

COURSE SYLLABUS

ABDR 2357 (3:2:4)

COLLISION REPAIR SHOP MANAGEMENT
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AUTOMOTIVE COLLISION REPAIR

INDUSTRIAL TECHNOLOGY

TECHNICAL EDUCATION DIVISION

LEVELLAND CAMPUS, LEVELLAND, TEXAS

SOUTH PLAINS COLLEGE

Fall 2017

## 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 2357 COLLISION REPAIR SHOP  
MANAGEMENT**

INSTRUCTOR: BOB HOTALING

OFFICE LOCATION & PHONE: MT OFFICE #2, (806) 894-9611 ext. 2289  
e-mail: [rhotaling@southplainscollege.edu](mailto:rhotaling@southplainscollege.edu)  
OFFICE HOURS: BY APPOINTMENT

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- A. **2357 Course Description** this course is a study of methods and equipment used in state-of-the art repair shops to improve management functions and profitability. Course also allows ability to develop accurate hand written estimates leading to computerized estimation.
- B. **Learning Outcomes** identify the critical elements necessary for operation of a successful collision repair facility.
- C. **Course Competencies:** Upon completion of the course the student will have a general overview of the collision repair industry. It will build the “framework of knowledge.” This overview will also help the student learn the basic terminology and repair methods of this field.
- 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 Collision Repair and Refinishing Michael Crandell  
Hand tools: see attached/Required Tool List.

Safety Equip: see attached/Required Safety Equipment.  
Notebook: Must contain all required course text including handout material.

**B. Attendance**

1. **Punctual and regular attendance is required. Active Participation = Increased Grades**
2. **No excused absence**
3. **NO sandals, tank tops or shorts. ( full closed shoe only )**
4. **Cell phone needs to be on vibrate while in classroom.**
5. **No texting and no games while in classroom.**
6. **After 5 absences student will be dropped from all ABDR classes**
7. **Facial hair is to be mustache only**

**C. Assignment Policy**

1. All required work must be turned in on time. All late assignments will be deducted 5 pts per day.
2. There will be no excused late assignments after the second day.
3. The instructor will give chapter assignments. 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 given a percentage grade.

**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.
- \* **Tutoring - Students who do not pass their first exam will be required to attend three hours of tutoring each weekly until they pass their next exam. This is a course requirement and will be reflected in the course grade.**

**E. Grading Policy**

1. *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)
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

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability 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 Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

#### **Diversity Statement**

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

#### **Disabilities Statement**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability 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 Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) & Lubbock Center 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

#### **Non-Discrimination Statement**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Campus Concealed Carry syllabus statement:

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at:

[http://www.southplainscollege.edu/human\\_resources/policy\\_procedure/hhc.php](http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php)

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.