

COURSE SYLLABUS

ABDR 1301 (3:2:4)

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| Auto Body Repair And Repainting |
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AUTOMOTIVE COLLISION REPAIR

INDUSTRIAL TECHNOLOGY

TECHNICAL EDUCATION DIVISION

LEVELLAND CAMPUS, LEVELLAND, TEXAS

SOUTH PLAINS COLLEGE

Spring 2010

SCANS COMPETENCIES

RESOURCES: Identifies, organizes, plans and allocates resources.

- C-1 **TIME**--Selects goal--relevant activities, ranks them, allocates time, and prepares and follows schedules.
- C-2 **MONEY**--Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
- C-3 **MATERIALS & FACILITIES**--Acquires, stores, allocates, and uses materials or space efficiently.
- C-4 **HUMAN RESOURCES**--Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

INFORMATION--Acquires and Uses Information

- C-5 Acquires and evaluates information.
- C-6 Organizes and maintains information.
- C-7 Interprets and communicates information.
- C-8 Uses computers to Process information.

INTERPERSONAL--Works With Others

- C-9 Participates as members of a team and contributes to group effort.
- C-10 Teaches others new skills.
- C-11 Serves clients/customers--works to satisfy customer's expectations.
- C-12 Exercises leadership--communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.
- C-13 Negotiates--Works toward agreements involving exchanges of resources resolves divergent interests.
- C-14 Works with Diversity--Works well with men and women from diverse backgrounds.

SYSTEMS--Understands Complex Interrelationships

- C-15 Understands Systems--Knows how social, organizational, and technological systems work and operates effectively with them
- C-16 Monitors and Correct Performance--Distinguishes trends, predicts impacts on system operations, diagnoses systems' performance and corrects malfunctions.
- C-17 Improves or Designs Systems--Suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY--Works with a variety of technologies

- C-18 Selects Technology--Chooses procedures, tools, or equipment including computers and related technologies.
- C-19 Applies Technology to Task--Understands overall intent and proper procedures for setup and operation of equipment.
- C-20 Maintains and Troubleshoots Equipment--Prevents, identifies, or solves problems with equipment, including computers and other technologies.

FOUNDATION SKILLS

BASIC SKILLS--Reads, writes, performs arithmetic and mathematical operations, listens and speaks

- F-1 Reading--locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
- F-2 Writing--Communicates thoughts, ideas, information and messages in writing, and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
- F-3 Arithmetic--Performs basic computations; uses basic numerical concepts such as whole numbers, etc.
- F-4 Mathematics--Approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- F-5 Listening--Receives, attends to, interprets, and responds to verbal messages and other cues.
- F-6 Speaking--Organizes ideas and communicates orally.

THINKING SKILLS--Thinks creatively, makes decisions, solves problems, visualizes, and knows how to learn and reason

- F-7 Creative Thinking--Generates new ideas.
- F-8 Decision-Making--Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
- F-9 Problem Solving--Recognizes problems and devises and implements plan of action.
- F-10 Seeing Things in the Mind's Eye--Organizes and processes symbols, pictures, graphs, objects, and other information.
- F-11 Knowing How to Learn--Uses efficient learning techniques to acquire and apply new knowledge and skills.
- F-12 Reasoning--Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES--Displays responsibility, self-esteem, sociability, self-management, integrity and honesty

- F-13 Responsibility--Exerts a high level of effort and preservers towards goal attainment.
- F-14 Self-Esteem--Believes in own self-worth and maintains a positive view of self.
- F-15 Sociability--Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
- F-16 Self-Management--Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.
- F-17 Integrity/Honesty--Chooses ethical courses of action.

Levelland Campus

COURSE SYLLABUS

COURSE TITLE: ***ABDR 1301: Auto Body Repair And Repainting***
INSTRUCTOR: BOB HOTALING
OFFICE LOCATION: MT OFFICE #2, (806) 894-9611 ext. 2289
& PHONE: *e-mail: rhotalin@spc.cc.tx.us*
OFFICE HOURS: BY APPOINTMENT

- A. **1301 Course Description:** This course is an introduction to the use of hand and power tools, techniques of metalworking, body preparation ,plastic fillers, fiberglass and SMC repair, sanding and application of primers with emphasis on shop safety practices.
- B. **Learning Outcomes:** The student will select, inspect, and use proper tools utilized in the refinishing industry; practice shop and personal safety; and mix and spray topcoats and substrates. The student will paint trim and cut-in replacement parts; demonstrate skills in and knowledge of surface preparation; and develop masking skills.
- C. **Course Competencies:** Upon completion of the course the student will be able to; apply base/coat clear/coat finishes and tri-coat finishes to achieve an acceptable color and texture match; Identify situations in the body shop that could cause paint defects to occur and how to prevent them; identify paint and primer defects that may occur during and after the application of the spray coat and how to remove them.
- D. **Academic Integrity:** It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.
1. **Cheating:** Dishonesty of any kind of examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating.
2. **Plagiarism:** Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.
- E. **SCANS and Foundation Skills**
Appropriate competencies and foundation skills set forth by the Secretary's Commission on Achieving Necessary Skills (SCANS) have been integrated into the ACR 161-264 Training program. Specifically, they are C1,C3,C6,C7,C9,C11,C12,C14,C15,C16, C18, C19,C20, and F1-F17. References and methods are detailed in the Scans document filed in the office of coordinator of the Automotive Collision Repair Program.

II. Specific course/instructor Requirements

A. Textbook and Other Materials

- Textbook: Auto Body Repair Technology, 5th ed. James E. Duffy
Hand tools: see attached/Required Tool List.
Safety Equip: see attached/Required Safety Equipment.
Notebook: Must contain all required course text including handout material.
I-CAR DISC: May need to be purchased

B. Attendance

1. **Punctual and regular attendance is required.**
2. **No excused absences.**
3. **No made up absence.**
4. **Three tardies are equal to one absence.**
5. **After five absences, no made up absence.**
6. **The student will be drop from all ACR classes.**

C. Assignment Policy

1. All required work must be turned in on time. Work turned in late will be deducted 5pts per day.
2. There will be no excused late assignments after two days.
3. The instructor will give chapter assignments. Questions at the end of the chapter will be graded on a percent basis, and must be completed above 70%
4. Videos: Watch Video and Complete Appropriate Worksheets. Worksheets will be given a percent grade and must be completed above 70%.

D. Examination Policy

1. Tests will be given by the instructor on all chapter assignments once that unit has been reviewed.
2. Prior notification of quizzes may or may not be given.
3. Final exams will be given to all students covering lectures and instruction for the entire semester.

E. Grading Policy

1. *Test*
 - a. Results of daily or unit Homework will be given a percent grade. (20% of final grade)
 - b. The final exam will be a percent grade. (20% of final grade)
2. *Lab (60% of final grade)* - Assessed on a basis of:
 - a. Safety Procedures
 - b. Proper use of machine and hand tools
 - c. Quality of workmanship, skill
 - d. **Attitude and cooperation**
 - c. Attendance
3. *Final Grade Computation*
40% of final grade - classroom
60% of final grade - lab
4. *Daily/Weekly*
 - a. Minimum grade required to remain in class is 70%. Any student who drops below this level without recognizable effort to improve, will be dropped from both morning and afternoon classes.
 - b. Contents and Organization of student notebook will be averaged into this grade.

F. Additional Information

1. The instructor will appoint a student foreman on a rotation basis.
2. All students will be responsible for the tool lock up and shop clean up.
3. Each student is required to have a locker.
4. There will be a basic set of hand tools and safety equipment required for the course. A suggested tool list will be available to the students.

IV. ACCOMMODATIONS

South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability, or age (SPC Equal Opportunity Policy—General Catalog).

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Special Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Special Services Coordinator. For more information, call or visit the Special Services Office in the Student Services building. 894-9611 ext. 2529 or the Counseling Center at extension 2366.

CIP Area Code:

47.0603 (Auto/Automotive Body Repairer)

Course Title:

Basic Refinishing

Course Level:

Introductory

Course Description: An introduction to terms, trade practices, hand tools, power tools, current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Painting of trim and replacement parts included. Emphasis on surface preparation. Introduction to masking techniques.

Learning Outcomes: The student will select, inspect, and use proper tools utilized in the refinishing industry; practice shop and personal safety; and mix and spray topcoats and substrates. The student will paint trim and cut-in replacement parts; demonstrate skills in and knowledge of surface preparation; and develop masking skills.

Lab Recommended

WECM Course(s)

SCH Rubric

Range: 48-128

ABDR 1331 or ABDR 1431

CEU Rubric:

Course Reference(s):

CEU Course Section Basic Refinishing

Year:

1998

Last Modified:

WECM Appendix

CIP

Rubric

Number

Course Name

Semester

Credit

Hrs

Min

Cont

Hrs

Max

Cont

Hrs

47.0603

ABDR

1331

Basic Refinishing

3

48

128

47.0603

ABDR

1431

Basic Refinishing

4

64

128