

AUSTIN COMMUNITY COLLEGE
AUTO COLLISION REPAIR & REFINISHING TECHNOLOGY

ABDR 1315 – VEHICLE TRIM AND HARDWARE

(ABDR 1315-001)
Synonym # _____

5:00pm – 10:20pm

Instructor: **JOSEPH BARRON**

OFFICE HOURS: BY APPOINTMENT

(Conferences outside of office hours can be arranged by emailing professor)

Northeast Early College High School, (ACC) AUTO SHOP

Room #506

PHONE NUMBER CHS OFFICE (512) 383-0638

E-Mail Address: jbarron@austincc.edu

ABDR 1315 – Vehicle Trim and Hardware: (Credit Hours: 3, Classroom Hours: 2, Laboratory Hours: 4) An in-depth study of vehicle trim and glass service.

This is a workforce (WECM) course rather than a transfer (ACGM) course. Transferability of workforce courses varies. Students interested in transferring courses to another college should speak with their Area of Study (AOS) advisor, Department Chair, and/or Program Director.

Course Rational: Utilizing appropriate safety procedures, demonstrate familiarity with historical development and career information on the automotive industry; demonstrate safe, professional, and responsible work practices; identify and demonstrate the proper use of shop equipment and tools; identify and describe functions of vehicle subsystems; demonstrate the use of service publications; identify various automotive fasteners used in industry; and perform automotive repair.

Prerequisites: None

Course Student Learning Outcomes: Utilize tools and procedures for servicing interior and exterior trim including glass, with emphasis on shop safety practices.

Required I-CAR CD:

(GLA 01) Movable and Stationary Glass-(**Presentation zip in content area**)

(TRM02e) Trim and Hardware **I-CAR online**

(TRM03e) Trim and Hardware **I-CAR online**

(EXT03e) Bolted on exterior panels **I-CAR online**

(EXT04e) Bolted on exterior panels Pt. 2 **I-CAR online**



Use the link on I-CAR's website to complete TRM02e, TRM03e, EXT03e and EXT04e portions. The grades will be visible to future employers.

I-CAR information (textbooks and worksheets) can be found in the content area of blackboard.

Respirator requirements: Students must become authorized to use a respirator at ACC, EHS&I must approve a faculty, staff or student.

To become approved you must pass the following in this order:

- 1- Training in the type(s) of respirators you will use and the situations where you will be expected to use them
- 2 – A medical evaluation including a pulmonary function test
- 3 – Note from PLHPC stating you are medically cleared to wear a respirator.
- 4 – A respirator fit test

Upon successfully passing the above, EHS&I will authorize you to use respiratory protection. Failure to comply with any of the steps or failure of any one step will not grant you authorization to use a respirator at ACC and you will be dropped from the class.

Instructional Methodology: Hybrid-Using a combination of computer-based instruction, lecture. **Face-to-Face** lab, and faculty demonstration, students will practice towards mastery of all required NATEF tasks, I-CAR components and ASE Test prep.

DISTANCE EDUCATION *(for online or hybrid courses only)*

Students new to distance education should review the ACC Distance Education General Information available at <https://online.austincc.edu/faq/>

Distance education students will need access to a computer with a reliable internet connection to review course material, turn in assignments, and communicate with your instructor and classmates. This course requires additional computer equipment such as a webcam, headset, or microphone.

“Students will use the Blackboard learning management system for assignment instructions, submitting assignments, and collaboration.”

[Blackboard available here](#)

ACC distance education courses are interactive, web-based classes designed for students who desire flexibility in their studies. You can take courses at your convenience and study at the times and places that fit into your busy lifestyle. If work or family schedules conflict with on-campus classes, you don't have to give up your important responsibilities to pursue your education.

Successful online students actively participate in class on a regular basis just like in an on-campus class and avoid putting off classwork until the last minute. This includes reading assignments, taking quizzes and tests, and any other activities assigned by your professor. You will need to stay motivated and routinely log in to your classes in order to keep on top of your assignments.

Students should have a basic knowledge of computer and internet skills in order to be successful in an online course. Computer literacy includes:

- Knowledge of common terminology (examples: browser, application, software, plug-in, etc.)
- Internet skills (examples: connect to the internet, use and update browsers, adjust browser settings)
- Ability to send and receive emails and download attachments
- Familiarity with other online communication tools (examples: discussion boards, chats, messengers)
- Ability to use common software applications (examples: Word, PowerPoint, Excel)
- Word-processing skills (examples: copy/paste, spell-check)
- Ability to perform computer operations (examples: manage files and folders, open and save files in different formats)
- Ability to conduct research online using search engines and library databases
- Installing browser plug-ins (examples: Adobe Reader, Adobe Flash, Java)
- Installing and uninstalling software
- Awareness of Internet privacy and security issues, virus protection

To find out if your technical skills and experience meet the needs of Distance Education courses at ACC, take the “[Technical Skills Checklist](#)” survey.

Every distance education course at ACC is evaluated at the end of the semester. Read the [ACC Online Faculty Evaluation](#) page for how to submit your course evaluation.

Student Technology Support

Austin Community College provides free, secure drive-up WiFi to students and employees in the parking lots of all campus locations. WiFi can be accessed seven days a week, 7 am to 11 pm. Additional details are available at <https://www.austincc.edu/sts>.

Students who do not have the necessary technology to complete their ACC courses can request to borrow devices from Student Technology Services. Available devices include iPads, webcams, headsets, calculators, etc. Students must be registered for a credit course, Adult Education, or Continuing Education course to be eligible. For more information, including how to request a device, visit <http://www.austincc.edu/sts>.

Student Technology Services offers phone, live-chat, and email-based technical support for students and can provide support on topics such as password resets, accessing or using Blackboard, access to technology, etc. To view hours of operation and ways to request support, visit: <http://www.austincc.edu/sts>.

Course Outline:

DAY 1 – (F2F) Introductions/Expectations/Syllabus/(ONL) GIA01 Modules 1-3 Self-study
DAY 2 – (ONL) GLA01 Modules 1-3 Quizzes / Modules 4-5 Self-study
DAY 3 – (ONL) GLA01 Modules 4-5 Quizzes/(ONL) TRM02E I-CAR online course
DAY 4 – (F2F) Shop work Door tear down
DAY 5 – (F2F) Shop work / (ONL) TRM03E I-CAR online course
DAY 6 – (F2F) Shop work
DAY 7 – (F2F) Shop work Vehicle Interior
DAY 8 – (F2F) Shop work Seat Upholstery / (ONL) EXT03e I-CAR online course
DAY 9 – (F2F) Shop work
DAY 10 – (F2F) Shop work / (ONL) EXT04e I-CAR online course
DAY 11 – (F2F) Shop work
DAY 12 – (F2F) Shop work
DAY 13 – (F2F) Shop work
DAY 14 – (F2F) Shop work
DAY 15 – (F2F) Shop work
DAY 16 – (F2F) Clean-up / (ONL) Final

(F2F) FACE TO FACE

(ONL) ONLINE

This is a suggestive guideline and is subject to change. “Please note that schedule changes may occur during the semester. Any changes will be announced in class and posted as a Blackboard Announcement (or other resource faculty is using to communicate).”

Detailed Grading Formula:

Tests: Upon completion of each chapter, and or I-CAR program, tests will be challenged by the student, and count **10%** of the final grade.

Module Quizzes/ Homework/Worksheets: Upon completion of each module, quizzes will be challenged, by the student, and count **15%** of the final grade

Final: Upon completion of the course, a final exam will be challenged by the student, and count **10%** of the final grade.

Shop Grade: This grade is based upon the student's willingness to participate in class and out in the shop. This grade is based upon participation in the classroom, shop, and attendance. Participation in the classroom and shop includes but is not limited to, the student bringing their textbooks and supplies every day, work completed in the shop (projects), how well you work in the shop, how well you work with others, and clean up your work area. The shop grade will count as **65%** of your final grade. There will be a shop clean-up as needed.

The Grading Scale: Current grades will be posted on Blackboard as soon as they are available.

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

Attendance / Class Participation Policy: Regular and punctual class and laboratory attendance is expected of all students. The College System believes that regular attendance in all classes is necessary and makes no distinction between excused and unexcused absences. If attendance or compliance with other course policies is unsatisfactory, the instructor has full authority to drop a student. The student is responsible for communicating with their professor during a closure and completing any assignments or other activities designated by their professor.

Attendance is worth 6.25 points per day. Any missed time will be taken off your final grade at the end of the semester. See scenario chart below.

If you miss 15 min every day (16) = Missing one day (6.25 points)

If you miss 30 min every day (16) = Missing two days (12.5 points)

If your final grade is an 85 and you missed one day your new final grade is a 78.75 a (C).

Students who are absent for two class meetings accumulating (6 hours) of lecture and or lab, will either be dropped, or receive a grade of F for a final grade.

Missed Exam and Late Work Policy: No make-up work, or retakes will be given. Students may request make-up assignments from their instructor if they believe circumstances are

warranted. The instructor will determine whether or not to allow make-up work on a case-by-case basis. **All assignments and exams will be due one week after being assigned. All assignments not completed by the due date will receive a grade of “0”. Missed lab days are expected to be made up and is the student’s responsibility to coordinate with the instructor.**

In case classes are cancelled because of weather, pandemic, or other emergencies:
“The student is responsible for communicating with their professor during the closure and completing any assignments or other activities designated by their professor.”

Withdrawal Policy: The College defines withdrawals as occurring after the official reporting date of the semester, typically the 12th class day. There may also be financial aid issues.

“It is the responsibility of each student to ensure that his or her name is removed from the rolls should they decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is recorded before the Final Withdrawal Date. **The Final Withdrawal Date for this semester is April 24, 2023.** The student is also strongly encouraged to keep any paperwork in case a problem arises.

Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans’ benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a “W”) from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.”

Incompletes: “An incomplete (grade of “I”) will only be given for extenuating circumstances. What constitutes “extenuating circumstances” is left to the instructor’s discretion. If a grade of I is given, the remaining course work must be completed by a date set by the student and professor. This date may not be later than two weeks prior to the end of the following semester. A grade of I also requires completion and submission of the Incomplete Grade form, to be signed by the faculty member (and student if possible) and submitted to the department chair.

Students may request an Incomplete from their faculty member if they believe circumstances warrant. The faculty member will determine whether the Incomplete is appropriate to award or not. The following processes must be followed when awarding a student an I grade.

1. Prior to the end of the semester in which the “I” is to be awarded, the student must meet with the instructor to determine the assignments and exams that must be completed prior to the deadline date. This meeting can occur virtually or in person. The instructor should complete the Report of Incomplete Grade form.

2. The faculty member will complete the form, including all requirements to complete the course and the due date, sign (by typing in name) and then email it to the student. The student will then complete his/her section, sign (by typing in name), and return the completed form to the faculty member to complete the agreement. A copy of the fully completed form can then be emailed by the faculty member to the student and the department chair for each grade of Incomplete that the faculty member submits at the end of the semester.
3. The student must complete all remaining work by the date specified on the form above. This date is determined by the instructor in collaboration with the student, but it may not be later than the final withdrawal deadline in the subsequent long semester.
4. Students will retain access to the course Blackboard page through the subsequent semester in order to submit work and complete the course. Students will be able to log on to Blackboard and have access to the course section materials, assignments, and grades from the course and semester in which the Incomplete was awarded.
5. When the student completes the required work by the Incomplete deadline, the instructor will submit an electronic Grade Change Form to change the student's performance grade from an "I" to the earned grade of A, B, C, D, or F.

If an Incomplete is not resolved by the deadline, the grade automatically converts to an "F." Approval to carry an Incomplete for longer than the following semester or session deadline is not frequently granted."

Clothing policy:

Every student must wear proper attire in the classroom or shop!

This means wearing, jeans or pants without holes or frays, leather shoes or preferably boots with rubber soles, at least a t-shirt, long sleeves preferred. Along with necessary safety equipment. This includes but is not limited to, Flip Flops, shorts, tank tops, pants below the waist, capri pants, cologne, perfume, jewelry, yoga pants, shirts that don't cover your stomach are NOT permitted to be worn in the shop, also long hair must be pulled up out of way.

If a student wears improper attire or cannot change into proper attire they will be asked to leave for the remainder of the day and receive an absence for that day.

The instructor expects you to:

- Be in class 100% of the time. If you are absent more than 6 hours of the class due to absence, or lateness, you may be dropped from the class.
- Find out about work you have missed. Keep a copy of the course syllabus. Arrange to make up work missed, if possible.
- Behave appropriately in class.
- Purchase required textbooks and other equipment during the first week of class.
- Discuss with the instructor problems that you are having with the class before asking others for help in resolving the situation.
- Check on your grades often and discuss concerns early -- do not wait until the last week of the semester.

-Treat the instructor with courtesy, even when there is disagreement. Also, treat other students with courtesy.

- ***Not speaking with other students while the instructor is lecturing
- ***Not leaving the classroom during class except when absolutely necessary
- ***Not entering class late or leaving early, except in emergencies
- ***Not working on other class work during class lecture or discussion time
- ***Not bringing children to class
- ***Not bringing food or drinks into areas where they are forbidden
- ***No cussing or throwing of objects
- ***Treating other students and their property with respect
- *** No talking out of turn
- *** The unlawful use of alcohol, illicit drugs, other substances, and weapons, or being under the influence of
- *** No smoking of any product including e-cigs
- *** No smokeless tobacco

Statement on Student Discipline: Classroom behavior should support and enhance learning. **Behavior that disrupts the learning process will be dealt with appropriately, which may include having the student leave class for the rest of that day.** In serious cases, disruptive behavior may lead to a student being withdrawn from the class. ACC's policy on student discipline can be found in the Student Handbook under Policies and Procedures or on the web at: <http://www.austincc.edu/handbook>

1. Horseplay in this class will not be tolerated.
2. Wearing your safety glasses at all times while in the shop is a must.
3. Unsafe work practices will not be tolerated.
4. Students that disrupt class will not be tolerated.
5. No Cussing
6. Treat other students and their possessions with respect
7. Treat the instructor and their possessions with respect

A violation of any of the above mentioned or unmentioned disruptive and inappropriate actions will negatively affect your grade and lead to disciplinary action, up to, and possibly include withdrawal from this class.

Disruptive behavior will result in Student leaving class for the rest of the day, and or Security being called. Disruptive students will be removed from class and result in the student being dropped from the course. Any violation of the above will could include disciplinary action and being dropped from the course.

The college expects you to: Read the catalog and handbook to stay abreast of all policies. If you experience any problems with your class, please discuss the problem with your instructor, Thomas Bragg, at (512) 383-0638.

Religious Holidays: If you observe a religious holiday and miss class, you must notify your instructor in writing two weeks in advance to arrange to take a test or make up an assignment. A religious holiday is a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20, Tax Code.

College Policies & Student Support Services: Statements that all students should be aware of and which are consistent across the institution for College Policies & Student Support Services can be found at

<https://www.austincc.edu/offices/academic-outcomes-assessment/master-syllabi/college-policies> and is also be located on your course's Blackboard content area under the College Policies & Student Support Services.

Required Supplies/Tool Policy:

After the first day of class, students must bring their tools / supplies to class every day. Students must bring all the tools listed on the tool lists every day to class. Borrowing of tools is discouraged. The departmental tool list is on the next page.

If you fail to bring your tools/ supplies, safety equipment you cannot complete the shop tasks, and will be asked to leave for the remainder of the day and will receive an absence for that day.

ACC Autobody Dept. Tool List

ABDR 1315

- Metric socket sets 4mm-18mm (long and or short)
- 1/4, 3/8, drive ratchets and extensions
- Screwdriver set
- Nylon Door panel removal set
- Metric wrench set 8mm-18mm
- Safety glasses
- Mechanic gloves (Leather)
- Torx socket set
- Flashlight

Supplies can be found at the following locations:

English Color and Supply

9800 Gray Blvd
Austin, TX 78758
(512) 339-8447

Finishmaster

8305 Springdale
Austin, TX 78724
(512) 420-9400

Hoffmann's Supply

440 S. Guadalupe St
San Marcos, TX 78666
(512) 396-8606

Tasco Auto Color #7

4903 S. Congress Ave
Austin, TX 78745
(512) 441-4774

Discounts from:

Snap-on Tools (Student Excellence Program)

<http://www1.snapon.com/SEP>

Matco Tools

<http://www.matcotools.com/TechEd>

ABDR 1315-Vehicle Trim and Hardware

I have read, understand and agree with the guidelines that are outlined in this syllabus.

Student Name – Print

E-mail

Phone #

Student Signature

Date

Every twelve months while taking classes in the Auto Collision Repair & Refinishing program every student must:

1. Pass a respirator medical fitness evaluation including a pulmonary function test.
2. Present their instructor with a letter from a PLHCP stating they have been medically cleared to wear the required type of respirator before being allowed to fit test or use a respirator for class activities.
3. Pass a respirator fit test given in class by a certified instructor.

I certify I am medically cleared by a PLHCP within the last 12 months and have received the proper training to use a respirator for classes.

Student Signature

Date

