

MASTER SYLLABUS

Course Discipline Code & No: CCC 200 Title: Custom Auto Body Technician I
 Effective Term Fall 2008

Division Code: VCT

Department Code: CRT

Org #: 14110

Don't publish: ☐ College Catalog ☐ Time Schedule ☐ Web Page

Reason for Submission. Check all that apply.

- ☒ New course approval ☐ Reactivation of inactive course
☐ Three-year syllabus review/Assessment report ☐ Inactivation (Submit this page only.)
☐ Course change

Change information: Note all changes that are being made. Form applies only to changes noted.

- ☐ Consultation with all departments affected by this course is required. ☐ Total Contact Hours (total contact hours were: _____)
☐ Course discipline code & number (was _____)* ☐ Distribution of contact hours (contact hours were:
 *Must submit inactivation form for previous course. lecture: _____ lab _____ clinical _____ other _____)
☐ Course title (was _____) ☐ Pre-requisite, co-requisite, or enrollment restrictions
☐ Course description ☐ Change in Grading Method
☐ Course objectives (minor changes) ☐ Outcomes/Assessment
☐ Objectives/Evaluation

☐ Credit hours (credits were: _____)

☐ Other _____

Rationale for course or course change. Attach course assessment report for existing courses that are being changed.

This course was conditionally approved 1/08 and is coming forward for full approval.

Approvals Department and divisional signatures indicate that all departments affected by the course have been consulted.

Department Review by Chairperson

☐ New resources needed

☐ All relevant departments consulted

Print: Jimmy Dodd

Signature Jimmy Dodd

Date: 10/14/09

Faculty/Preparer

Dept. Chair Recommendation ☒ Yes ☐ No

Print: W. Gary Sobbry

Signature W. Gary Sobbry

Date: 10-14-09

Department Chair

Division Review by Dean

☐ Request for conditional approval

Recommendation ☒ Yes ☐ No

Dean's/Administrator's Signature [Signature]

Date: 10/15/09

Curriculum Committee Review

Recommendation

☐ Tabled

☒ Yes ☐ No

Curriculum Committee Chair's Signature [Signature]

Date: 11.3.09

Vice President for Instruction Approval

Approval ☒ Yes ☐ No ☐ Conditional

Vice President's Signature [Signature]

Date: 11/9/09

Do not write in shaded area.

Log File 10/16/09 ☐ Banner ☐ C&A Database ☐ C&A Log File ☐ Basic skills ☐ Contact fee ☐

Please return completed form to the Office of Curriculum & Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

Office of Curriculum & Assessment

Approved by Assessment Committee 10/06 (last update 2/09)

<http://www.wccnet.edu/departments/curriculum/>

MASTER SYLLABUS

***Complete ALL sections which apply to the course, even if changes are not being made.**

Course: CCC 200	Course title: Custom Auto Body Technician I
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Credit hours: 4 If variable credit, give range: _____ to _____ credits	Contact hours per semester: <table border="1"> <thead> <tr> <th></th> <th>Student</th> <th>Instructor</th> </tr> </thead> <tbody> <tr> <td>Lecture:</td> <td>60</td> <td>60</td> </tr> <tr> <td>Lab:</td> <td>45</td> <td>45</td> </tr> <tr> <td>Clinical:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Practicum:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Other:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Totals:</td> <td>105</td> <td>105</td> </tr> </tbody> </table>		Student	Instructor	Lecture:	60	60	Lab:	45	45	Clinical:	_____	_____	Practicum:	_____	_____	Other:	_____	_____	Totals:	105	105	Are lectures, labs, or clinicals offered as separate sections? ☐ Yes - lectures, labs, or clinicals are offered in separate sections ☒ No - lectures, labs, or clinicals are offered in the same section	Grading options: ☐ P/NP (limited to clinical & practica) ☐ S/U (for courses numbered below 100) ☒ Letter grades
	Student	Instructor																						
Lecture:	60	60																						
Lab:	45	45																						
Clinical:	_____	_____																						
Practicum:	_____	_____																						
Other:	_____	_____																						
Totals:	105	105																						

Prerequisites. Select one:

☒ College-level Reading & Writing

☐ Reduced Reading/Writing Scores

☐ No Basic Skills Prerequisite

(Add information at Level I prerequisite)

(College-level Reading and Writing is not required.)

In addition to Basic Skills in Reading/Writing:

Level I (enforced in Banner)

Course	Grade	Test	Min. Score	Concurrent Enrollment Can be taken together	Corequisites Must be enrolled in this class also during the same semester
<u>see below</u>	B	_____	_____	☐	_____
☐ and ☐ or _____	_____	_____	_____	☐	_____
☐ and ☐ or _____	_____	_____	_____	☐	_____
☐ and ☐ or _____	_____	_____	_____	☐	_____

Level II (enforced by instructor on first day of class)

Course	Grade	Test	Min. Score
_____	_____	_____	_____
☐ and ☐ or _____	_____	_____	_____
☐ and ☐ or _____	_____	_____	_____

Enrollment restrictions (In addition to prerequisites, if applicable.)

☐ and ☒ or Consent required

☐ and ☐ or Admission to program required

☒ and ☐ or Other (please specify):

Program: _____

Completion of the Auto Body Repair (CTAUBR) certificate program with a grade of "B" or better in each course.

Please send syllabus for transfer evaluation to:

Conditionally approved courses are not sent for evaluation.

Insert course number and title you wish the course to transfer as.

☐ E.M.U. as _____

☐ _____ as _____

☐ U of M as _____

☐ _____ as _____

☐ _____ as _____

☐ _____ as _____

Course CCC 200	Course title Custom Auto Body Technician I	
Course description State the purpose and content of the course. Please limit to <u>500</u> characters.	This course was created for students who are interested in pursuing a career in the specialty car market of hot rods, customs and concept vehicles. Students will build on skills in prerequisite courses to evaluate their skills, while learning the techniques and applications of custom car building. Students will learn to install and modify many aftermarket products such as hinge kits and remote door openers. Other areas of instruction will include custom speaker enclosures, interior modifications and the process used to achieve show car quality sheet metal fit and finish.	
Course outcomes List skills and knowledge students will have after taking the course. Assessment method Indicate how student achievement in each outcome will be assessed to determine student achievement for purposes of course improvement.	Outcomes (applicable in all sections)	Assessment Methods for determining course effectiveness
	1. Demonstrate the ability to install and modify multiple presentations of specialty car aftermarket parts.	Final Student Project (car)
	2. Determine and perform the correct procedures and techniques required for interior modification.	Final Student Project (car)
	3. Demonstrate the ability to manufacture and install custom speaker enclosures.	Final Student Project (car)
	4. Demonstrate the ability to achieve show car quality sheet metal fit and finish.	Final Student Project (car)
Course Objectives Indicate the objectives that support the course outcomes given above. Course Evaluations Indicate how instructors will determine the degree to which each objective is met for each student.	Objectives (applicable in all sections)	Evaluation Methods for determining level of student performance of objectives
	(Outcome 1) 1. Describe the procedures for modifying and installing multiple aftermarket specialty car parts. 2. Align and modify aftermarket parts to properly fit application. 3. Identify various procedures of aftermarket parts attachment. 4. Prepare surface. 5. Properly attach aftermarket parts to achieve proper fit and finish.	Test, quizzes and execution of project. Instructor review of student performance using NATEF checklist.
	(Outcome 2) 1. Describe the procedures for modifying interiors. 2. Demonstrate the ability to modify interiors.	Test, quizzes and execution of project. Instructor review of student performance using NATEF checklist.
	(Outcome 3) 1. Describe the procedures for producing and installing custom speaker enclosures. 2. Construct custom speaker enclosures. 3. Demonstrate the ability to install custom speaker enclosures.	Instructor review of student performance using NATEF checklist.
	(Outcome 4) 1. Describe the procedures to achieve show car quality sheet metal fit and finish 2. Demonstrate the ability to manipulate automotive sheet metal to achieve show car fit and finish.	Test, quizzes and execution of project. Instructor review of student performance.

List all new resources needed for course, including library materials.

Student Materials:

List examples of types Texts Supplemental reading Supplies Uniforms Equipment Tools Software		Estimated costs \$
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Equipment/Facilities: Check all that apply. (All classrooms have overhead projectors and permanent screens.)

Check level only if the specified equipment is needed for all sections of a course.

☐ Level I classroom

Permanent screen & overhead projector

☐ Level II classroom

Level I equipment plus TV/VCR

☒ Level III classroom

Level II equipment plus data projector, computer, faculty workstation

☐ Off-Campus Sites

☐ Testing Center

☐ Computer workstations/lab

☐ ITV

☐ TV/VCR

☐ Data projector/computer

☐ Other _____

Assessment plan:

Learning outcomes to be assessed (list from Page 3)	Assessment tool	When assessment will take place (semester & year)	Course section(s)/other population	Number students to be assessed
Demonstrate the ability to install and modify multiple presentations of specialty car aftermarket parts.	Final Student Project (car)	W/10 & every 3 years	All sections	All students in all sections
Determine and perform the correct procedures and techniques required for interior modification.	Final Student Project (car)	W/10 & every 3 years	All sections	All students in all sections
Demonstrate the ability to manufacture and install custom speaker enclosures.	Final Student Project (car)	W/10 & every 3 years	All sections	All students in all sections
Demonstrate the ability to achieve show car quality sheet metal fit and finish.	Final Student Project (car)	W/10 & every 3 years	All sections	All students in all sections

Scoring and analysis of assessment:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric/scoring guide.

The final project will be assessed using the NATEF checklist and the rubric below:

5 points = Excellent work done with no flaws and without help from instructor, follows safety requirements.

4 points = Above average work done with little to no flaws and with some help from instructor, follows safety requirements.

3 points = Average work done with few flaws and some help from instructor. Follows most safety requirements.

2 points = Either below average work or average work done with substantial help from instructor. Meets minimal safety requirements.

1 point = Failed to complete task or finished product not to code or student doesn't follow safety requirements.

2. Indicate the standard of success to be used for this assessment.

An overall class average of 3.5 or higher on the checklist.

3. Indicate who will score and analyze the data (data must be blind-scored).

Departmental chair and instructors will blind-score the student project (car) and analyze the checklist data.

4. Explain the process for using assessment data to improve the course.

We will review results to identify if there are areas of weakness or if course content updates are needed.