

**Angel of God Academy
Training Observation Practice
Program Curriculum
Automotive Maintenance
2019-2020**



Monday- Friday Class Schedule Hours: 10:00 a.m. -5:00 p.m.

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Training Observation Practice (TOP)

The Training Observation Practice (TOP) program will begin with orientation that provides a life skills workshop where students will complete JOB READINESS training courses, designed to prepare students with obtaining, keeping, and exceling at a job within their desired career field.

The Job Readiness training courses are a prerequisite to successfully completing the TOP program and must be completed before semester 1 training.

Following orientation the Training Observation Practice (TOP) will provide an in-depth automotive training that allows students to select from the following program options:

Semester One, students may select between two program offerings: “Under the Hood” (A1-A9) and “Auto Maintenance and Light Repair”;

Semester Two, offers “Collision” (B2-B6) training.

Programs approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education

Training Observation Practice (TOP)

PROGRAM REQUIREMENTS AND PROCEDURES

Age 17 years or older

High school diploma or a recognized equivalent such as a GED. Students must submit proof of high school graduation or a recognized equivalency certificate (GED) to the institution by providing the institution with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation, a copy of which will be placed in the student file.

If documents required for enrollment are not available at the time of application, applicants may be accepted for a limited period to allow time for receipt of all required documentation.

Applicants who determine that they would like to apply for admission will complete an enrollment agreement that can be downloaded from the Angel of God Academy website at <http://www.angelofgodresourcecenter.org/angel-of-god-academy-program-offering.html>

Students may apply for entry at any time. Students are responsible for meeting the requirements outlined in this catalog in effect at the time of enrollment.

Training Observation Practice (TOP)

PROGRAM OBJECTIVE

The TOP program combines classroom work and hands-on training where the student will learn how to service vehicles. The TOP training courses will:

Prepare students with the necessary skills needed for long-term success with-in the automotive industry.
Enhance students' knowledge and understanding of career opportunities available with-in the automotive industry.

Prepare students to successfully pass the ASE certification exam.

Empower students to start their own automotive business.

PROGRAM OUTCOME

Students will gain the necessary skills to successfully pass the ASE certification exam.
Successful completion of the programs will provide students the opportunity to become certified technicians.

Upon completion of the program and passing the ASE certification exam, students will have the opportunity to obtain advance careers and will develop entrepreneurial skills to potentially start their own business with-in the following capacity:

- Diagnostic Technician
- Dynamometer Technician
- Parts Manager
- Product Test Technician
- Service Manager
- Service Technician

Students will be able to demonstrate effective communication of difficult technical information both written and verbally.

Effectively diagnose complex problems through critical analysis of information and vehicle testing.

Training Observation Practice (TOP)

GENERAL OVERVIEW

The Training Observation (TOP) program offers an in-depth study of the multiple systems found on today's vehicle, including electrical, fuel, ignition, power, and drive train. TOP allows students to develop critical thinking skills related to diagnostics, servicing, and testing.

The hands-on element of the training is designed to strengthen students understanding of technical aspects of the automobile. Angel of God Academy facilities utilizes equipment currently used to service today's automobiles, including representative types of various engines, chassis, transmissions, rear axles, and testing equipment.

ORIENTATION

Job Readiness/ Life Skills Workshop

Anger Management- Anger management courses will prepare students to overcome feelings of anger, and teach participants how to express anger in a healthy, constructive way. Managing anger well is a learned behavior, requiring practice and resilience. While you can't get rid of the things or the people that make you angry, you can learn how to control your reactions to them.

Stress Management – Upon completion of this course students will be able to define stress, including its positive and negative aspects; Identify different sources of stress in their lives; Identify at least 3 ways to reduce stress within the work environment; identify at least 3 techniques to improve stress management and/or self-care.

Soft Skills - Teaching people how to find a job is one of the most important elements of a job training program. Teaching people how to keep a job is even more important.

Communication Skills- Students will take part in an engaging interactive, discovery process; with real-world situations helping you uncover your preferred communication style. Learn to apply newly acquired communication skills designed to enhance both personal and professional relationships.

Basic Computer Skills- Basic parts of a computer, use of Windows software, basic computer functions (using a mouse, working in multiple Windows, etc.) and basic software functions (saving a file, copying text, etc.) and basic Internet, browser and email functions (finding websites, searching for information and sending email, etc.)

Class Schedule: Monday thru Friday Class Time: 9:00 a.m. to 4:00 p.m.

Training Observation Practice (TOP)

UNDER THE HOOD (A1 – A9) Semester 1 (Option 1)

A1 - Engine Repair- begins with the correct diagnosis – you will learn how to inspect the engine assembly and listen for abnormal engine noise. You will learn how to perform vacuum, compression, cylinder leakage and cylinder balance tests to determine your course of action.

A2 -Automatic Transmission/Transaxle -course provides understanding of the operation of an automatic transmission and developing effective transmission/transaxle diagnostic and repair skills.

A3 -Manual Drivetrain & Axles- Manual Drivetrain & Axles – course teaches how to take the clutch to engage and disengage the engine from the drivetrain on a manual transmission vehicle. The clutch assembly consists of the Flywheel, pressure plate, clutch disc, release bearing, pilot bearing or bushing, billing housing and clutch release mechanism.

A4 -Suspension& Steering-course teaches steering system that allows the vehicle to turn in a safe and predictable manner. It consists of steering wheel and column, the steering gear, and the linkage that connects the gear to the steering knuckles.

A5 –Brakes- course teaches the brake system of slowing and stopping a moving vehicle and hold the vehicle stationary when parked. You will learn all the parts and operation.

A6 -Electrical/Electronic System -This course teaches basis of protons, neutrons and electrons. The two power sources in an automobile are the battery and the alternator.

A7 -Heating &A/C -teaches the A/C system, how it works, basis principle that heat always moves toward a state of less heat, how the engines cooling system works.

A8 -Engine Performance – teaches engine performance, emissions level that are within allowances and good fuel economy which depends upon a quality well timed spark, fuel, air and compression.

A9 -Light Vehicle Diesel Engine– teaches gasoline engine requires the right air/fuel mixture and a well-timed spark to obtain good performance and low emissions while a diesel engine needs the proper volume of air and timely injections of high-pressure fuel to achieve the same. You learn about diagnostic capabilities.

Training Observation Practice (TOP)

AUTO MAINTENANCE AND LIGHT REPAIR (G1) Semester 1 (Option 2)

The “Auto Maintenance and Light Repair” (G1) training provides a condensed workload of the courses provided in Under the Hood (Option 1) and Collision (Option 2).

Technicians with at least one year experience with-in the auto industry will have the opportunity to further develop their skills and upon completion of the “Auto Maintenance and Light Repair” G1 program will gain access to higher paying jobs.

Training is designed for students with a technical background to gain specialized knowledge to assist with the advancement of career opportunities.

The Auto Maintenance and Light Repair (G1) focuses on 7 core areas:

Engine System – you will be able to verify driver’s complaints and conduct road test for vehicles. Utilize service manuals, technical service bulletins (TSBs), and product information. Students will learn how to properly inspect engine assembly for fuel, oil, coolant, and other leaks; determine necessary action.

Automatic Transmission/Transaxle – teaches students how to conduct road test on vehicles; retrieve and record diagnostic trouble codes (DTCs). Students will be able to inspect transmission for leaks; replace external seals and gaskets; and replace fluids and filters.

Manual Drive Train and Axles – students will learn how to inspect, adjust, replace, and bleed external hydraulic clutch slave/release cylinder, master cylinder, lines, and hoses; clean and flush hydraulic system; and refill with proper fluid.

Suspension and Steering - disarm airbag (SRS) system; check power steering fluid level; determine fluid type and adjust fluid level; identify system type (electric or hydraulic); and remove and replace power steering pump.

Brakes – students will gain experience inspecting brake lines, valves, and fittings for routing, leaks, dents, kinks, rust, cracks, or wear. Check for poor stopping, pulling, dragging, noises, high or low pedal, and hard or spongy pedal.

Electrical – disarm/re-enable air bag; verify lamp operation; check voltages, grounds, and voltage drops in electrical circuits.

Heating, Ventilation, and Air Conditioning - gain hands on experience inspecting A/C condenser for restricted air flow; inspect and replace cabin air filter; and check drive belt for wear and tension.

Training Observation Practice (TOP)

COLLISION (B2 – B6) Semester 2

B2 - Painting and Refinishing – you will be working with several basic types of materials: under coats, mid coats and topcoats.

B3 - Structural Analysis & Damage Repair – also called an appraisal or physical damage report you will learn about individual assessment of the cost of repairing the damage to a vehicle.

B4 - Structural Analysis & Damage Repair – teaches how to diagnose the complete structure of both visual and measuring inspections of direct and indirect damage

B5 - Mechanical & Electrical Components- you will have mechanical training in suspension alignment, A/C service, diagnostic scan tools, engine service, brake service and exhaust service.

B6 - Damage Analysis & Estimating-teaches how to justify repair or replace decision using alternative Original Equipment Manufacturer (OME) comments.

Training Observation Practice (TOP)

TUITION & FEES

AOGRC Purchasing Books and Supplies

Total Program Cost \$7,973.80

NON-REFUNDABLE REGISTRATION FEE	\$ n/a
TUITION:	\$ 6,772.00
BOOKS & SUPPLIES AND EXAMS	\$ 706.85
ASE A1-A9 Books: Car & Light Truck Series ASE Study Guides ISBN-13: 978-1934855478	
ASE B2-B6 Books: Collision Repair Study Guide ISBN-13: 978-1933180144	
ASE G1 Books: ASE Technician Test Preparation Automotive Maintenance and Light Repair ISBN-13: 978-1285753805	
ASE Test - \$41.00 per Test & 90 day \$36.00 Registration Fee ASE A1 through A9 ASE B2 through B6 ASE G1	
PROGRAM SUBTOTAL:	\$ 7,478.85
ADDITIONAL FEES	
UNIFORMS	\$ 285.00
ON BOARD DIAGNOSTIC (OBD)	\$ 116.85
TOOL KITS	\$ 57.10
ASE CERTIFICATION- 90 Day REGISTRAION FEE	\$ 36.00
PROGRAM TOTAL:	\$ 7,973.80

*Prices subject to change without notice.

NOTE:

You may register and take tests (except for the X1 test) before you have the necessary experience. If you do so, you will receive a score report, but you will not earn certification or receive certificates until you fulfill the experience requirement.

To become ASE certified, you must pass an ASE test and have relevant hands-on work experience. ASE recommends submitting the Certificate of Completion after you've registered to take an ASE certification test.

Books are bought in bulk, which allows AOGRC to keep tuition low for Students/Veterans who buy the books through the Academy versus on their own. The program cost is higher when books are purchased from the vendors.

Automotive Maintenance - Training Observation Practice (TOP)
 TUITION & FEES

**Students/Veteran's Purchasing their own
 Books and Supplies Total Program Cost \$8,177.68**

NON-REFUNDABLE REGISTRATION FEE	\$ n/a
TUITION:	\$ 6,772.00
BOOKS & SUPPLIES AND EXAMS	\$ 910.73
ASE A1-A9 Books: Car & Light Truck Series ASE Study Guides ISBN-13: 978-1934855478	109.77
ASE B2-B6 Books: Collision Repair Study Guide ISBN-13: 978-1933180144	156.01
ASE G1 Books: ASE Technician Test Preparation Automotive Maintenance and Light Repair ISBN-13: 978-1285753805	29.95
ASE Test - \$41.00 per Test & 90 day \$36.00 Registration Fee	
ASE A1 through A9	369.00
ASE B2 through B6	205.00
ASE G1	41.00
PROGRAM SUBTOTAL:	\$ 7,682.73
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Financial Aid

AOGA accepts funding through federal employment training programs such as WIA, WIOA, TAA, and the Post/9 11 G.I. Bill® and State of Illinois.

G.I. Bill® Pro-Rata Refund Policy

Individuals receiving funding through the Veterans' Administration will be subject to this pro-rata refund schedule.

<i>Percentage of course hours completed by student at notice of cancellation</i>	<i>Percentage of tuition and instructional charges which school may retain</i>
In excess of 5% to 10%	15%
In excess of 10% to 15%	20%
In excess of 15% to 20%	25%
In excess of 20% to 25%	30%
In excess of 25% to 30%	35%
In excess of 30% to 35%	40%
In excess of 35% to 40%	45%
In excess of 40% to 45%	50%
In excess of 45% to 50%	55%
In excess of 50% to 55%	60%
In excess of 55% to 60%	65%
In excess of 60% to 65%	70%
In excess of 65% to 70%	75%
In excess of 70% to 75%	80%
In excess of 75% to 80%	85%
In excess of 80% to 85%	90%
In excess of 85% to 90%	95%
In excess of 90% to 100%	100%

Refund/Cancellation Policy

Five-Day Cancellation: An applicant who provides written notice of cancellation within five days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a full refund. The school shall provide 100 percent refund no later than 30 days from notice of cancellation.

An applicant who provides written notice of cancellation to the Office of Records more than five days after signing an Enrollment Agreement and making the initial payment, but prior to the commencement of class meetings is entitled to a refund of all monies paid.

To be eligible for tuition refund after classes commences:

The student must officially withdraw from a course within the time periods or there will be no refund of any monies paid in relation to that course unless the Agency deems that exceptional circumstances apply.

Recipients of grant funded programs who officially withdraw from the course are subject to grantees refund guidelines. For more information visit the agency's website www.angelofgodresourcecenter.org

Students who are expelled, administratively withdrawn or suspended from the agency during the course of an academic term will lose their funding.

If the withdrawal from a course or courses results in a credit balance in the student's account, a refund will be issued within 30 days of the official drop or withdrawal date

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule:

Tuition Reimbursement Schedule

Tuition Refund Timetable for Drops/Withdrawals

Refund per Dropped Course	Fall/Spring Term	Summer/Winter Term
Full	Student has the right to cancel the initial enrollment agreement until 4:00 p.m. of 5th business day excluding Federal and State holidays after the student has been admitted.	Student has the right to cancel the initial enrollment agreement until 4:00 p.m. of 5th business day excluding Federal and State holidays after the student has been admitted
75 Percent	6 to 15 calendar days after the first class.	6 to 15 calendar days after the first class.
No Refund	16 calendar days or more after the first class.	16 calendar days or more after the first class.

SCHOOL STATUS

Angel of God Academy is not accredited.

Angel of God Academy is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education.

Website: <http://www.angelofgodresourcecenter.org/angel-of-god-academy.html>

TRANSFER OF COURSEWORK

Angel of God Academy courses are not transferable to any other school, college or university.

LINKS

Employment projections data for automotive mechanic:

<https://www.bls.gov/ooh/installation-maintenance-and-repair/>

Sample Test and Study Guide

<https://www.tests.com/practice/ASE-A1-Engine-Repair-Test-sample>

<http://www.ase.com/Test-Prep-Training/Study-Guides/Download-the-Guides.aspx>

<https://www.passthease.com/car-light-truck/a1-a9-packages>

https://www.ase.com/MediaLibrary/Images/PDF%20folder/collision_guide.pdf

https://www.ase.com/MediaLibrary/Images/PDF%20folder/auto_guide.pdf

Complaints from students should be address to the Illinois Board of Higher Education at:
1 N Old State Capitol Plaza, Suite 333,
Springfield, IL 62701
or to their website: <http://www.ibhe.org>