

MASTER SYLLABUS

Course Discipline Code & No: CCC 220
Effective Term Fall 2008

Title: Custom Auto Body Technician II

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

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.
☐ Course discipline code & number (was _____)*
*Must submit inactivation form for previous course.
☐ Course title (was _____)
☐ Course description
☐ Course objectives (minor changes)
☐ Total Contact Hours (total contact hours were: _____)
☐ Distribution of contact hours (contact hours were:
lecture: _____ lab _____ clinical _____ other _____)
☐ Pre-requisite, co-requisite, or enrollment restrictions
☐ Change in Grading Method
☐ 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
Faculty/Preparer

Signature

Date: 10/14/09

Dept. Chair Recommendation ☒ Yes ☐ No

Print: W. Gary Sobbery
Department Chair

Signature

Date: 10-15-09

Division Review by Dean

☐ Request for conditional approval

Recommendation ☒ Yes ☐ No

Dean's/Administrator's Signature

Date: 10/15/09

Curriculum Committee Review

Recommendation

☐ Tabled

☒ Yes

☐ No

Curriculum Committee Chair's Signature

Date: 11-03-09

Vice President for Instruction Approval

Approval ☒ Yes ☐ No ☐ Conditional

Vice President's Signature

Date: 11/9/09

Do not write in shaded area.

Log File 10/16/09 Ecopy ☐ 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/>

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

Course: CCC 220	Course title: Custom Auto Body Technician II
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Credit hours: 4 If variable credit, give range: _____ to _____ credits	Contact hours per semester: <u>Student</u>	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 & practical) ☐ S/U (for courses numbered below 100) ☒ Letter grades
	Instructor Lecture: 60 60 Lab: 45 45 Clinical: _____ Practicum: _____ Other: _____ Totals: 105 105		

Prerequisites. Select one:

☒ College-level Reading & Writing
 ☐ Reduced Reading/Writing Scores (Add information at Level I prerequisite)
 ☐ No Basic Skills 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)

	See below	_____	_____	_____	☐	_____
☐ 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 _____

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Course CCC 220	Course title Custom Auto Body Technician II	
Course description State the purpose and content of the course. Please limit to <u>500</u> characters.	In this class, emphasis will be placed on the student's ability to perform body work related procedures that help to achieve a suitable substrate for the application of a show quality paint job. Topics included are the removal of factory body imperfections such as stamping marks and spot weld seams. Techniques involved in shaving door handles, fine tuning of body panel gaps, and processes involved with the texture removal and surface preparation of plastics used in the automotive industry will also be covered. Instructors will also provide information on advanced paint operations such as "ghosting" of graphics, "smoking" of headlights/taillights and special sanding/buffing procedures as related to the final appearance of a custom car.	
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 remove factory stamping marks and spot weld seam imperfections.	Final Student Project (car)
	2. Demonstrate the ability to shave door handles.	Final Student Project (car)
	3. Determine and perform the correct procedures required for perfecting body panel gaps.	Final Student Project (car)
	4. Demonstrate the ability to prepare plastic textured parts for refinishing.	Final Student Project (car)
	5. Demonstrate the ability to produce ghosted graphics and smoked headlights/taillights.	Final Student Project (car)
	6. Demonstrate the ability to sand/buff a vehicle to achieve a custom car refinishing appearance.	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 removing factory stamping marks and spot weld seam imperfections. 2. Properly remove factory stamping marks and spot weld seam imperfections.	Test, quizzes and execution of project Instructor review of student performance using NATEF checklist
	(Outcome 2) 1. Describe the procedures for shaving door handles. 2. Demonstrate the ability to shave door handles.	Test, quizzes and execution of project Instructor review of student performance using NATEF checklist
	(Outcome 3) 1. Describe the procedures for perfecting body panel gaps. 2. Demonstrate the ability to perfect body panel gaps.	Test, quizzes and execution of project Instructor review of student performance using NATEF checklist
	(Outcome 4) 1. Describe the procedures for preparing plastic textured parts for refinishing. 2. Demonstrate the ability to prepare plastic textured parts for refinishing.	Test, quizzes and execution of project Instructor review of student performance using NATEF checklist
	(Outcome 5) 1. Describe the procedures for producing ghosted graphics and smoked headlights/taillights. 2. Demonstrate the ability to produce ghosted graphics and smoked headlights/taillights.	Test, quizzes and execution of project Instructor review of student performance using NATEF checklist

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	(Outcome 6) 1. Describe the procedures for sand/buff vehicle to achieve custom car refinishing appearance. 2. Demonstrate the ability to sand/buff vehicle to achieve custom car refinishing appearance.	Test, quizzes and execution of project Instructor review of student performance using NATEF checklist
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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 remove factory stamping marks and spot weld seam imperfections.	Final Student Project (car)	w/10 & every 3 years	All sections	All students in all sections
Demonstrate the ability to shave door handles.	Final Student Project (car)	w/10 & every 3 years	All sections	All students in all sections
Determine and perform the correct procedures required for perfecting body panel gaps.	Final Student Project (car)	w/10 & every 3 years	All sections	All students in all sections
Demonstrate the ability to prepare plastic textured parts for refinishing.	Final Student Project (car)	w/10 & every 3 years	All sections	All students in all sections
Demonstrate the ability to produce ghosted graphics and smoked headlights/taillights.	Final Student Project (car)	w/10 & every 3 years	All sections	All students in all sections
Demonstrate the ability to sand/buff a vehicle to achieve a custom car refinishing appearance.	Final Student Project (car)	w/10 & every 3 years	All sections	All students in all sections

Scoring and analysis of assessment:

Office of Curriculum & Assessment

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

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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 scored using a 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 review of the final student project.

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

Departmental chair and instructors will blind-score the project and analyze 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.