

COURSE SYLLABUS

ABDR-2357 (4:2:4)

Collision Repair Shop Management

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.

Levelland Campus:

COURSE TITLE: **ABDR 2357: COLLISION REPAIR SHOP MGMT**

INSTRUCTORS: Meshach Mendoza

OFFICE LOCATION MT OFFICE # MT#102, 806-716-2615

PHONE/e-mail: e-mail: mmendoza@southplainscollege.edu

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

GENERAL COURSE INFORMATION:

ABDR2357 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, WITH AN EMPHASIS ON SAFETY! Course also allows the ability to develop accurate estimates. Co-requisite: ABDR 1315, ABDR 1331, ABDR 1419.

Requisites:

ABDR-1315, ABDR-1331, ABDR-1419 - Must be taken either prior to or at the same time as this course.

End-of-Course Outcomes: Analyze estimating and damage reports; plan shop cycle time; evaluate quality control procedures and outline blueprint processes to maximize operational efficiency.

*Use appropriate personal safety protection.

Course Competencies: Knowledge of how to set up a workflow in a body shop. All aspects of safety management in a body shop. **Upon completion of this course, the student will be able to:**

*Write a basic handwritten estimate

*Set up workflow in a body shop

* How to patrol (monitor) a shop looking for safety infractions.

*Materials use management

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A. 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 the coordinator of the Automotive Collision Repair Program.

SPECIFIC COURSE/ INSTRUCTOR REQUIREMENTS

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

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

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/class assignments.

NO sandals, tank tops or shorts. (full closed-toe 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.

ASSIGNMENT POLICY

All required work must be turned in on time. Work turned in late will result in a penalty of 5 pts. per day. After two days, late work is not accepted.

There will be no excused late assignments after the second day.

Chapter assignments will be given by the instructor. Questions may be given at the end of the chapter as well as others.

GRADING POLICY

Tests will be given by the instructor on all chapter assignments once that unit has been reviewed.

Prior notification of quizzes may or may not be given.

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 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)

Results of daily or unit tests, ICAR test, or homework will be given a percent grade. (20% of final grade)

The final exam will be a percent grade. (20% of final grade)

Lab (60% of Final Grade)- Assesses on the basis of:

Safety Procedures

Proper use of machine and hand tools

Quality of workmanship, skill, **attitude and cooperation**, attendance

Final Grade Computation

40% of final grade-classroom

60% of final grade-lab

Daily /Weekly

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. 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. Contents and Organization of the student notebook will be averaged into this grade.

SPECIAL REQUIREMENTS

Students must complete Personal & Equipment Safety Test and Right to Know worksheets 100% correctly before participating in lab activities. (5 attempts only) The instructor will appoint a student foreman on a rotation basis.

All students will be responsible for the tool lock up and shop clean up.

Each student is required to have a locker and keep it clean and organized.

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.

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 and 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: _____