

Please provide the following information on a separate sheet of paper. **Please mark each response with the corresponding item number.**

1. Course Submission Date.
2. Course title. Brief description of course content as you would want it to appear in course catalog and web site. Do not provide promotional information.
3. Length of course, in hours and, if necessary, days (do not include lunch hour)
4. Contact name & company.
5. Phone.
6. FAX.
7. E-Mail Address.
8. Address.
9. Description of the intended student, and recommended number of students per class.
10. Indicate one or more divisions: collision, mechanical or both.
11. Choose a category for your course, from the attached list.
12. Needs Assessment: What problem or need prompted the development of this course.
13. List of what specifically the student will be able to do as a result of this course.
14. List of the person/people involved in the planning and instruction. Attach a brief bio of course instructor.
15. Detailed course outline and indicate where specific teaching techniques (lecture, role play, worksheets, group, etc.) will be used.
16. Types of learning support and materials which will be provided.
17. Please submit a copy of the **student workbook, PowerPoint and instructor notes (materials are accepted in both paper and electronic formats).**
18. Requirements (test, attendance only, etc.) for satisfactory completion.
19. What about this course is specific to the automotive service industry?
20. Name and phone number of your ASA or EXCEL referral familiar with your course.

Please send materials to:

AMI
8209 Mid Cities Blvd.
North Richland Hills, TX 76182
tslaton@amionline.org