

COURSE SYLLABUS

ABDR 2355 (3:2:4)

Course Title: Collision Repair Estimating

Automotive Collision Repair Program

Industrial Technology Department

Technical Education Division

Levelland Campus

SOUTH PLAINS COLLEGE

Spring 2019

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)716-2289
PHONE/e-mail e-mail:rhotalin@southplainscollege.edu

OFFICE HOURS: BY APPOINTMENT

I. GENERAL COURSE INFORMATION:

- A. **Course Description:** An advanced course in collision estimating and development of a damage report utilizing estimating software.
- B. **End-of-Course Outcomes:** Create a computerized damage estimate utilizing the estimating guide procedures.
- 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 times 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.
 10. Electronic estimation and obtaining certification
- 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 Collision Repair and Refinishing Michael Crandell
Notebook:	Must contain all required course text including handout material.
Hand tools:	see attached/Required Tool List.
Safety Equip:	see attached/Required Safety Equipment.

B.

Class Attendance

Excessive absences are a serious problem, and as a part of technical training, good attendance habits are necessary. Positive steps will be taken in this program to develop these habits. The employer demands good work habits, and in order for the student to learn good work habits, our attendance policy will require punctual and regular attendance.

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment. **When absences exceeded more than 10% of total class hours and it is determined the student cannot pass the course the student will be asked to withdraw.**

Absence for Military Service

In accordance with Texas Education Code Section 51.9111, a student is excused from attending classes or engaging in other required activities, including exams, if he or she is called to active military service of a reasonably brief duration. The maximum time for which the student may be excused has been defined by the Texas Higher Education Coordinating Board as "no more than 25 percent of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which

the student is currently enrolled at the beginning of the period of active military service." The student will be allowed a reasonable time after the absence to complete assignments and take exams.

Religious Holy Days

In accordance with Texas Education Code Section 51.911, South Plains College will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within seven (7) calendar days after the absence. Students are required to file a written notification of absence with each instructor within the first fifteen (15) days of the semester in which the absence will occur. Forms for this purpose are available in the Dean of Students Office along with instructions and procedures. "Religious holy days" means a holy day observed by a religion whose place of worship is exempt from property taxation under Texas Tax Code Section 11.20.

Pregnancy

In accordance with Title IX of the Education Amendments of 1972, in the event of pregnancy, termination of pregnancy or recovery from any of these conditions a student's absences shall be excused, as deemed necessary by the student's physician (Title IX.) The student should contact the SPC Title IX coordinator for further assistance.

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.
5. Makeup work will be offered and will be handed out no earlier than noon on Friday and is due on the following class day at but no later than 8:00 Am.
6. Mustache only (mask must seal to face)

D. Grading 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.

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)
 - c. Lab grades will be at (60% final grade)
4. *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.*
 - a. *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. (4 attempts only)
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:

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 through the Guidance and Counseling Centers at Reese Center (Building 8) [716-4606](tel:716-4606), or Levelland (Student Services Building) [716-2577](tel:716-2577)

