**Roy Larry**

 **ELPT 1321 Introduction to Safety and Tools**

**SYLLABUS**

**Instructor’s Information**

1. Name of Instructor: Roy Larry
2. Office Location:
3. Telephone #: Cell 903-293-4028.
4. FAX #:
5. E-mail Address:tony.bennett@texarkanacollege.edu
6. Office Hours: M,T,W, 7:30am-8:00am and 3:00pm-3:30pm
7. Instructor Web Page: N/A
8. Instructor Curriculum Vitae (cv):Available My TC Website

**Course Information**

* Course Name: Auto Body Repair
* Course Rubric and Course Number ABDR 1st semester(1301)2nd semester,(1203)2ND YEAR 3RD SEMESTER,(1207)4TH SEMESTER,(1311)
* Class Location CEC Building Room 109 and 110, Lab 202
* Course Description: ABDR an introduction to the use of hand and power tools, techniques of metalworking, body preparation, plastic fillers, fiberglass and SMC repair, sanding, and application of primers with emphasis on shop safety practices.
* Course Level: Introductory, Entry Level.
* Program Learning Outcomes/End-of-Program Requirements:
* End-of-Course Outcomes: Utilize hand and power tools; demonstrate basic metalworking techniques; demonstrate basic fiberglass, SMC and plastic body filler repair; and demonstrate proper priming procedures.
* Course Requirements, Evaluation Methods, and Grading Criteria: Classroom lecture/discussion, video presentations, written reinforcement exercises, demonstrations, supervised applied practice in the shop lab.
* **Grading criteria**
* Written examination (33.3%)
* Book and workbook exercises (33.3%)
* Observed performance (Task correctly and timely completed) in the shop/lab (33.3%)
* **Grading scale Grade Points**
* A= 90+ 4.0
* B= 80-89 3.0
* C= 70-79 2.0
* D= 60-69 1.0
* F= 0-59 0

**STUDENT Resource REQUIREMENTS**

1. Textbook: AUTO BODY REPAIR TECHNOLOGY 5TH Edition Book and Workbook

Instructional Cd’s used: I-CAR Curriculum

1. Kit: Tool kit (required for Lab) Instructor will provide necessary tools.
2. Other: Safety equipment listed in class policies and procedures (required for Lab), 3 ring binder with pockets, Paper, pens, permanent marker.

**COURSE INSTRUCTIONAL TECHNOLOGY**

1. MyTC: All students must E-mail instructor within the first week of class. Leave name, cell phone and home phone numbers in e-mail.

Student should text message Instructor and leave your name in message.

1. Course Web Page: N/A
2. MOODLE Information:N/A

**SCANS Skills**

**Basic skills**

**1.** Ability to read and comprehend textbook assignments, written, technical instructions and specifications.

**2.** Ability to clearly write responses to test items, work orders, or assignments that require written responses.

**3.** Ability to make necessary arithmetical calculations and computations in completing training assignments.

**4.** Ability to comprehend and accurately follow verbal instructions or communications.

**5.** Ability to orally communicate understandable responses to assignments in the classroom or training projects in the lab.

**Thinking Skills**

1. Ability to acquire new information, techniques or processes.
2. Ability to assess a problem and visualize plausible solutions.
3. Ability to approach and solve problems in a systematic, progressive fashion.
4. Creative in approaches to problem solutions.
5. Ability to make decisions based upon current available information.

**Personal Qualities**

1. Accepts responsibility for actions.
2. Displays self control.
3. Displays appropriate social skills - tact, manners, sensitivity and consideration of other people.
4. Displays moral character - honesty and integrity.

**Competencies**

**Resources**

1. Makes appropriate allocation use of time in completing assignments.
2. Makes appropriate allocation and use of shop materials in completing assignments.

**Interpersonal Skills**

1. Can work effectively with other students in completing assignments as a project team.
2. Is able and willing to instruct less experienced students in completing work assignments.
3. Is willing and able to explain the nature of a problem and the action taken to make necessary adjustments or repairs.
4. Demonstrates flexibility in assigned shared responsibilities.
5. Works well with either gender and with people of diverse backgrounds or cultures.

**Information Skills**

1. Seeks new information and evaluates its appropriate use.
2. Ability to interpret, organize, and communicate information.
3. Ability to use computers to acquire or process information.

**Systems**

1. Understands the organizational requirements of the program and operates within them.
2. Ability to monitor, diagnose, and make adjustments.

**Technology**

1. Choose appropriate procedures, tools, or equipment in problem solution.
2. Understand the appropriate use and limitations of various equipment.
3. Take appropriate preventive maintenance measures and solves problems in the use and operation of equipment

Statement of Equal Opportunity

Texarkana College is an Affirmative Action Equal Opportu­nity Institution. It is the policy of Texarkana College not to discriminate on the basis of sex, disabilities, race, color, age or national origin in its educational and workforce education programs, activities, or employment as required by Title IX, Section 504 and Title VI. The Texarkana College campus is accessible to the disabled. Texarkana College is committed to full compliance with the Drug Free Workplace, Tabaco free campus, and the Drug Free schools and Communities Acts.

**ADA Student with Disabilities Statement**

Texarkana College complies with Sections 504/508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).  Students who have a documented disability and need special accommodations are encouraged to confidentially advise their Instructor and/or contact TC Advisement Center.

**Student Support Services’ Information**

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| Student Support Services is a federally funded program designed to give a helping hand to Texarkana College students who show potential for success in college, but who need assistance in their efforts. Students entering the program have a variety of needs encompassing economic, academic, cultural, and handicapped challenges. Student Support services can help you by offering career information, tutoring, study skills, and college transfer information. **Student Support Services 1st floor Palmer Memorial Library 2500 N. Robison Road Texarkana, Texas 75501 903-832-5565 ext. 3381 Instructor Office Hours**M,T,W 7:30am-8:00am and 3:00pm-3:30pm. Subject matter tutoring available on Wednesday A.M. and P.M. Schedule may be changed due to unforeseen circumstances, so students should make an appointment beforehand. Students with previously scheduled appointments will be given priority. Students may also see Philip Parish for academic tutoring. Email:Philipparrish@texarkanacollege.edu 903-823-3418. Phillip’s office is located in the CEC building behind the innovative grant office.  |

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**Financial Aid:**

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

***ABDR 1301 Syllabus***

**COURSE INFORMATION**

Course Name: Auto Body Repair & Repaint

Course Rubric and Course Number; ABDR 1301

Class Location:

Course Level: Introductory

Course Description: An introduction to the use of hand and power tools, techniques of metalworking, body preparation, plastic fillers, fiberglass and SMC repair, sanding, and application of primers with emphasis on shop safety practices.

End-of-Course Outcomes: Utilize hand and power tools; demonstrate basic metalworking techniques; demonstrate basic fiberglass, SMC and plastic body filler repair; and demonstrate proper priming procedures.

Lab Recommended

Cross Reference(s): CEU Course Section: Auto Body Repair and Repainting

CIP Code Description: 47.0603 (Autobody/Collision and Repair Technology/Technician)

***ABDR 1203 SYLLABUS***

**COURSE INFORMATION**

Course Name: Vehicle Design & Structural Analysis

Course Rubric and Course Number; ABDR 1203

Class Location:

Course Level: Introductory

Course Description: An introduction to the collision repair industry with emphasis on safety, professionalism, and vehicle structural design.

End-of-Course Outcomes: Identify the safe use of tools and equipment; demonstrate metric and Society of Automotive Engineers (SAE) measuring competencies; and demonstrate shop safety practices.

Lab Recommended

Cross Reference(s): CEU Course Section: Vehicle Design and Structural Analysis

CIP Code Description: 47.0603 (Autobody/Collision and Repair Technology/Technician)

***ABDR 1207 SYLLABUS***

**COURSE INFORMATION**

Course Name: Auto Body Welding

Course Rubric and Course Number; ABDR 1207

Class Location:

Course Level: Introductory

Course Description: A study of collision repair welding and cutting procedures.

End-of-Course Outcomes: Identify and set-up welding equipment used in the collision repair industry; and perform in industry standard welds and cutting procedures.

Lab Recommended

CIP Code Description: 47.0603 (Autobody/Collision and Repair Technology/Technician)

***ABDR 1311 SYLLABUS***

**COURSE INFORMATION**

Course Name: Vehicle Measurement and Damage Repair Procedures

Course Rubric and Course Number; ABDR 1311

Class Location:

Course Level: Introductory

Course Description: Introduction to damaged vehicle measurement and structural alignment systems.

End-of-Course Outcomes: Locate vehicle dimensions; apply vehicle dimension specifications using measuring systems; and identify structural misalignment.

Lab Recommended

Cross Reference(s): CEU Course Section: Vehicle Measurement and Damage Repair

CIP Code Description: 47.0603 (Autobody/Collision and Repair Technology/Technician)