

# COURSE SYLLABUS

ABDR 2355 (3:2:2)

Course Title: Collision Repair Estimating
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Automotive Collision Repair Program

Industrial Technology Department

Technical Education Division

Levelland Campus

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

COURSE SYLLABUS

COURSE TITLE: **ABDR 2355: COLLISION REPAIR ESTIMATES**  
INSTRUCTOR: **BOB HOTALING**  
OFFICE LOCATION **MT OFFICE #2, (806)894-9611 ext. 2289**  
PHONE/e-mail **e-mail: rhotalin@southplainscollege.edu**  
OFFICE HOURS: **BY APPOINTMENT**

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I. GENERAL COURSE INFORMATION:

- A. 2355 Course Description: An advanced course in collision estimating and development of an accurate damage report.
- B. Course Goals/Objectives: The student will produce an accurate damage estimate as per industry standards and demonstrate proper use of the estimating guide procedural pages.
- C. Course Competencies: Upon successful completion of this course, the student will be able to demonstrate knowledge of general shop safety, personal and equipment safety, including HAZMAT and Right to Know training, his/her ability to identify collision damage, and accurately estimate repair cost using written and computer generated forms. Specifically the student will be able to:
  - 1. Explain how damage repair estimates are determined.
  - 2. Describe the basic procedures of writing up an estimate for the body shop and customer or insurance company.
  - 3. Outline the sequence for estimating vehicle damage.
  - 4. Describe the method of determining the reparability of a damaged vehicle based on observation and by consulting appropriate sources.
  - 5. Begin making damage appraisal judgments about whether or not new parts or repair and straightening procedures are necessary.
  - 6. Explain the difference between flat-rate labor time and overlap labor time when estimating labor costs.
  - 7. Convert flat-rate labor time into dollars.
  - 8. Roughly estimate the time required for painting a given collision repair job.
  - 9. Estimate material costs based on a refinishing materials list.
- 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,C5,C6,C7,C8,C9,C11,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.

F. Verification of Workplace Competencies

II. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS

A. TEXTBOOK & OTHER MATERIALS

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

B. Attendance Policy

1. Punctual and regular attendance is required.
2. **No excused absences.**
3. **Three tardies are equal to one absence. After five absences, the student will be dropped from all ACR classes. No Made-up Absences.**

C. Assignment Policy

1. All required work must be turned in on time. Work turned in late will be assessed penalty points of 5pts per day. After second day late the assignment will become a zero.
2. There will be no excused late assignments.
3. Chapter assignments will be given by the instructor. Questions at the end of the chapter will be graded on a percent basis.
4. Videos: Watch Video and Complete Appropriate Worksheets. Worksheets will be graded on a percent basis.

D. Grading Policy

1. Tests will 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.

*Test*

- a. Results of daily or unit test will be given a percent grade. (20% of final grade)
- b. The final exam will be a percent grade.(20% of final grade)

Lab(60% of final grade) - Assessed on a basis of:

4. *Final Grade Computation*
  - a. *40% of final grade – classroom*
  - b. *60% of final grade – lab*
5. *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 all ABDR classes.*
  - b. *Contents and Organization of student notebook will be averaged into this grade.*

E. Special Requirements

1. Students must complete Personal & Equipment Safety Test and Right to Know work sheets 100% correctly before participating in lab activities.
2. The instructor will appoint a student foreman on a rotation basis.
3. All students will be responsible for the tool lock up and shop clean up.
4. Each student is required to have a locker and keep it clean and organized.
5. 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.(see attached)
6. Students must agree to the rules and regulations set forth by the program administrators. Signed copies of the rules and regulations form will be kept on file in the office of the program coordinator. Violations deemed harmful or negligent are grounds for immediate dismissal from the program. By signing, students agree to be dropped from class if violations occur.

III Course Outline

A. Topics

1. Orientation
2. Personal and Equipment Safety.

B. Collision Damage Estimation

1. Written
2. Computer generated
3. Estimating guides
4. Estimating sequence
5. Parts prices
6. Labor cost

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). Any student who, because of a disability or other special consideration, may require special arrangements in order to meet course requirements should contact the instructor as soon as possible to make necessary accommodations. In addition, students may contact SPC Special Services Office and/or Counseling Center for individualized assistance.

