

# COURSE SYLLABUS

ABDR-2357 (4:2:4)

Collision Repair Shop Mgmt

Automotive Collision Repair Program

Industrial Technology Department

Technical Education Division

SOUTH PLAINS COLLEGE

Fall 2020

Levelland Campus, Levelland, Texas

## SCANS COMPETENCIES

### **RESOURCES: Identifies, organizes, plans and allocates resources.**

**TIME**--Selects goal--relevant activities, ranks them, allocates time, and prepares and follows schedules.

**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.

**HUMAN RESOURCES**--Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

### **INFORMATION--Acquires and Uses Information**

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.

Serves clients/customers--works to satisfy customer's expectations.

Exercises leadership--communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

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**

Understands Systems--Knows how social, organizational, and technological systems work and operates effectively with them

Monitors and Correct Performance-Distinguishes trends, predicts impacts on system operations, diagnoses systems' performance and corrects malfunctions.

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**

Selects Technology--Chooses procedures, tools, or equipment including computers and related technologies.

Applies Technology to Task-Understands overall intent and proper procedures for setup and operation of equipment.

Maintains and Troubleshoots Equipment-Prevents, identifies, or solves problems with equipment, including computers and other technologies.

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## FOUNDATION SKILLS

### **BASIC SKILLS--Reads, writes, performs arithmetic and mathematical operations, listens and speaks**

Reading--Locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

Writing--Communicates thoughts, ideas, information and messages in writing, and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

Arithmetic--Performs basic computations; uses basic numerical concepts such as whole numbers, etc.

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.

Speaking--Organizes ideas and communicates orally.

### **THINKING SKILLS--Thinks creatively, makes decisions, solves problems, visualizes, and knows how to learn and reason**

Creative Thinking--Generates new ideas.

Decision-Making--Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.

Problem Solving--Recognizes problems and devises and implements plan of action.

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.

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**

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 MGMT**

INSTRUCTOR:

Jimmie Wisian

OFFICE LOCATION

MT OFFICE # 2, (806) 806-716-2286

& PHONE/e-mail:

e-mail [jwisian@southplainscollege.edu](mailto:jwisian@southplainscollege.edu)

OFFICE HOURS:

BY APPOINTMENT

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### 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,

Course also allows ability to develop accurate, hand written estimates

leading to computerized estimation. 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.

**Learning Goals/Objectives:** The student will learn how to study create a steady workflow in a body shop, as well as the safety aspects of frame equipment, welders, paint booths, and paint buffers. Introduction to estimating basics will be covered in class and labs. The student will comply with personal and environmental safety practices associated with clothing, eye protection, and use of chemicals, hand tools, and power equipment.

\*Use appropriate personal safety protection.

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

\*Write a basic hand-written estimate,

- \*Set up workflow in a body shop
- \*How to patrol (monitor) a shop looking for safety infractions with all equipment.
- \*Materials use management (no waste).

**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.

**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.

**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.

#### **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 coordinator of the Automotive Collision Repair Program.

#### **Specific course/instructor Requirements**

Textbook and 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**

Punctual and regular attendance is required. No excused absences.

No made up absence.

After five absences the student will be dropped from all ABDR classes

No sandals, tank tops, or shorts.

All required work must be turned in on time. Work turned in late be deducted 5pts per day.

There will be no excused late assignments after two days.

Cell phone needs to be on vibrate while in classroom.

No texting and no games while in classroom.

**Facial hair is to be mustache only.**

#### **Examination Policy**

Tests will 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.

#### **B. Grading Policy**

*Classroom (40% of final grade)*

Results of daily or unit tests, including I-CAR tests and homework. (20% of final grade)

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

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

Safety Procedures

Proper use of machine and hand tools

Quality of workmanship, skill

**Attitude and cooperation**

c. Attendance

*Final Grade Computation*

40% of final grade -

classroom 60% of

final grade - lab

*Daily/Weekly*

Minimum grade required to remain in class is 70%.

- b. A weekly lab grade will be given, which includes safety, attitude and cooperation, attendance, proper use of hand tools and quality of workmanship on projects.

#### **Additional Information**

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.

#### **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).

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Special 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 Special Services Coordinator. For more information, call or visit the Special Services Office in the Student Services building. 894-9611 ext. 2529 or the Counseling Center at extension 2366.

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.

### Face covering statement

It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.