

COURSE SYLLABUS

ABDR 1315 (3:2:4)

Vehicle Trim and Hardware

Automotive Collision Repair Program

Industrial Technology Department

Technical Education Division

Levelland Campus

SOUTH PLAINS COLLEGE

Fall 2026

SCANS COMPETENCIES:

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 performance 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 perseverance 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

- . 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 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.

SPECIFIC COURSE / INSTRUCTOR REQUIREMENTS

Hand tools: Required Tool List. (INSTRUCTOR WILL HAND OUT)

Safety Equip: Required Safety Equipment (INSTRUCTOR WILL HAND OUT)

Levelland Campus

COURSE TITLE:

ABDR 1315: Vehicle Trim and Hardware

INSTRUCTOR:

Meshach Mendoza

OFFICE LOCATION

Metals Technology / OFFICE MT #102

PHONE/E-MAIL

(806) 716 – 2615 / mmendoza@southplainscollege.edu

OFFICE HOURS:

Monday – Thursday: 3 pm - 4 pm / Friday: 8 am - 12 pm

I. GENERAL COURSE INFORMATION

- A. 1315 Course Description: An overview of glass removal and replacement. Introduction to interior and exterior trim removal and replacement. Special emphasis on padded and non-padded vinyl tops. This class must be taken concurrently with all ABDR classes unless other arrangements have been approved.
- B. Course Goals/Objectives: The student will utilize tools and procedures for removing and replacing interior and exterior trim and removing and installing glass.
- 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 appropriate repair methods used to remove and install automotive glass, interior and exterior trim. Specifically the student will be able to:
 - 1. Complete Right to Know work sheets 100% correctly.
 - 2. Complete Personal and Equipment Safety test 100% correctly.'
 - 3. Identify structural and non-structural glass.
 - 4. Complete Right to Know work sheets 100% correctly.
 - 5. Complete Personal and Equipment Safety test 100% correctly.'
 - 6. Identify structural and non-structural glass.
 - 7. Determine the need for either a full-cut-out or partial cut-out.
 - 8. Describe how to replace a bumper.
 - 9. Locate and correct wind and water leaks.
 - 10. Install body accessories such as seats, moldings, interior trim.
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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 the coordinator of the Automotive Collision Repair Program.

F. Verification of Workplace Competencies: see Student Competency Task List

II. SPECIFIC CORUSE/INSTRUCTOR REQUIREMENTS

A. ATTENDANCE POLICY

Punctual and regular attendance is required. (PUNCTUAL)

After five absences, the student is required to come in on Friday to make up any missed lab work or class assignments

No sandals, tank tops or shorts. (full closed shoes only) Cell phone needs to be on vibrate while in the classroom.

No texting and no games while in the classroom. **Facial hair is to be a mustache only.**

III.

A. ASSIGNMENT POLICY

1. All required work must be turned in on time. Work turned in late will be assessed a penalty of 5 pts. per day. After two days, late work is not accepted.
2. There will be no excused late assignments after the second day.
3. Chapter assignments will be given by the instructor. Questions may be given at the end of the chapter as well as others.

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

Classroom (40% of final grade)

- a. Results of daily or unit test, ICAR test, or homework 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)- Assesses on a basis of:*
- a. Safety Procedures
 - b. Proper use of machine and hand tools
 - c. Quality of workmanship, skill
 - d. **Attitude and cooperation**
 - e. Attendance

5. *Final Grade Computation*

- a. 40% of final grade-classroom
- b. 60% of final grade-lab

6. *Daily /Weekly*

- a. A weekly grade will be given for all labs, which will include safety, attendance, attitude and cooperation, proper use of machine tools, and quality of workmanship on projects.
- 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.

C. SPECIAL REQUIREMENTS

1. Students must complete Personal & Equipment Safety Test and Right to Know worksheets 100% correctly before participating in lab activities.(5 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.

ACCOMODATIONS

Accommodations such as the Diversity Statement, Disabilities Statement, Non-Discrimination Statement, Title IX Pregnancy Accommodations Statement, and Campus Concealed Carry Statement can be found here:

<https://www.southplainscollege.edu/syllabusstatements/>

2025-2026 COURSE SYLLABI STATEMENTS:

Students can find statements for:

Intellectual exchange, disabilities, non-discrimination, Title IX, pregnancy accommodations, COVID, CARE (Campus

Assessment, Response, and Evaluation) Team, Student Identification Verification Pictures, Artificial Intelligence

Statement, and Campus Concealed Carry at

<https://www.southplainscollege.edu/syllabusstatements/>

Student Acknowledgment

I acknowledge that I have received, read, and understand the **Syllabus, Classroom and Lab Area Rules** listed above. I understand that these rules are established to maintain a safe, professional, and effective learning environment for all students, faculty, staff, and visitors.

I understand that I am responsible for following all classroom, laboratory, safety, equipment, personal conduct, and campus policies. I understand that failure to comply with these rules may result in removal from class or lab, an absence, disciplinary action, or dismissal from the program, depending on the violation.

By signing below, I acknowledge that I have had the opportunity to ask questions regarding these rules and agree to follow them throughout my enrollment in the program.

Student Name (Print): _____

Student Signature: _____

Date: _____

Student Agreement

I understand that safety is my responsibility, and I agree to conduct myself in a safe, respectful, and professional manner while participating in the classroom and laboratory.

Student Initials: _____