Recognition

Award of Excellence
The Ford ASSET Program at New Mexico Junior College was recognized as the National First Place recent of the Automotive Industry Planning Council’s Award of Excellence for post-secondary, Manufacturer affiliated automotive technician training program. This award, presented at the National convention of the Association for Career and technical Education, is the most prestigious national honor that can be bestowed on an automotive technician training program.

Certification
The Nationally recognized Ford ASSET program at New Mexico Junior College has met strict industry standards required for Master certification by the National Automotive Technicians Education Foundation (NATEF). This is the highest level of achievement recognized by the National Institute for Automobile Service Excellence (ASE).

Accreditation
New Mexico Junior College is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The Higher Learning Commission is part of the North Central Association of Colleges and Schools. The Association was founded in 1895 as a membership organization for educational institutions. It is committed to developing and maintaining high standards of excellence.

The Association is one of six regional institutional accrediting associations in the United States. Through its Commissions it accredits, and thereby grants membership to educational institutions in the nineteen-state North Central Region.

The Higher Learning Commission is recognized by the Secretary of Education and the Committee on Recognition of Postsecondary Accreditation.
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Statement of Nondiscrimination

New Mexico Junior College is committed to a policy of nondiscrimination on the basis of race, sex, national origin, disability, or other non-merit reasons, in admissions, educational programs or activities and employment, as required by applicable laws and regulations. Inquiries may be addressed to Equal Employment Opportunity Chairperson, NMJC, 1 Thunderbird Circle, Hobbs, NM 88240 or Director, Office of Civil Rights. Health, Education and Welfare, Washington, DC 20201.

Admission to specific courses and/or specific programs of study may be denied if the admission presents a significant health or safety threat as noted in the Americans with Disabilities Act and related statutes.

Any individual with a hearing impairment may reach NMJC by using one of the following Methods:

New Mexico relay for the Deaf: 1-800-659-1779
Or
Voice/TDD, 392-5411 (Learning & Career Services)

Note:

The information presented in this packet is provided as a guide to the perspective student. Making application to the Ford Motor Company Automobile Student Service Educational Training Program (ASSET). Additional information may be found in the current college catalog and the appropriate class schedule.

NMJC reserves the right to modify, change, or delete any information included in this publication.
General Information
Ford Motor Company/ New Mexico Junior College

ASSET
Automotive Student Service Educational Training

What is ASSET?
ASSET is a two year college program leading to an Associate in Applied Science Degree in Automotive Technology. It is a partnership between four entities: Ford Motor Company, Ford and Lincoln Dealers, New Mexico Junior College, and the Student.

What is the purpose of ASSET?
To upgrade the technical competency and professional level of the incoming Ford/Lincoln dealership service technicians.

To train Ford ASSET Program students to analytically diagnose, service and maintain Ford automotive products using recommended procedures, special tools, and Ford service publications.

To provide course content that will enable the successful graduate to advance in position. After additional experience, and to understand new systems and components as they are introduced.

How does it work?
The ASSET curriculum utilizes eight week periods of classroom work alternating with eight week periods of full-time work experience at a Ford or Lincoln dealership. Since students earn while they learn, a considerable portion of the costs involved in the program are offset.

What is the purpose of the cooperative education work experience periods at the dealership?
This system allows the student to apply, in a real world setting, what he or she has learned during the previous classroom session. In addition, the student becomes familiar the dealership environment, its organizational structure, and the competencies that are expected of a professional automotive technician.

What subjects are studied?
Technical training on Ford vehicles and components includes the latest developments in engine repair, automotive electrical and electronic engine control systems, brakes, front end, automatic and manual transmissions, fuel systems and emission control systems. In addition to the technical curriculum, courses will be offered in areas such as Technical Mathematics, Technical Physics, English and Human Relations to provide students with the background necessary for effective communication of ideas and to enhance future opportunities for career advancements.
Participant Responsibilities

ASSET Student

- Maintain sponsorship with a Ford/Lincoln dealership
- Maintain academic and attendance standard, understanding that dropouts and failures must forfeit employment with their ASSET Sponsor.
- Participate in all learning activities at the scheduled times.
- Provide sponsoring dealer with responsible and productive employment.
- Be responsible for program costs: tuition, fees, books and tools.
- Obtain and have available at all college coop sessions the required tool set.
- Wear appropriate work uniform during campus and dealership training.
- Agree not to initiate any change from original sponsoring dealer throughout the two-year program, understanding that such activity will result in removal from the ASSET program.
- Possess a valid driver’s license, with a driving record that is suitable for employing dealerships insurance requirements.
- Agree that being discharged from the sponsoring dealership will result in removal from the ASSET program.
- Meet sponsoring dealership hiring requirements, which may include submitting to a drug test and or criminal background check.

Note: In applying for the Ford/New Mexico Junior College ASSET Program, the student indicates that he/she has read, understands, and agrees to these student responsibilities.

NMJC

- Administer pre-entrance assessment testing.
- Provide on-campus instruction in accordance with approved ASSET curriculum
- Provide established student services such as academic advisement, financial aid, counseling, etc.
- Assist dealers with student selection for the program
- Assist dealership coordinator when planning learning experiences at the sponsoring dealer
- Keep sponsoring dealer informed of the student’s academic progress.
Participant Responsibilities Cont’d

Ford/Lincoln Dealer

- Indicate interest in being a sponsoring dealer so dealership name can be made available to interested students.
- Interview and select prospective student(s).
- Appoint an in dealership coordinator to assist the New Mexico Junior College ASSET coordinator in planning and monitoring the cooperative work experience.
- Provide appropriate work experience which reinforces the trainees’ most recent classroom instruction.
- Pay trainees during periods of dealership-coordinated work experience at a competitive rate. The Ford ASSET Advisory Board recommends that the dealerships establish a pay plan for their students with incremental increases of 50 cents an hour at each segment of the ASSET training cycle. These increases should be based on the student’s grades and performance during the previous cooperative work experience session.
- Provide the new student employee with uniforms in a manner consistent with other dealership employees.
- Encourage the students overall development, both on the job and at the school.
- Consider the student as a trainee, not evaluating hi/her according to productivity until after graduation.
- Provide password to access to PTS website/stars ID number.
- Attend ASSET support events or activities.

Ford Motor Company

- Provide advanced technical training for ASSET Instructors.
- Furnish New Mexico Junior College with training vehicles and components.
- Provide NMJC with essential training materials including technical publications and training aids.
- Oversee and participate in the student selection procedures.
- Oversee and participate in the Instructor/Coordinator selection procedure.
- Monitor all phases of ASSET to assure success.
Prospective ASSET Student Qualifications

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

1. Eighteen (18) years of age or older by the time of first dealership work assignment.
2. High school graduate or GED equivalent.
3. Able to meet New Mexico Junior College general admission requirements.
4. Able to meet ASSET entry level requirements in the areas of reading, mathematics and aptitude.
5. Sponsored by a Ford/Lincoln dealership. (Sponsorship determined after NMJC interview process is complete).
6. Hold a valid driver’s license; provide a driving record report and criminal background check.

Dealer Sponsorship

Since considerable time is spent at the dealership, it is a requirement of the program that each student is sponsored by a Ford or Lincoln Dealer. If needed, students will receive assistance in locating a sponsoring dealer. The dealership will provide training-related employment for the student during the cooperative work experience sessions. It is important to mention that the dealer sponsorship does not imply the dealer is obligated to provide any type of financial assistance for the student’s school expenses. Student will be paid during the cooperative work experience sessions.

Ford ASSET Wages

During each of the cooperative work experience sessions, students will receive wages from their sponsoring dealership. As local market conditions will impact the student income, prospective applicants should consult local dealership supervisors to determine individual dealership pay plans. In some cases, students may receive pay increases each semester based on student’s performance at school and at the dealership.

Ford ASSET Graduate Earning Potential

Graduate earning potential will vary with local market conditions as well as individual motivation and skill level. Surveys indicate that New Mexico Junior College Corporate program graduates earn between $24,000.00 and $54,000.00 in the first year after graduation with an average earning of $36,700.00.
Insert ASSET Candidate Procedure Flow Chart
Student Selection Procedures

1. A student interested in becoming a member of the Fall ASSET class should make application prior to the deadline indicated online – nmjc.edu. The application process is detailed in the applicant checklist on page 8. Each step should be completed in the order listed.

2. All students who successfully complete the application process will be scheduled for dealership interviews either at New Mexico Junior College or other appropriate locations.

3. After the interviews are completed, the dealership representatives will rank the students interviewed and will choose the student(s) preferred. Students will also have the opportunity indicate their preferred dealer choices.

4. Ford Motor company regional Office Personnel, the Ford ASSET Coordinator and New Mexico junior college ASSET Coordinator will assess the results and dealers and students will be contacted regarding final sponsor approval.

5. Following approval for dealer sponsorship, the student and dealer come to agreement regarding the sponsorship. The following will be discussed:
   a) Arrangements for uniforms
   b) Hourly wage while working at the dealership
   c) Possibility of defrayed expenses for tools, tuition assistance, etc.

Note: It is strongly recommended that the dealer employ the student and arrange to have him/her to start work in some capacity prior to the beginning of the program. By doing so, the dealer and student will have begun to develop a relationship which will benefit both as the training begins.
Applicant Checklist

As a prospective student, you are responsible for each step listed. Check the off as completed for your reference.

1. Obtain ASSET Student Information packet.

2. Complete and return ASSET Candidate Application, located in this packet.

3. Meet with Automotive recruiter or ASSET Instructor for program information and career guidance.

4. Apply for admission to New Mexico Junior College. This is a two step process.
   a) Complete NMJC online application (www.nmjc.edu)
   b) Send all transcripts of High School and any other college programs to Registrar’s office at 1 Thunderbird Circle, Hobbs NM. 88240

Note: Admission to New Mexico Junior College does not mean acceptance into the Ford ASSET Program unless all special requirements of the ASSET Program have been met.

5. Contact the Automotive Recruiter or ASSET Instructor to arrange to take reading, mathematics, and aptitude assessments.

6. Complete math, reading and aptitude assessments.

7. Interview with New Mexico Junior College ASSET Personnel.

Note: At this point, student will receive notification of eligibility to attend dealer interviews.

8. Attend dealer interviews.

9. Notification. You will be notified of your status by New Mexico Junior College. There are three possibilities:
   1) accepted
   2) alternate – if a vacancy occurs before the class begins.
   3) not accepted.
Financial Assistance

Students desiring to enroll in the ASSET program may have need for financial assistance. ASSET students have the opportunity to earn while they learn, during the dealership coop portion of the program. These earnings generally cover the cost incurred for living expenses during the internship.

Additional financial aid, through loans or grants, for tuition, books, tools, on-campus housing, etc. may be available.

Students needing financial assistance are encouraged to contact the Financial Aid office at (575) 492-2560 or 1-800-657-6260. Also, it is important to complete the online financial aid process as soon as possible. Go to www.fafsa.ed.gov for details.

Note: Tools required for the ASSET program are considered an educational expense and should be included in the educational costs when applying for financial aid.

Preparation for ASSET Dealer Interview

Preparation for the interview(s) is extremely important in the very competitive hiring process.

If you have a resume, be certain that it is complete and up to date before you schedule your interview. In your portfolio, you should have a copy of your completed ASSET application form and any high school, college, or other transcripts that you may have.

Realize that not every dealership in the area will be participating in the ASSET program each year.

Sponsorship means getting hired. The Ford dealership management, not New Mexico Junior College, makes hiring decisions. Therefore, it is important for you to successfully promote yourself during each interview.

Points to Remember for Your Interview:
- Make an appointment with the service manager
- Be prepared.
- Be clean, neat and confident of your skills and goals.
- Come prepared with your portfolio, including current Department of Motor Vehicles (DMV) history. This can be obtained at your local DMV office.
- Be prepared to share your interest and enthusiasm about the automotive service industry with energy and clarity.
- Be on Time!!
## Course of Study

**Associate in Applied Science Degree**

**Major: Automotive Technology –Ford ASSET**

### Freshman Year

#### Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>College orientation</td>
<td>0</td>
</tr>
<tr>
<td>English Fundamentals for Specialized Programs</td>
<td>3</td>
</tr>
<tr>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>FM Automotive Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>FM Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>FM Technology for Technicians</td>
<td>3</td>
</tr>
<tr>
<td>Safety and Hazardous Materials</td>
<td>1</td>
</tr>
<tr>
<td>FM Cooperative Experience I*</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total: 22**

#### Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition and Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>FM Electronics II</td>
<td>4</td>
</tr>
<tr>
<td>FM Electronics III</td>
<td>4</td>
</tr>
<tr>
<td>FM Engine Repair</td>
<td>4</td>
</tr>
<tr>
<td>FM Noise, Vibration and Harshness</td>
<td>1</td>
</tr>
<tr>
<td>FM Cooperative Work Experience II*</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total: 20**

#### Summer Session

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FM Heating and Air Conditioning</td>
<td>4</td>
</tr>
<tr>
<td>FM Brake Systems</td>
<td>4</td>
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</table>

**Total: 8**
### Sophomore Year

#### Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>FM Diesel Operations</td>
<td>4</td>
</tr>
<tr>
<td>FM Engine Performance Operations and Diagnosis</td>
<td>4</td>
</tr>
<tr>
<td>FM Automatic Transmissions and Transaxles</td>
<td>4</td>
</tr>
<tr>
<td>FM Cooperative Work Experience III*</td>
<td>4</td>
</tr>
</tbody>
</table>

Total: 19

#### Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Physics</td>
<td>3</td>
</tr>
<tr>
<td>FM Manual Drive train and Axles</td>
<td>4</td>
</tr>
<tr>
<td>FM Suspension and Steering Systems</td>
<td>4</td>
</tr>
<tr>
<td>FM Advance Drivability Diagnosis</td>
<td>4</td>
</tr>
<tr>
<td>FM Cooperative Work Experience IV</td>
<td>4</td>
</tr>
</tbody>
</table>

Total: 19

#### Summer Session

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FM Cooperative Work Experience V</td>
<td>4</td>
</tr>
</tbody>
</table>

Total: 4

Total Degree Requirements 92 Hours.

*Twenty Clock hours per week is the minimum requirement for granting four credit hours of credit. However, students will typically work forty hours per week.*
Automotive Course Descriptions

FM AUTOMOTIVE FUNDAMENTALS

An introduction to the servicing of Ford Motor Company vehicles. Areas of instruction include the selection and use of Ford service publications, the interpretation of VIN codes, body styles and carlines, the correct method of filling out repair orders, and the safe and correct use of hand tools, precision measuring instruments and equipment. Also included will be pre-delivery inspection procedures, campaign procedures, and basic service operations for the cooling, lubrication, and exhaust systems.

TECHNOLOGY FOR TECHNICIANS

This course is an introduction to the computer technology skills required of the automotive technician. Areas of instruction include basic computer operations, the installation and use of software, navigation of Windows and related applications, the use of electronic service information, programming diagnostic devices, and the reprogramming of vehicle on-board computers and modules.

FM ELECTRONICS I

The first of three courses covering Ford Motor Company electrical and electronic systems. Areas of instruction include safety, electronics fundamentals, analog and digital test equipment, basic circuit diagnosis, interpretation and use of wiring diagrams and electrical diagnosis service manuals, and electronic component operation. Also included will be general electrical diagnosis and repair, and the diagnosis, service and repair of the battery, starting and charging systems.

FM ELECTRONICS II

The second of three courses covering Ford Motor Company electrical and electronics systems. Areas of instruction include safety, introduction to computerized diagnosis systems, automotive electronic systems, sensing devices, automotive microcomputers, and output devices.
FM ELECTRONICS III

This is the final course covering Ford Motor Company electrical and electronic systems. Areas of instruction include Entertainment systems, supplemental restraints, SYNC operation, and Navigational systems to include My Ford Touch. Basic operation, diagnosis and repair of these systems.

FM ENGINE PERFORMANCE OPERATION AND DIAGNOSIS

This is the first of two courses covering Ford Motor Company systems related to engine performance, emissions control, and drivability. Areas of instruction include safety, advanced ignition system diagnosis, fuel injection system diagnosis and service, and exhaust emissions control systems. Ford Electronic Engine Control (EEC) systems, OBDII, computerized diagnosis, and emissions testing are integral parts of this course.

FM ADVANCED DRIVABILITY DIAGNOSIS

This is the second course in the drivability portion. This course is designed to develop and apply vehicle drivability related diagnosis skills, concentrating on both gasoline and diesel engine systems. The diagnostic strategies used will include the interpretation of recorded data. In addition, this course covers emission systems inspection and emission systems efficiency testing procedures. In this course students will use appropriate equipment to diagnose vehicles with multiple faults, intermittent concerns, and no code concerns related to base engine, electronic engine control, and ignition, emissions, fuel, and air inlet systems.

FM DIESEL ENGINE OPERATIONS

The design, operation, maintenance, diagnosis, and repair of diesel engines used in Ford Motor Company vehicles are covered in this course. The instruction provided in this course focuses on diesel engine systems that influence engine performance and drivability. Areas of instruction include the diagnosis and repair of base engine systems, fuel systems, electrical systems, induction systems, and diesel electronic engine control systems.

FM BRAKE SYSTEMS

This course covers the operating principles, service and diagnostic procedures of Ford Motor Company brake systems. Area of instruction include safety, front and rear wheel bearing service, brake hydraulic systems, brake system fundamentals, drum brakes, disc brakes, power assist, anti-lock, traction assist, and vehicle stability control systems.
FM MANUAL DRIVE TRAIN AND AXLES

The operation, service, diagnosis, and repair of Ford Motor Company manual drive train and axle systems is covered in this course. Areas of instruction include clutch systems, manual transmissions, manual transaxes, front wheel drive axle shafts and CV joints, rear wheel drive u-joints and drive shafts, rear axles and four wheel drive units.

FM ENGINE REPAIR

Covers the design and operation of today's automotive engines and explores possible future designs. The diagnosis, maintenance, repair, and overhaul of Ford Motor Company car and light truck engines are covered in detail.

FM NOISE, VIBRATION, AND HARSHNESS

This course is designed to develop a systematic approach to diagnosing and correcting noise, vibration, and harshness (NVH) concerns. Instruction will focus on the use of the Ford Electronic Vibration Analyzer and the Chassis Ear.

FM HEATING AND AIR CONDITIONING

Covers the operation, diagnosis, service, and repair of Ford Motor Company heating and air conditioning systems. Areas of instruction include heating systems, air conditioning fundamentals, service, and repair procedures, A/C compressor operation and service, air conditioning controls, and refrigerant recycling.

FM SUSPENSION AND STEERING SYSTEMS

Covers the operation, diagnosis, service, and repair of Ford Motor Company suspension, and steering systems. Areas of instruction include Ford front and rear suspensions, wheels, tires, steering, to include the new electronic steering systems, wheel alignment, and electronic ride control systems.

FM AUTOMATIC TRANSMISSIONS AND TRANSAXLES

This course covers the design, operation, maintenance, diagnosis, and repair of Ford Motor Co. automatic transmissions and transaxes. Instruction includes the latest technology available from Ford in both electronic and hydraulic controlled units.
Academic Course Descriptions

ORIENTATION
An introduction to college living, library usage, how to study effectively, course selection, catalog requirements, preparing papers, adjustment to college life and instruction. Required of all students enrolled in twelve or more semester hours and/or seeking a degree. Recommended for all beginning students.

ENGLISH FUNDAMENTALS FOR SPECIALIZED PROGRAMS
Focuses on fundamental grammatical principles, sentence structures, paragraph types, organization, conciseness, and technical clarity. Instruction stresses correct and effective technical writing in a workplace setting.

COMPOSITION AND RHETORIC
Emphasis of the course is on grammatical principles, sentence construction, paragraph types, theme form, research techniques, and rhetoric modes of exposition. The essentials of correctness and effectiveness in writing are stressed.

HUMAN RELATIONS
The behavioral sciences as they apply to management. Includes a study of individual behavior as it relates to leadership traits. A study, also, of individual behavior in organizations and related subjects of motivation and leadership. Consideration of perceptions, attitudes, and values as they effect management decisions and actions.

SAFETY AND HAZARDOUS MATERIALS
This course will introduce the student to the proper management of hazardous materials encountered in the automotive environment. The student will gain an understanding of the Hazard Communication regulation. Students will learn how to utilize a Material Safety Data Sheet in order to identify, handle, store, and dispose of hazardous materials. They will be introduced to basic first aid and response to spills or exposure in their work environment, fire safety, use of the proper personal protective equipment, and right to know laws will be covered.

TECHNICAL MATHEMATICS I
For the student majoring in Electronics, Drafting, Welding, Automotive, and Machine Tool. Includes a brief of fractions followed by operations of algebra, linear equations, quadratic equations, exponents and radicals, ratio, proportion and variation, logarithms.
TECHNICAL PHYSICS

Principles of mechanics, heat, and electricity as applied to automotive technology. Open only to students in the Ford ASSET and GM ASEP training programs. Four lecture hours and four laboratory hours per week for eight weeks.
New Mexico Junior College
Contact Persons

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Department Chair
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Email: enymeyer@nmjc.edu

New Mexico Junior College
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Hobbs, New Mexico 88240
(575) 392-5207
(800) 657-6260
www.nmjc.edu
Student Costs

Due to the unique nature of this program, New Mexico Junior College has waived out-of-state and out-of-district tuition. This will allow all ASSET students, regardless of county or state residency, to attend NMJC at a very reasonable rate. Typical student costs are as follows:

<table>
<thead>
<tr>
<th>Estimated Total Program Cost</th>
<th>First Semester</th>
<th>Second Semester</th>
<th>Summer Semester</th>
<th>Fourth Semester</th>
<th>Fifth Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand Tools</td>
<td>$2,500.00*</td>
<td>00.00</td>
<td>00.00</td>
<td>00.00</td>
<td>00.00</td>
<td>00.00 (approx)</td>
</tr>
<tr>
<td>Textbooks</td>
<td>500.00</td>
<td>300.00</td>
<td>350.00</td>
<td>500.00</td>
<td>400.00</td>
<td>00.00</td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td>813.00</td>
<td>757.00</td>
<td>441.00</td>
<td>757.00</td>
<td>702.00</td>
<td>221.00</td>
</tr>
<tr>
<td>(22 hrs.)</td>
<td>(20 hrs.)</td>
<td>(8 hrs.)</td>
<td>(20 hrs.)</td>
<td>(18 hrs.)</td>
<td>(4 hrs.)</td>
<td></td>
</tr>
<tr>
<td>Housing &amp; Meals</td>
<td>1475.00</td>
<td>1475.00</td>
<td>500.00**</td>
<td>1475.00</td>
<td>1475.00</td>
<td>00.00</td>
</tr>
<tr>
<td>(double occupancy, ***19-meal plan)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Totals</td>
<td>$5288</td>
<td>$2532</td>
<td>$1291</td>
<td>$2732</td>
<td>$2577</td>
<td>$221</td>
</tr>
</tbody>
</table>

**TOTAL: $14,641.00**

*This is an approximate value only. The actual cost will vary based on where the student purchases the tools.
**Meals not included.
*** Other less expensive meal plans are available please contact student services for pricing

GENERAL NOTES:
Tuition, fees, on campus housing and meals are subject to change without notice by the New Mexico Junior College Board.

ASSET students will only be on campus eight weeks per semester except for the summer which will be 5 weeks.

Updated on 06/12
Required Tool List

Each Participant is required to have a minimum of the tools listed below. This is a requirement to participate in the Ford/ASSET Program. Questions concerning tool quality and availability should be directed to the ASSET instructor. Tool companies such as Matco and Snap-on tools have student discount programs available to students at up to 65% off retail. You can go to their web sites for more information.

1/4” Drive
1 1/4” Drive ratchet—4–5 1/2 inch in length
1 1/4” Drive socket set—4-12mm recommended
1 Extension—2”
1 Extension—6”
1 Drive Handle
1 5-75 lb. in. Torque wrench

3/8” Drive
1 3/8” Flex head Ratchet
1 3/8” Drive ratchet—approximately 8” in length
1 3/8” Drive socket set—6-19mm recommended
1 3/8” Drive extension—1” in length
1 3/8” Drive extension—3” in length
1 3/8” Drive extension—12” in length
1 3/8” Drive deep socket set—1/4–7/8” 6pt. recommended
2 3/8” Drive spark plug sockets—5/8” and 13/16” (flex recommended)
1 3/8” Universal
1 3/8” Drive deep metric sockets—6, 8, 9, 10, 11, 12, 13, 14, 15, 17, 19 mm
1 Set Torx drive sockets

1/2” Drive
1 1/2” Drive ratchet—10” in length
1 1/2” Drive socket set—10-26mm recommended
1 1/2” Breaker bar—18”
1 1/2” Drive extension—3”
1 1/2” Drive extension—10”
1 Adapter—1/4–3/8”
1 Adapter—3/8–1/2”
1 1/2” Drive impact socket—3/4” and 13/16”
1 1/2” Drive impact socket—19mm and 21mm
1 50-250 lb. ft. torque wrench

Wrenches
1 Set combination box—open end wrenches, 1/4–1”
1 Set metric combination wrenches (7mm-19mm)
1 Set Allen wrenches—standard shank (.050”-3/8”)
1 Set metric Allen wrenches (2mm-7mm)
1 Set metric flare wrenches
1 Adjustable wrench 6” and 12” ASSET
Pliers
1 Pair slip joint
1 Pair diagonal cutting
1 Pair needle nose
1 Pair adjustable joint (channel lock) 12”
1 Pair locking jaw 10”

Screwdrivers
5 Straight blade—1 each: 4”, 6”, 8”, 12”, Stubby, offset
3 Phillips screwdrivers—#1, #2, #3 and Stubby, offset #2
1 Set Torx drive screwdrivers
1 Screw starter, Phillips and standard

Miscellaneous Tools
1 Tool Chest, lockable with drawers
(Note: The college will provide a roll-away for each participant while on campus.)
1 Center punch
3 Punches—1/8, 3/16, 5/16”
2 Chisels—7/16, 5/8”
1 Chisel holder
1 Plastic tip hammer and chisel holder
3 Ball Pein hammers—4 oz., 8 oz., 16 oz.
1 Soft face hammer
1 Pair safety goggles/glasses (OSHA approved only)
1 Tire pressure gauge Electronic
1 Valve core remover
1 Hand file flat with handle 10”
1 Gasket scraper
1 Knife
1 Pry, pinch or crowbar
1 12 volt test light
1 Flashlight, with batteries
1 Set feeler gauges—flat, metric and standard graduations
1 Oil filter wrenches
1 Brake tools—return, hold down, spoon
1 Brass drift
1 Measuring tape
1 Inspection mirror
1 Pick-up magnet
1 6” Steel rule graduated in 1/64”
1 Spark plug gap adjusting tool—round wire type, .024-.080”
1 Digital volt-ohmmeter, 10 megohm Impedance* Fluke 95V preferred
1 Fender Cover
1 Air blow gun (meeting OSHA requirements)
1 Claw-type pick-up tool
1 Ear Protection
1 Hack saw
1 NUD105-R025C Rotunda Flex Probe Kit (available at PTS website)
Student Uniform Requirement

One of the goals of the ASSET program at NMJC is to help students develop their full potential as automotive service professionals. In the achievement of this goal, a positive image conscious and professional approach is stressed. A neat, clean appearance is essential in developing the desired professional attitude. Employers like their employees to wear appropriate uniforms, because of this factor and because of its influence on customer relations and safety. To help provide this ideal, sponsoring dealers will provide work uniforms for their students. In addition, keeping in mind the importance of displaying a professional image, the following requirements have been adapted:

Each ASSET student will wear uniforms provided by his/her dealership on all of the following occasions:

1. During all on campus classroom and laboratory activities.*

2. During all Cooperative Work Experience activities.

Students are responsible for maintaining their uniforms in a clean and tidy manner at all times. Shirts are to be tucked in at all times. No T-shirts or headgear are to be worn unless they have Ford or their dealership logo on them and approved by the ASSET instructor prior to them being worn. No shirts or hats are to be worn that have a sexual, alcohol or tobacco nature on them. Approved work boots are footwear are to be worn at all times as part of the uniform. Open toe shoes are never allowed for safety issues. Non compliance with this policy will affect the student’s grades and continued participation in the program.

* This includes all automotive and academic courses.
Why ASSET?

The ASSET program requires a lot of effort on your part. However, the benefits are worth the effort. The skills, knowledge, and potential of those who complete the ASSET Program are far superior to those provided by most other automotive programs. This balanced, in-depth program also offers you the opportunity for development and progress within the dealership’s organization.

ASSET prepares you for a high-technology profession, providing opportunities to practice and develop skills through on-the-job training working on late model automobiles at a sponsoring dealership—the tools you will need to excel in the automotive industry.

If you think you have the discipline it takes to excel and would like more information about NMJC Ford ASSET Program, please contact us.
CANDIDATE APPLICATION

Personal Information

Name: _______________________________________________________________________

[ ] Last  [ ] First  [ ] Middle

Address: ____________________________ City: ___________________ State:__________ Zip:_________

Home Phone: (___) _________________                             Social Security#: _________________________

Cell Phone: (___) _________________                             Email: _________________________________

Date of Birth: ______________________ Marital Status: _________________________________

Academic Information

Are you or will you be a High School graduate this year? Yes ( ) No ( )

High School Name: ___________________________ City:___________________ State: ________

Graduation Date: ___________________________ or GED Date: ___________________________
Previous Vocational training?  Yes (   )   NO (   )

Vocational College: ____________________________ Dates attended: ____________/_____________

Certificate/Degree achieved: ________________________________________________________________

Previous College: ____________________________ Degree achieved: ______________

Other educational experience: ______________________________________________________________

____________________________________________________________________________________

Work Experience

Company: ____________________________ City: ________________ State: ________________
Type of work performed: ________________________________________________________________

Supervisor Name: ____________________________ Phone: (         ) __________________
Dates of employment: ________________ to ________________

Company: ____________________________ City: ________________ State: ________________
Type of work performed: ________________________________________________________________

Supervisor Name: ____________________________ Phone: (         ) __________________
Dates of employment: ________________ to ________________
(work experience continued)

Company: ____________________________ City: ________________ State: ________________
Type of work performed: ________________________________________________________________

Supervisor Name: ____________________________ Phone: (         ) __________________
Dates of employment: ________________ to ________________

ASSET Information

How did you hear about ASSET?  (   ) Career Day   (   ) College Day   (   ) Friend or Family
   (   ) Newspaper   (   ) Radio   (   ) High School Visit
   (   ) Ford AAA Auto Skills Competition
   (   ) Other: ________________________________________________________________

Have you talked to a Ford or Lincoln dealer before filling out this application? YES (   ) NO (   )

If yes, Dealers name: ________________________________________________________________
Address ____________________________ City: ________________ State: ________________
Contact person: ____________________________ Title: ____________________________ Date: ______

Career Interest: (Please write a clear definitive statement of your future goals)
Information Release

I hereby grant permission to New Mexico Junior College to share this information and all records concerning the Ford ASSET program with Ford Motor Co. and relevant Ford Lincoln dealership representatives.

Applicant Signature: _____________________________ Date: ___________

Carefully review the information you have provided for content and accuracy and return it to:

New Mexico Junior College
1 Thunderbird Circle
Hobbs, New Mexico 88240
ATTN: Erika Casarez, Automotive recruiter
Office: 575-492-2864