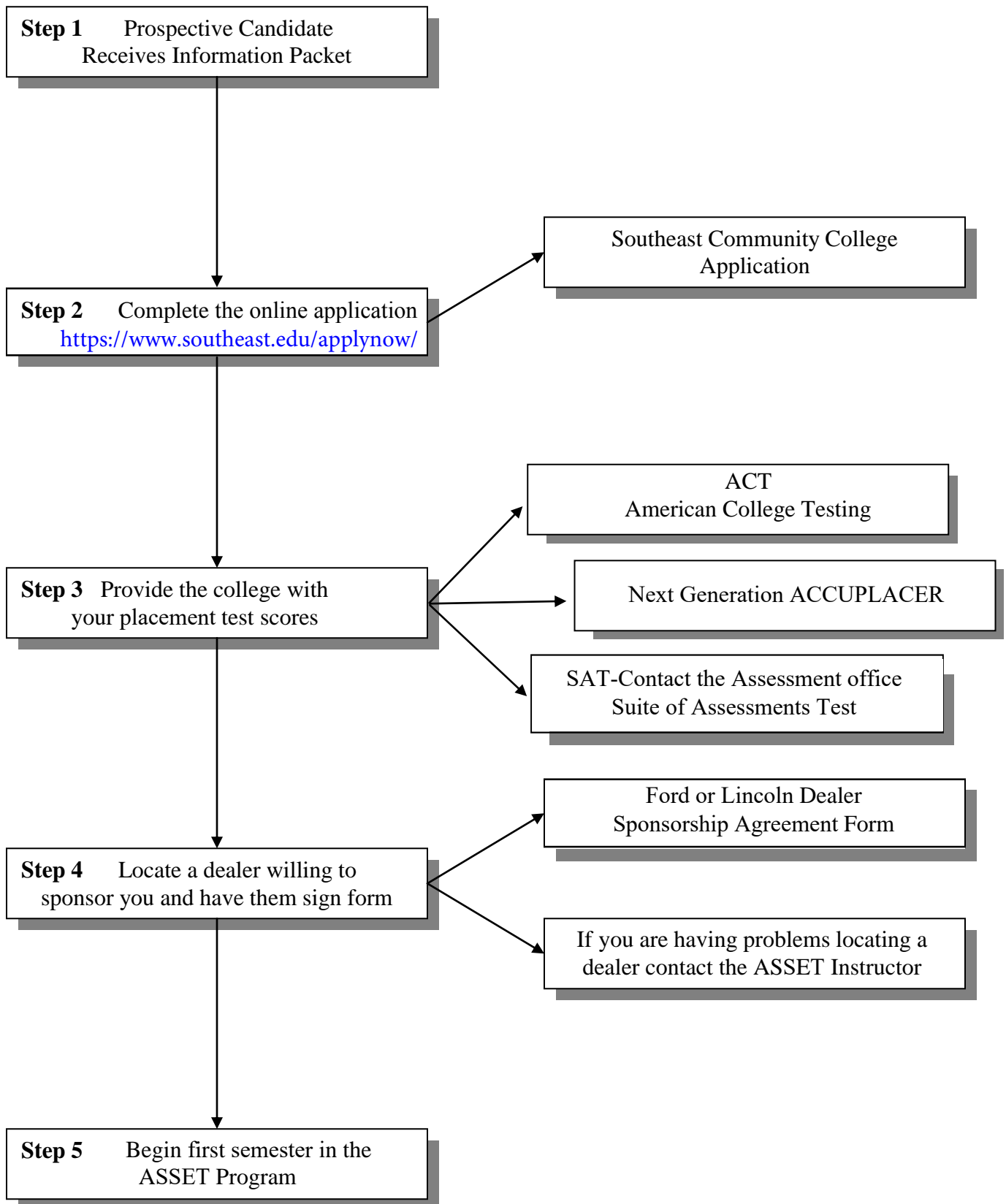
4. FINANCIAL AID

You can apply for financial aid by completing the form on-line at www.fafsa.ed.gov. If assistance is needed, please stop by any of the three SCC locations or call the Financial Aid Department at 800-642-4075 ext. 2610.

5. FINAL ACCEPTANCE

You will receive a letter of acceptance from SCC immediately after the college has reviewed your applicaiton for admission and placement scores. Please note, all students in the program will need to have a sponsoring dealership by second semester.

ASSET Candidate Flow Chart



Automotive Technology - Ford - General Motors - Required Basic Tool List

The following tool list includes the basic tools a student will be required to have to successfully complete the automotive programs. The student should discuss with their advisor the timeline for purchasing specific tools and suggested optional tools.

The College does not recommend, nor endorse, any specific brand of tools. The student should give careful consideration when selecting tools he/she will use in their career.

1ST SEMESTER REQUIRED - FIRST DAY OF SECOND WEEK

- Fluke *87 or 88 Multimeter (*87 required for GM-ASEP)
- 12v bulb - test light
- Wire crimper/cutter/stripper
- Battery Terminal cleaner
- Terminal Removal Tool
- Ear protection
- Pen/flashlight
- Tire pressure inflater
- Tire psi gauge
- Valve core tool
- Rubber tip air nozzle
- Antifreeze tester
- Pick set (4 piece)
- Magnetic pick up tool
- Inspection mirror
- Pocket Screwdriver
- Punch and Thread Kit (alum. Block)
- Tool bag
- Jumper wire set
- Safety glasses (min. Z87 rated)
- Program Uniform Shirts
 - AUTO - 3 minimum
 - Dealer programs (Ford, GM, Mopar) will have apparel provided by the Dealer

2ND SEMESTER REQUIRED - FIRST DAY OF SECOND SEMESTER

TOOL STORAGE

- Roll-Away - **56" maximum**. NO larger.

1/4" DRIVE

- Socket Set 3/16"-9/16" shallow 6 pt.
- Socket Set 3/16"-9/16" deep 6 pt.
- Socket Set 5-14 mm shallow 6 pt.
- Socket Set 5-14 mm deep 6 pt.
- Extensions (3) 2", 4", 6" or equiv.
- Ratchet
- Drive handle (screwdriver type)
- Universal joint

3/8" DRIVE

- Socket Set 3/8"-3/4" shallow 6 pt.
- Socket Set 3/8"-3/4" deep 6 pt.
- Socket Set 8-19 mm shallow 6 pt.
- Socket Set 8-19 mm deep 6 pt.
- Socket Set Torx T10-T60
- Socket Set Allen/Hex 1/8"-3/8"
- Socket Set Allen/Hex 4-10 mm
- Spark plug sockets 5/8" and 13/16"
- Extensions (5) 1", 3", 6", 12", 36"
- Ratchet, standard
- Ratchet, long flex head
- Speed handle
- Universal joint

1/2" DRIVE

- Socket Set 10-24 mm shallow
- Socket Set 10-24 mm deep Impact
- Sockets, 30, 32, 34 & 36 mm deep impact
- Socket Set, Lug nut
- Extensions (3) 3", 6", 12" or equiv.
- Ratchet
- Breaker bar, 24" min
- 1/2" Impact universal with lock button
- 1/2" Impact wrench

SCREWDRIVERS

- Standard (5) 1/8", 3/16", 1/4", 5/16", 3/8" w/stubby
- Phillips (4) #1, #2, #3 and #2 stubby
- Tamper Proof Torx Screwdrivers (T10-T30)

PLIERS

- 6" slip joint combination
- 7" Diagonal cut
- 6" Needle nose
- 10"(min) Adjustable Joint
- Vise-Grip (3) 5" curved, 10" curved, 6" long nose
- Fixed tip Snap-ring straight tip .038", .045" & .070"
- Medium Lock ring pliers

PUNCHES/CHISELS/FILES/SAW

- Punch & Chisel Set- including center punch)
- Brass drift 6" min.
- Files (3) 10" flat, 8" round, 6" Tri
- File card
- File handle
- Half round/cape chisel

MEASURING INSTRUMENTS

- Feeler gauges straight (.0015-.025 w/metric equiv)
- Feeler gauges angled (.0015-.025 w/metric equiv)
- 6" steel ruler w/ std. and metric display
- Thread pitch gauges, (2) std. & metric
- Torque wrench, 3/8" drive 15-100 ft/lb or equiv.
- Torque wrench, 1/2" drive 40-250 ft/lb or equiv.
- Caliper, 0-6"
- Tape measure, 12' min.

WRENCHES

- 1/4" - 1 1/4" standard combination 12 pt.
- 6-24 mm standard combination 12 pt.
- Adjustable Wrench, 12"
- Flare Wrench Set 3/8" -11/16"
- Flare Wrench Set 9-18 mm

HAMMER

- Ball Peen, 16 oz.
- Ball Peen, 32 oz.
- Dead Blow, 24-28 oz.

BRAKES TOOLS

- Brake adjusting spoon
- Retaining Spring Tools (2 sizes)
- Brake Spring Tool

MISCELLANEOUS

- Spark plug gapper .025"-.080"
- Spark Tester
- A/C Thermometer
- Lip seal tool
- 12" Hacksaw w/ blades
- Basic AC & Fuel disconnect tools
- Allen Wrenches Metric set 4-12 mm
- Stethoscope
- Pry bar, 24" min.
- 16" rolling head bar
- Fender covers (1pair)
- Wire brush, 10" min.
- Adapters (4) 1/4-3/8, 3/8-1/4, 3/8-1/2, 1/2-3/8
- Gasket scraper
- Oil filter Pliers (slip joint)
- Oil filter band wrenches (2)

RECOMMENDED

- Socket Set 3/8" drive 10mm-19mm flex impact
- Socket Set 3/8" drive Inverted Torx E6-E16
- Socket Set 3/8" drive 10-19mm deep Impact
- Socket Set 1/2" drive 3/8 - 1 1/4 shallow
- Socket Set 1/2" drive 7/16 - 1 1/4 deep Impact
- Socket Set 1/2" drive 10-24mm deep chrome
- Automotive Terminal Test lead kit
- Metric ratcheting wrenches
- 8/10mm brake wrench - for bleeder screws
- 6-19mm combination stubby wrench set
- Assorted trim panel removers
- 3/8" Air or cordless Impact
- 3/8" Air or cordless ratchet
- Hose Clamp Pliers
- Spark plug boot pliers
- Needle nose pliers set long (3)
- Large dead-blow hammer, 36 oz or larger
- Brass Hammer

2023-2024 Resident Estimated Expenses

Tuition/Fee Rate Per Credit Hour	\$121
Resident Tuition/Fees	\$7,623
Books/Fees/Supplies	\$1,250
Tools	\$6,500

Total: \$15,373

Non-Resident Tuition/Fee Rate Per Credit Hour	\$142
Non-Resident Tuition/Fees	\$8,946

Rates are per semester and they include:

- * Meals *Breakfast, lunch, supper, and snacks (14 meals served per week/80 meals per semester)*
- *Cable TV
- *Internet access *Needed for Web-Based Training*
- *Parking
- *All Utilities

Prairie Hall *(includes housing and board – cafeteria and residence hall)*

1 living space per student (with shared commons)	\$4,304.00
2 per room-per student	\$4,146.00
Deposit (refundable damage/surety deposit)	\$150.00

Meadow Hall *(includes housing and board – cafeteria and residence hall)*

1 living space per student (with shared commons)	\$4,304.00
2 per room-per student	\$4,146.00
Deposit (refundable damage/surety deposit)	\$150.00

Pioneer Hall *(includes housing and board - cafeteria and residence hall)*

Cafeteria and Apartment (2 per unit - per student)	\$3,636.00
Deposit (refundable damage/surety deposit)	\$150.00

**This is a cost estimate sheet; for actual prices, see Student Affairs Representatives.*

APPLICANT NAME (please print): _____

I am applying for admission to the **FORD AUTOMOTIVE STUDENT SERVICE EDUCATION TRAINING (ASSET)** partnership program at Southeast Community College. I understand I must successfully complete coursework through Southeast Community College in order to maintain my eligibility for the co-operative requirements at my partnering dealership. I also understand the College must communicate relevant information about my academic progress with my dealership to insure I remain eligible to complete this partnership program. I hereby grant permission to Southeast Community College to share copies of any transcripts, pre-admissions test results, interview data, college grades, attendance information, academic progress reports and student account statements with my sponsoring dealership and their related corporations or companies.

*Applicant: Please submit this form to the college after the interview.

Student Signature

Date

DEALER INTERVIEW: Discuss the following subjects with the applicant. Satisfy yourself that the applicant meets your standards.

1. **EDUCATION & EXPERIENCE:** Every applicant will have a unique background. Prior training or experience is not essential for success in **ASSET** but may be valuable in certain instances.
2. **SCHOLASTIC APTITUDE:** Review the applicant's potential to complete the academic work required for graduation. This can be determined by interview, testing and consultation with the college or high school.
3. **COMMITMENT:** **ASSET** is approximately two years in length. The **ASSET** Tech student must make an honest commitment to complete all required courses.
4. **EMPLOYABILITY:** The applicant should be viewed as seeking permanent employment. **ASSET** will help train your future technician. Is this person someone you could employ full-time once the required skills are learned?
5. **CAREER INTEREST.** The applicant should express a strong desire to be a professional automotive technician. Are his/her goals consistent with the dealership's needs for the next few years?

DEALER APPROVAL: I recommend this applicant for the **ASSET PROGRAM** and will agree to provide sponsorship.

Dealer/Authorized Representative (please print)

Title

Dealership

Telephone

Dealership Address

City/State

Zip

Date

Dealer/Authorized Representative Signature

Date

.....
APPLICANT NOT RECOMMENDED FOR SPONSORSHIP

Dealer/Authorized Representative Signature

Date

Send to:
ADMISSIONS OFFICE
SOUTHEAST COMMUNITY COLLEGE
MILFORD CAMPUS
600 STATE STREET
MILFORD, NE 68405-8498

Dealer Sponsorship Agreement



Final Acceptance into the Ford ASSET Program requires a dealership commitment to sponsor the ASSET student for Cooperative Work Experience. Complete the top section of this agreement and use as an introduction to an interview. When sponsored, return the signed form to your school's ASSET Coordinator, who will forward it to the Area Technical Training Manager.

ASSET Automotive Student Service Education Training Program

NAME OF SCHOOL		SCHOOL ASSET COORDINATOR		TODAY'S DATE
STUDENT'S LAST NAME		FIRST	MIDDLE	ASSET INSTRUCTOR
HOME PHONE NUMBER	SOCIAL SECURITY NUMBER	AGE	DATE OF ACADEMIC ACCEPTANCE LETTER	
STREET ADDRESS	CITY	STATE	DRIVER'S LICENSE NUMBER	
Why would you be a good ASSET student for this dealership?				

THE FOLLOWING SECTION TO BE COMPLETED BY THE SPONSORING DEALERSHIP

As an ASSET student sponsor, we agree to appoint a Dealership ASSET Coordinator to maintain close communication with the school ASSET Coordinator, provide Cooperative Education Work Experience and uniforms in accordance with the program, pay a competitive wage that reflects the student's progress, and provide the student with the same considerations shown all dealership employees.

DEALERSHIP		P&A CODE		PHONE	
ADDRESS		CITY		STATE	ZIP
AUTHORIZED SIGNATURE				DATE	
DATE OF STUDENT'S FIRST CO-OP			STARTING SALARY		
PRINT/TYPE NAME			TITLE		
NAME OF DEALERSHIP ASSET COORDINATOR					