

MASTER SYLLABUS

Course Discipline Code & No: CCC 260 Title: Custom Auto Body Technician IV
 Effective Term Winter 2009

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
☐ Credit hours (credits were: _____) ☐ Objectives/Evaluation
☐ Other _____

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

Offer students training in the field of Customizing and close the gap on industry, NATEF and I-Car standards.

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: W. Gary Sobbry, Jr. Signature W. Gary Sobbry, Jr. Date: 1-28-08
 Faculty/Preparer

Print: W. Gary Sobbry, Jr. Signature W. Gary Sobbry, Jr. Date: 1-28-08
 Department Chair

Division Review by Dean
☒ Request for conditional approval
 Recommendation ☒ Yes ☐ No 1-30-08
 Dean's/Administrator's Signature Date

Curriculum Committee Review
 Recommendation _____
☐ Tabled ☐ Yes ☐ No _____
 Curriculum Committee Chair's Signature Date

Vice President for Instruction Approval
Roger M. Peloy
 Vice President's Signature Date: 1/31/08

Approval ☐ Yes ☐ No ☒ Conditional

Do not write in shaded area.
 Log File 1/31/08 Ecopy ☐ Banner 2/5 C&A Database 2/5 C&A Log File 2/5 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.

WGS
 -08

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

Course: <u>CCC 260</u>	Course title: <u>Custom Auto Body Technician IV</u>
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Credit hours: <u>6</u> If variable credit, give range: _____ to _____ credits	Contact hours per semester: <table style="width: 100%;"> <tr> <th></th> <th style="text-align: center;"><u>Student</u></th> <th style="text-align: center;"><u>Instructor</u></th> </tr> <tr> <td>Lecture:</td> <td style="text-align: center;"><u>75</u></td> <td style="text-align: center;"><u>75</u></td> </tr> <tr> <td>Lab:</td> <td style="text-align: center;"><u>75</u></td> <td style="text-align: center;"><u>75</u></td> </tr> <tr> <td>Clinical:</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Practicum:</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Other:</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Totals:</td> <td style="text-align: center;"><u>150</u></td> <td style="text-align: center;"><u>150</u></td> </tr> </table>		<u>Student</u>	<u>Instructor</u>	Lecture:	<u>75</u>	<u>75</u>	Lab:	<u>75</u>	<u>75</u>	Clinical:	_____	_____	Practicum:	_____	_____	Other:	_____	_____	Totals:	<u>150</u>	<u>150</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 & practica) ☐ S/U (for courses numbered below 100) ☒ Letter grades
	<u>Student</u>	<u>Instructor</u>																						
Lecture:	<u>75</u>	<u>75</u>																						
Lab:	<u>75</u>	<u>75</u>																						
Clinical:	_____	_____																						
Practicum:	_____	_____																						
Other:	_____	_____																						
Totals:	<u>150</u>	<u>150</u>																						

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
X and ☐ or <u>CCC 200</u>	<u>B</u>	_____	_____	☐	_____
☐ and ☐ or <u>CCC 220</u>	<u>B</u>	_____	_____	☐	_____
☐ 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 X or Consent required

☐ and ☐ or Admission to program required

☐ and ☐ or Other (please specify):

Program: _____

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 260	Course title Custom Auto Body Technician IV	
Course description State the purpose and content of the course. Please limit to <u>500</u> characters.	Students taking this course will continue to build on fundamental skills that they have developed in the construction of show quality automobiles. Various topics associated with the completion of a project car will be covered. These topics include, but are not limited to, final assembly, fit and finish, and final detailing of the project vehicle. In addition to these course objectives, students will aid in the development of a promotional plan for the vehicle, and help in the coordination of venue set up and display.	
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) THIS COUSE IS UP FOR CONDITIONAL APPROVAL ONLY PER ROGER PALAY. - W. GARY SOBBRY, JR.	Assessment Methods for determining course effectiveness THIS COUSE IS UP FOR CONDITIONAL APPROVAL ONLY PER ROGER PALAY. - W. GARY SOBBRY, JR.
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
List all new resources needed for course, including library materials.		
Student Materials:		
List examples of types Texts Supplemental reading		Estimated costs \$

Supplies Uniforms Equipment Tools Software		
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Equipment/Facilities: Check all that apply. (All classrooms have overhead projectors and permanent screens.)

Check level <u>only</u> if the specified equipment is needed for <u>all</u> sections of a course. ☐ Level I classroom Permanent screen & overhead projector ☐ Level II classroom Level I equipment plus TV/VCR X 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 _____
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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

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.
2. Indicate the standard of success to be used for this assessment.
3. Indicate who will score and analyze the data (data must be blind-scored).
4. Explain the process for using assessment data to improve the course.