Outcome-based 18/SU Course Syllabus

Course Rubric Number Section:	ABDR 2255 1001
Lecture-Lab-Credit:	1-2-2
CIP Code:	47.0603
Course Title:	Collision Repair Estimating
Course Description:	An advanced course in collision estimating and development of a damage report utilizing estimating software.
Prerequisites:	
Co-requisites:	
Course Meets:	1FC1 110 LEC W 01:00PM 01:55PM 1FC1 110 LAB W 02:00PM 03:50PM

Instructor:	David Reed
Office Phone Number:	254-8673396
Email Address:	ddreed@tstc.edu
Office Fax Number:	254-867-2315
Building & Office Room Number:	Fentress 120
Office Hours:	Monday 8-5pm

Approved by:	Clint Campbell	***Date:***	2018-05-03

Course Outcomes

CO1: Create an accurate damage estimate utilizing the estimating guide procedures

TSTC Grading Policy

(Grades for courses must be C or better)

Grade	Percent	Description	Grade Points
A	90-100	Excellent/Superior Performance Level	4
B	80-89	Above Required Performance Level	3
C	70-79	Minimum Required Performance Level	2
D	60-69	Below Required Performance Level	1
F	Below 60	Failure to meet Performance Requirements	0
IP	--	In Progress	
W	--	Withdrawal	0
CR	--	Credit	0
AUD	--	Audit of Course	0

See College Catalog for complete descriptions.

Competencies Rating Scale

Rating Scale Key			
6	90+	Proficient	Student consistently performs the task accurately to industry standards without supervision.
5	80-89	Proficient	Student performs the task to industry standards with no supervision.

4	70-79	Proficient	Student performs the task to industry standards with little supervision. This is the minimum performance rating for STAR skill completion.
3	60-69	Exposed/Not Proficient	Student has been introduced to the task and can perform some of the tasks to industry standards.
2	50-59	Exposed/Not Proficient	Student has been introduced to the task, but cannot perform the task to industry standards.
1	0-49		Student was absent or did not complete assignment.

Campus Standard Policies

The Student Handbook contains valuable information on campus policies and procedures.

- Student Code of Conduct
- Student Drug and Alcohol Testing Policy
- Plagiarism
- Student Grievances and Complaints

Disability Services

Any student who, because of a disability, may require special accommodations in order to meet the course requirements, should contact the Disability Services office, as soon possible, to make necessary arrangements. Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from the Disability Services office has been provided.

Abilene Campus
Susan Hash
Testing and Support Services
Abilene Main Campus Bldg. Rm. 112
325-734-3641

Breckenridge Campus
Lisa Langford
Testing and Advisement located in
The Main Building Rm. 106
254-559-7731

Brownwood Campus
Nicole Whitley
Testing and Advisement
Building 2 Rm. 120
325-641-5955

Fort Bend Campus
Schauna Boynton
Brazos Center Rm. 113
346-239-3394

Harlingen Campus
Corina De La Rosa
Disabilities Services
Student Support Services
Student Services Bldg. Rm. 216
956-364-4521

Marshall Campus
Annette Ellis
Administration and Admissions Rm. 150
909-923-3313

Sweetwater Campus
Misty Walden
Disability Services
Student Support Services
Lance Sears Building Rm. 140
325-236-8292

North Texas Campus
Amanda Warren
Student Services, Room 227
972-617-4724

Waco Campus
Marilyn Harren
Disabilities Services Office
Student Services Center Rm. 198
254-867-3600

Williamson County
Chemese Armstrong
Enrollment Services Rm. B113C
512-759-5907

Tutoring Statement

The Supplemental Instruction & Tutoring Program at TSTC offers free tutoring and academic support services to help you achieve your academic and career goals. You can access the Tutoring Schedule, as well as *MyTSTC Video Tutor Library,* by visiting: https://portal.tstc.edu/student/Student_Learning/Pages/Tutoring.aspx
(shortened link: goo.gl/Z9vJvY). For more information, please contact Norma A. Salazar@ 956-364-4557.

Learning Resource Center

The purpose of the TSTC Learning Resource Center is to serve the TSTC Community and support academic, advanced, specialized and emerging programs, contributing to the educational and economic development of the State of Texas. You can access the Learning Resource Center page at https://portal.tstc.edu/employee/Departments/operations/Pages/Learning%20Resource%20Center.aspx

Resources

Tools, Materials:

Item	Resource	Quantity
1	Calculator	1

1	Calculator	1
2	#2 Pencils	4
3	Scantrons	1 pkg
4	3 Ring Binder 1"	1

Grade Scheme

Category Description		Category Value
Lab		33.33%
Assessment Label:	**Assessment Description**	**Assessment Value**
Parts and Labor:	Look up parts and labor in estimating guide	8.33%
5 Handwritten Estimates::	Hand write estimates 1 - 5 one estimate due each week.	8.33%
Computer Estimates:	Computer generated estimates (1 - 5)	8.33%
Ultra Mate::	Ultra Mate computer training	8.33%
Category Description		**Category Value**
Lecture		33.33%
Assessment Label:	**Assessment Description**	**Assessment Value**
Home Work::	Markup % and Gross Profit % work sheet The Collision Repair Estimate Test Next Week	8.33%
Test 1:	Vocabulary Test next week The Collision Repair Estimate	8.33%
Vocabulary Test::	Using a Collision Repair Estimate Guide Test Next Week Vocabulary Test	8.33%
Test 2::	Test using a Collision Repair Estimate Guide	8.33%
Category Description		**Category Value**
Final		33.34%
Assessment Label:	**Assessment Description**	**Assessment Value**
Final Exam::	Upon completion of the handwritten estimates, enter all estimates into the computer system. Compare handwritten estimates to the computer generated estimates. DUE WEEK 15!!!!!!! Comprehensive Final Exam	33.34%

Total Assessment Percent **100.00%**

Total Category Percent **100.00%**

A = 100-90 **B = 89-80** **C = 79-70** **D = 69-60** **F = 59-0**

Description of Graded Elements of the Course

Assessment Label	Assessment Description/Course outcomes met	Assessment Value in Percent	% of Final Grade
Home Work:	Markup % and Gross Profit % work sheet The Collision Repair Estimate Test Next Week **Course outcomes met:** CO1	8.33	8.33%
Test 1	Vocabulary Test next week The Collision Repair Estimate **Course outcomes met:** CO1	8.33	8.33%
Vocabulary Test:	Using a Collision Repair Estimate Guide Test Next Week Vocabulary Test **Course outcomes met:** CO1	8.33	8.33%
Test 2:	Test using a Collision Repair Estimate Guide **Course outcomes met:** CO1	8.33	8.33%
Parts and Labor	Look up parts and labor in estimating guide **Course outcomes met:** CO1	8.33	8.33%
5 Handwritten Estimates:	Hand write estimates 1 - 5 one estimate due each week. **Course outcomes met:** CO1	8.33	8.33%
Ultra Mate:	Ultra Mate computer training	8.33	8.33%

	Course outcomes met: CO1		8.33%
Computer Estimates	Computer generated estimates (1 - 5) **Course outcomes met:** CO1	8.33	8.33%
Final Exam:	Upon completion of the handwritten estimates, enter all estimates into the computer system. Compare handwritten estimates to the computer generated estimates. DUE WEEK 15!!!!!!! Comprehensive Final Exam **Course outcomes met:** CO1	33.34	33.34%
		100.00	**100.00%**

Course Schedule

Unit/ Week	Unit Description/Objectives	Assessment Label:Description	Due Date
1	Orientation/The Collision Repair Estimate		
	• Student will be given Course Syllabus and all policies and guidelines will be outlined and discussed. Start Analyzing the collision repair estimate and its uses in the collision repair business.		
2	The Collision Repair Estimate		
	• Continue to analyze the collision repair estimate and its uses in the collision repair business.	**Description:** Define Vocabulary Words	
3	The Collision Repair Estimate		
	• Continue to analyze the collision repair estimate and its uses in the collision repair business. Identify the critical elements necessary for operation of a successful collision repair facility.	**Home Work::** Markup % and Gross Profit % work sheet The Collision Repair Estimate Test Next Week	Week 4
4	Using a Collision Repair Estimate Guide		
	• Demonstrate proper use of the estimating guide procedural pages.	**Test 1:** Vocabulary Test next week The Collision Repair Estimate	End of Class
5	Using a Collision Repair Estimate Guide		
	• Demonstrate proper use of the estimating guide procedural pages.	**Vocabulary Test::** Using a Collision Repair Estimate Guide Test Next Week Vocabulary Test	End of Class
6	SELECTING PARTS AND LABOR		
	• SELECTING PARTS AND LABOR - Locate information for an estimate in a collision estimating guide.	**Test 2::** Test using a Collision Repair Estimate Guide	End of Class
7	SELECTING PARTS AND LABOR		
	• Continue to locate parts and labor information for an estimate in the Collision Estimating Guide.	**Parts and Labor:** Look up parts and labor in estimating guide	
8	SELECTING PARTS AND LABOR		
	• Continue to locate parts and labor information for an estimate in the Collision Estimating Guide.	**Parts and Labor::** Look up parts and labor in estimating guide.	
9	SELECTING PARTS AND LABOR		
	• Students will be assigned a vehicle to write estimates on. Each estimate will be wrote on the provided form, for the provided parts list and labor operations. (There will be 5 estimates)	**5 Handwritten Estimates::** Hand write estimates 1 - 5 one estimate due each week.	Week 14
10	Handwriting Estimates		
	• Continue writing estimates. Each estimate will be wrote on the provided form, for the provided parts	**Ultra Mate::** Ultra Mate computer training	Next Week

	list and labor operations. (There will be 5 estimates) Create a log in into Mitchell for online training over Mitchell Ultra Mate and complete assigned training.		
11	Writing Estimates		
	• As handwritten estimates are completed, enter all estimates in the computer system. Compare handwritten estimates to the computer generated estimates and write a brief statement as to why each statement is different. (parts and labor)	**Computer Estimates::** Computer generated estimates (1 - 5)	Week 14
12	Writing Estimates		
	• As handwritten estimates are completed, enter all estimates in the computer system. Compare handwritten estimates to the computer estimates and write a brief statement why each estimate is different. (parts and labor)	**Computer Estimates:** Computer generated estimates (1 - 5)	Week 14
13	Final Exam		
	• Comprehensive written exam	**Final Exam::** Upon completion of the handwritten estimates, enter all estimates into the computer system. Compare handwritten estimates to the computer generated estimates. DUE WEEK 15!!!!!!! Comprehensive Final Exam	End of Class

Classroom and Lab Behaviors

- Smoking in classrooms, laboratories and shops are prohibited
- Smoking is permitted only in designated areas
- Smoking is prohibited within 20 feet of a building, when permitted
- Smoking is prohibited within the fenced area surrounding the ACM and CAT Labs.
- The consumption of drinks, candy and other food items is restricted to lounge areas
- Eating or drinking in laboratories are hazardous because of the toxic nature of lab materials being handled
- No horseplay at any time
- Be responsible – Be a professional
- Inappropriate language will not be tolerated at anytime.
- The Instructor has the final authority concerning matters of professional behavior.

Acceptance Attire

§NIOSH approved with clear safety glasses will be worn at all times
§Full-toed shoes (no slippers, sandals, flip-flops, or bare feet)
§Full length pants (must extend past ankles)
§Pants must fit around waist within 3 inches of belly button
§Shirts (no sleeveless or tank tops)
§Shirts with and without buttons can be worn with instructor approval on neck opening exposure
§Clothing must be reasonably snug fitting (not excessively loose, baggy, torn)
§An inappropriate slogan on clothing is not acceptable.
§Jogging clothes, sweats, or warm-ups are not acceptable.
§Acceptable headgear: ball caps or bump caps (**No** do-rags, bandanas or shower caps)
§The Instructor has the final authority concerning matters of dress

Tardiness:

When a student arrives or leaves after *participation record* (role) has been taken it becomes the student's responsibility to alert the instructor of his/her arrival or departure **and** confirm that the proper update has been made in the student *participation record*. If the instructor fails to document the arrival or departure it is the student's fault. This has to be this way especially in the lab environment because the instructor does not keep his *participation record* on his person at all times.

Leaving the lecture or lab early without proper notice could become a safety issue and needs to be taken very seriously. In an emergency situation each student must be accounted for.

Please, out of respect for first responders, instructors and classmates who may go back into a dangerous situation to get you out, let the instructor know when you leave.

Any earned ***non-participation*** time will be recorded, tallied and included in the 10% non-participation policy.

Each Tardy will be 1% addition of ***non-participation*** to the ***non-participation*** policy.

Participation Policy

A Student is expected to attend and participate during the scheduled period of instruction (lecture and lab). This begins with the first scheduled class day of the term. **A student deemed a non-participant for more than 10% (__days) of the lecture or 10% (___days) of the lab periods, regardless of grades earned on assignments, will have to repeat the course.**

A student is considered tardy up to 15 minutes into the scheduled lecture or lab, and thereafter will be considered a non-participant for that period of instruction.

A sum of two tardies is equivalent to one non- participation period.

Late Work/Test Policies

All students are required to be present for class. However, unexpected circumstances will occur. If a student has an excused absence, death or illness in the immediate family, the student must notify the instructor of record immediately. If a test is missed, the instructor has to give permission for make up. The missed test must be made up **before the next scheduled period of instruction**.

An excused absence only allows for make up of missed assignments or test. The absence is recorded.

Assignments are due at the beginning of class of the set due date. Late assignments will not be accepted and a grade of "zero" will be earned for said assignment. Students who prior contacted the instructor may be considered excused.

Pop Tests

Can be given at any time by the instructor and are not make up items.

Exemptions

Students can be exempted from a final exam if:

A. Attendance is perfect

B. Lab portion of Course Comprehesive Final Exam is complete.

C. A 90 or above average of Lecture grade and the lab Portion of Course Comprehesive Final Exam.

Cell Phone Policy

Cell phones may not be brought into the classroom or lab as they are unsafe and disruptive to the environment.

Anyone failing to adhere to this policy will be dismissed from class and issued a non-participation grade (absence) for that period of instruction.

Departmental Awards Ceremony/Cleanup Policy

Each student is expected to participate in the awards ceremony and cleanup activities once the date has been identified.

Student's final exam grade is dependent upon their participation at these functions. One half (½) of the final exam grade for the course is participation. One half (½) of the final exam grade is completing the final exam for the course.

Students with unexpected circumstances can be excused by the department chair only.

Students with unexpected circumstances can be excused by the department chair only.

TSTC school calendar identifies the end of the semester. Student break begins the day after.