



## **AUBO 275 Body Shop Management II Section Name Section Credit Hours Credits**

### **Syllabus**

## Course Information

**Meeting times and location:** section meeting\_times section location

**Catalog description:** This course is a continuation of AUBO 270. The student will demonstrate considerable technical judgment in assigning technicians to projects and inspecting completed work. The student will also implement basic record keeping and damage report writing skills.

**Prerequisites:** AUBO-270

**Terms offered:** Fall and Spring

**Section-specific Course Description:**

## Course Level Objectives

This course is a continuation of AUBO 270. The student will demonstrate considerable technical judgment in assigning technicians to projects and inspecting completed work. The student will also implement basic record keeping and damage report writing skills.

## Required Texts and/or Materials

**I-CAR Professional Development Program - Education Edition**

**Free 2 year subscription through San Juan College**

## Required Technology and Software

- Canvas

- Chrome, Safari, or Firefox

## Course Requirements

Students will do the following activities:

- Viewing online presentations & taking follow-up quizzes.
- Written work including taking notes, writing short essays, and filing out repair & paint plans.
- Hands-on work in shop & classroom.
- Working in groups
- Cleaning the shop & work areas
- Moving vehicles
- Completing individual projects & labs

## Grading

Final grades are calculated based on the following...

Grade Weights

I-CAR Assignments	5%
ATTENDANCE	10%
WRITTEN	15%
PARTICIPATION	20%
LAB	30%
FINAL EXAM/PROJECT	20%

## Course Time Commitment

Students can expect to work on their online assignments for 1-3 hours (outside of class) per week.

## Canvas Participation and Expectations

Students will be expected to log into canvas daily.

## Participation and Attendance Policy

## BREAKING DOWN THE GRADE

The Auto Body program is designed to simulate a progressive shop environment. All aspects of the student technicians performance is taken into consideration when formulating a grade. The grading system is as follows:

- 5% I-CAR Course Grades (I-CAR)
- 10% Attendance (ATT)
- 15% Written Assignments (WRT)
- 20% Participation (PART)
- 30% Lab work (LAB)
- 20% Final test (FIN)

### 5% I-CAR

At the end of every I-CAR assignment (either online or in class), each student will complete a graded quiz. The grade earned on that quiz will be the grade entered for that courses ICAR Grade. I-CAR grade may also be based off results of "End of Program Exams" required to receive ProLevel 1, 2, & 3 status.

### 10% Attendance

Roll will be taken at the beginning of each class. If you are not present during roll call, you will be considered absent. Success in this program depends on your participation in shop exercises and lectures. If you are not present, you WILL NOT pass. Verified emergencies will be excused. Appointments should be scheduled outside of classroom time whenever possible. Students will be allowed to make up 2 days per 8-week term.

Attendance grades will be calculated through Canvas' attendance grading system.

### 15% Written Assignments, Quizzes, and Midterms

Any written course work including assignments delivered by means of Canvas or industry software utilized by the Auto Body Program.

### 20% Participation

The Participation part of your grade is designed to influence positive work ethic. The factors taken into consideration are one's ability to work with others, wearing proper work attire and practicing safety and cleanliness in the work environment. Completed JOB SHEETS are another means of grading your participation. 50% of a Student's Participation Grade will be determined on how many tools the student

currently possesses (in the program) that are listed on the REQUIRED TOOLS LIST for the course they are in.

### 30% Lab Work

Lab work and performance will be assessed using a 5 point system. Five would indicate that the student can master the task using industry standards, without supervision, and in real time. The mark of zero would indicate that the student is incapable of performing the task, or unwilling to attempt the task. The industry consists of a vast amount of information and skill areas. Our goal is to prepare technicians to a level of mastery of the basic skills needed to perform in a collision repair facility. Also to provide students with an overall exposure and understanding of all things related to auto body. A performance evaluation task list will be used as a tool to track individual students understanding of the concepts within the collision repair industry. These task lists are created based on ASE and I-CAR standards and evolve with the advancements of the industry's technology.

### Grading Scale

A 100-90

B 89-80

C 79-70

D 69-60

F 59-0

### 20% Final Exam

Written and/or Lab exam administered at the conclusion of every Auto Body Course.

## Instructor Response Times & Regular Interaction Expectations

Typical response time to reply to phone calls & emails is 1 day. Typically grades are entered on the due date of the assignment and handed back immediately.

## Key Dates to Remember

[Full Academic Calendar](#)

## Course Schedule

- Advanced Material 275-1
  - 275-1A WRT Objective Worksheet (DAM08) Advanced Material Damage Analysis
  - 275-1B I-CAR Post Test (DAM08) Advanced Material Damage Analysis
- Recycled Parts for Collision Repair 275-2
  - 275-2A WRT Objective Worksheet (RCY01) Recycled Parts for Collision Repair
  - 275-2B I-CAR Post Test (RCY01) Recycled Parts for Collision Repair
- Generate Progressive Shop Inventory Sheets 275-3
  - 275-3A LAB (View Sherwin Williams video "lean stock inventory" lecture)
- Log & Track Shop Projects progress 275-4
  - 275-4A PART (LAB/written work)
- Hail, Theft, Vandalism Damage Analysis 275-5
  - 275-5A WRT Objective Worksheet (DAM09) Hail, Theft, Vandalism Damage Analysis
  - 275-5B I-CAR Post Test (DAM09) Hail, Theft, Vandalism Damage Analysis
- Generating Estimates (4 Client estimate minimum) 275-6
  - 275-6A LAB (Client estimate)
  - 275-6B LAB (Client estimate)
  - 275-6C LAB (Client estimate)
  - 275-6D LAB (Client estimate)
- Basic Electronics Damage Analysis 275-7
  - 275-7A WRT Objective Worksheet (DAM13) Basic Electronics Damage
  - 275-7B I-CAR Post Test (DAM13) Basic Electronics Damage
- Alternative Fuel Vehicle Damage Analysis and Safety 275-8
  - 275-8A WRT Objective Worksheet (ALT03) Alternative Fuel Vehicle Damage Analysis and Safety
  - 275-8B I-CAR Post Test (ALT03) Alternative Fuel Vehicle Damage Analysis and Safety
- Create résumé with emphasis on collision repair Industry 275-9
  - 275-9A LAB (résumé)
- Final Exam\_ (Test Compiled from Instructors Test Bank)

## Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For password reset and Canvas support, visit the [Student Technology Guide](#) website.

## Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

## Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

### **Academic Support and Resources**

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

### **Student Support and Resources**

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

## College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

## Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

### **Contagious diseases and your responsibility:**

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

### **Safety on campus and your responsibility:**

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

## Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

## Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.