COURSE NUMBER AND TITLE:   AUBR 1810-01 Collision Damage Repair I
SEMESTER/YEAR: Spring 2019
LECTURE HOURS:  2   LABORATORY HOURS:  4   CREDIT HOURS:  4
CLASS TIMES:  6:00 p.m. – 9:00 p.m.         TTH ROOM:  WT 121/130
INSTRUCTOR’S NAME: Emil Williams
INSTRUCTOR’S CONTACT INFORMATION: 
Office Location: WT 145
Office Phone:  268- 2411
Email: ewilliams@caspercollege.edu
OFFICE HOURS: As posted on office door
COURSE DESCRIPTION:  Introduction to the collision repair industry, vehicle construction technology, tool usage, materials, fasteners, working sheet metal and the use of body fillers.
PREREQUISITES:  NONE
GOAL:  To introduce the student of the collision repair industry, vehicle construction, body repair tools, and basic sheet metal repair.
OUTCOMES:  After completing this course the student should be able to:
1. Become familiar with different shop area and safety rules that apply to each;
2. Be able to understand the Right to Know Laws and methods of handling hazardous materials;
3. Describe what happens to a vehicle during a collision;
4. Summarize the basic steps for repairing a vehicle;
5. Explain the major work areas and flow in a typical repair facility;
6. Explain the current design of motor vehicles;
7. Identify major structural components of a motor vehicle;
8. Identify tools used in the body shop;
9. Be familiar with materials and fasteners used in the industry;
10. Analyze minor damage to sheet metal;
11. Understand basic metal working methods and the use of fillers;
12. Demonstrate effective oral and written communication;
13. Solve problems using critical thinking and creativity;
14. Use appropriate technology and information to conduct research.
METHODOLOGY:  Theory and operation is presented in lecture, handouts, other media and hands-on laboratory activities. The student is required to study the corresponding material appropriate for the lecture and laboratory work.
EVALUATION CRITERIA: The student will be evaluated on tests, work orders, and job completion on lab projects
GRADING SCALE:
100 – 90 = A
89 – 80 = B
79 – 70 = C
69 – 60 = D
Attendance Policy: Attendance is of utmost importance. Unexcused absences in the excess of 4 will result in the loss of one letter grade. Due to the consideration of the instructor and students, you must be present at the designated starting class time or you will not be allowed to participate unless prior arrangements with the instructor have been made.
Tool Use: Misuse of shop tools will result in the loss of tool privileges.
EVALUATION: (continued) Assignments: All assignments will be completed in class except for reading assignments, make-up work and written reports.
Make-up work: It is the responsibility of the student to find out what work he/she missed, when absent from class.
Three ring notebook/paper/pencils
Safety glasses
Tools on basic tool list
CLASS POLICIES:

Last Date to Change to Audit Status: See current Casper College catalog.

Last Date to Withdraw With a W Grade: See current Casper College catalog.

No cell phones or other electronic devices are allowed in the classroom or laboratories.

NO TOBACCO/“SPITTERS” will be allowed in the classroom or laboratories at any time.

Students who use tobacco products, to include cigarettes, cigars (or any variation), chewing tobacco, vapor pens, and e-cigarettes, will not be allowed to use these products in either the classroom or labs. These products may be used before or after class periods, or during instructor authorized break times, in designated areas only.

SAFETY: Personal and equipment safety standards will be strictly enforced. It is the individual’s responsibility to develop and use a safe work attitude.

Students in this course will be using chemicals which require precautions and should consult with the instructor for safe usage.

Only officially registered students are allowed to participate in classroom or laboratory activities.

STUDENT’S RIGHTS AND RESPONSIBILITIES: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head/Program Director, the Academic Dean, and lastly the vice president for academic affairs.

Academic Code Violations: (Cheating and Plagiarism) Casper College demands academic honesty. Academic code violations focus on academic dishonesty, which includes but is not limited to, cheating, plagiarism, buying, selling, or stealing exams; substituting for another person, collusion when collaboration is not approved; knowingly furnishing false information; and copyright violations. Violations of the college's academic code can result in a range of negative consequences from failing a graded assignment to expulsion from the college. See the Student Code of Conduct for more information on this topic.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

Harassment and discrimination: Casper College seeks to provide an environment that is free of bias, discrimination and harassment. If you have been the victim of sexual harassment/gender or sex discrimination/sexual misconduct/assault, we encourage you to report this. If you report this to an employee, she or he must notify our college's Title IX Coordinator, Linda Toohey, Associate Vice President for Student Services, 125 College Drive, GW 412, Casper, WY 82601; (307) 268-2667; linda.toohey@caspercollege.edu about the basic facts of the incident. Employee concerns should be directed to the Human Resources Director. For more information about your options, please go to: caspercollege.edu/nondiscrimination
CALENDAR OR SCHEDULE INDICATING COURSE CONTENT:

Introduction and careers Chap 1
  Body shop repairs, auto body careers
Vehicle construction technology Chapter 2
  Body and chassis, frames, body sections, classifications, unibody, body over frame
TEST Chap 1 & 2 (2/5/19)
Hand tool technology Chapter 4
  General purpose tools, body working tools, body surfacing tools, hand tool safety
Power tool equipment technology Chapter 5
  Air tools, electric tools, hydraulic equipment, power jacks & straightening equipment, tool care, lifts
TEST Chap 4 & 5 (3/14/19)
Body shop materials & fastener technology
  Refinishing materials, fasteners
TEST Chap 7 (4/11/19)
Working sheet metal Chapter 11
  Auto sheet metal, body damage classification, analyzing damage, straightening techniques, shrinking and stress relieving, working aluminum panels
Using body fillers Chapter 12
  Body filler application, grating & sanding, repairing paint surface imperfections, repairing rust damage
TEST Chap 11 & 12 (5/14/19)