



Outcome-based 18/SP Course Syllabus

Course Rubric Number Section: ABDR 1215 1002
Lecture-Lab-Credit: 1-2-2
CIP Code: 47.0603
Course Title: Vehicle Trim and Hardware
Course Description: A study of vehicle trim and glass service.
Prerequisites:
Co-requisites:
Course Meets: 1FC1 107 LEC T 11:00AM 11:55AM 1TTC 120 LAB T 01:00PM 02:55PM

Instructor: David Reed
Office Phone Number:
Email Address: ddreed@tstc.edu
Office Fax Number:
Building & Office Room Number:
Office Hours:

Approved by:	Date:
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Course Outcomes

- CO1:** Utilize tools for servicing interior trim with emphasis on shop safety practices
- CO2:** Utilize tools for servicing exterior trim with emphasis on shop safety practices
- CO3:** Utilize procedures for servicing interior trim with emphasis on shop safety practices
- CO4:** Utilize procedures for servicing exterior trim with emphasis on shop safety practices
- CO5:** Utilize tools for servicing glass with emphasis on shop safety practices
- CO6:** Utilize procedures for servicing glass with emphasis on shop safety practices

TSTC Grading Policy

(Grades for courses must be C or better)

Grade	Percent	Description	Grade Points
A	90-100	Excellent/Superior Performance Level	4
B	80-89	Above Required Performance Level	3
C	70-79	Minimum Required Performance Level	2
D	60-69	Below Required Performance Level	1
F	Below 60	Failure to meet Performance Requirements	0
IP	--	In Progress	
W	--	Withdrawal	0
CR	--	Credit	0
AUD	--	Audit of Course	0

See College Catalog for complete descriptions.

Competencies Rating Scale

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Rating Scale Key			
6	90+	Proficient	Student consistently performs the task accurately to industry standards without supervision.
5	80-89	Proficient	Student performs the task to industry standards with no supervision.
4	70-79	Proficient	Student performs the task to industry standards with little supervision. This is the minimum performance rating for STAR skill completion.
3	60-69	Exposed/Not Proficient	Student has been introduced to the task and can perform some of the tasks to industry standards.
2	50-59	Exposed/Not Proficient	Student has been introduced to the task, but cannot perform the task to industry standards.
1	0-49		Student was absent or did not complete assignment.

Campus Standard Policies

The [Student Handbook](#) contains valuable information on campus policies and procedures.

- Student Code of Conduct
- Student Drug and Alcohol Testing Policy
- Plagiarism

Disability Services

Any student who, because of a disability, may require special accommodations in order to meet the course requirements, should contact the Disability Services office, as soon possible, to make necessary arrangements. Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from the Disability Services office has been provided.

Abilene Campus

Susan Hash
Testing and Support Services
Abilene Main Campus Bldg. Rm. 112
325-734-3641

Breckenridge Campus

Lisa Langford
Testing and Advisement located in
The Main Building Rm. 106
254-559-7731

Brownwood Campus

Nicole Whitley
Testing and Advisement
Building 2 Rm. 120
325-641-5955

Fort Bend Campus

Georgeann Calzada
Industrial Technology Center Rm. 108
346-239-3422

Harlingen Campus

Corina De La Rosa
Disabilities Services
Student Support Services
Student Services Bldg. Rm. 216
956-364-4521

Marshall Campus

Annette Ellis
Administration and Admissions Rm. 150
909-923-3313

Sweetwater Campus

Misty Walden
Disabilities Services
Student Support Services
Lance Sears Building Rm. 140
325-236-8292

North Texas Campus

Amanda Warren
Student Services, Room 227
972-617-4724

Waco Campus

Marilyn Harren
Disabilities Services Office
Student Services Center Rm. 198
254-867-3600

Williamson County

Chemese Armstrong
Enrollment Services Rm. B113C
512-759-5907

Tutoring Statement

The Supplemental Instruction & Tutoring Program at TSTC offers free tutoring and academic support services to help you achieve your academic and career goals. You can access the Tutoring Schedule, as well as *MyTSTC Video Tutor Library*, by visiting: https://portal.tstc.edu/student/Student_Learning/Pages/Tutoring.aspx (*shortened link: goo.gl/Z9vJvY*). For more information, please contact Norma A. Salazar@ 956-364-4557.

Learning Resource Center

The purpose of the TSTC Learning Resource Center is to serve the TSTC Community and support academic, advanced, specialized and emerging programs, contributing to the educational and economic development of the State of Texas. You can access the Learning Resource Center page at <https://portal.tstc.edu/employee/Departments/operations/Pages/Learning%20Resource%20Center.aspx>

Resources

Textbooks & Publications:

Item	Title	Author	Publisher	Edition	ISBN
1	ABDR 1215 Vehicle Trim & Hardware	TSTC	TSTC		10412237

Tools, Materials:

Item	Resource	Quantity
1	NIOSH approved clear safety glasses	1
2	Scantrons Form NO. 882-E	4
3	3 Ring loose leaf binder	1
4	¼" Drive Socket Set (Metric & SAE)	1 set of each
5	Torx (Star) Bit Socket Set-T-10 through T-50	1
6	Screwdriver set-Phillips 1-3 and Slotted ¼"-3/8" assorted lengths	1
7	Metric/SAE Combination Wrench set; ¼"-7/8" and Metric 6mm-19mm	1
8	¼" Drive socket extension Set	1
9	Nylon Pry Bar Installer Kit	1
10	Tool Box	1

Grade Scheme		
Category Description		Category Value
lecture		33.33%
Assessment Label:	Assessment Description	Assessment Value
Lab Safety:	Safety Test	2.60%
SP2:	SP2 Safety Program	2.60%
Tools:	Tools Worksheet	2.60%
Fasteners :	Fasteners Worksheet	2.60%
TRM02:	I-CAR Intro Series: Removing and Installing Hardware Interior Trim	5.10%
TRM03:	I-CAR Intro Series: Removing and Installing Exterior Trim, Pinstripes, and Decals	5.10%
Mid Term Lecture :	Mid Term over TRM 02, TRM 03 and SP2	7.63%
Moveable Glass :	Test over Moveable Glass	5.10%
Category Description		Category Value
lab		33.33%
Assessment Label:	Assessment Description	Assessment Value
Fasteners and Tools:	Lab Test Fasteners and Tools	3.07%
Exterior Trim and Moldings:	Lab Test over Exterior Trim and Moldings	3.07%
Pinstripes and Decals:	Lab Test over Pinstripes and Decals	3.07%
Lab Performance Test Trim and Moldings:	Lab Performance Test over R&I interior and exterior trim and moldings.	3.07%
Glass:	Lab Test Over Glass	3.07%
Mid Term Lab:	Mid term Lab Test	9.00%
Lab Final :	Lab Final	9.00%
Category Description		Category Value
final		33.34%
Assessment Label:	Assessment Description	Assessment Value
FINAL EXAM:	Test over Week 1-14 course material.	33.34%
Total Assessment Percent		100.00%
Total Category Percent		100.00%
A = 100-90	B = 89-80	C = 79-70
		D = 69-60
		F = 59-0

Description of Graded Elements of the Course			
Assessment Label	Assessment Description/Course outcomes met	Assessment Value	% of Final Grade

		in Percent	
Mid Term Lecture	Mid Term over TRM 02, TRM 03 and SP2 Course outcomes met: CO1, CO2, CO3, CO4, CO5, CO6	7.63	7.63%
Mid Term Lab	Mid term Lab Test Course outcomes met: CO1, CO2, CO3, CO4, CO5, CO6	9.00	9.00%
Moveable Glass	Test over Moveable Glass Course outcomes met: CO1, CO2, CO3, CO4, CO5, CO6	5.10	5.10%
Glass	Lab Test Over Glass Course outcomes met: CO1, CO2, CO3, CO4, CO5, CO6	3.07	3.07%
Lab Final	Lab Final Course outcomes met: CO1, CO2, CO3, CO4, CO5, CO6	9.00	9.00%
FINAL EXAM	Test over Week 1-14 course material. Course outcomes met: CO1, CO2, CO3, CO4, CO5, CO6	33.34	33.34%
Lab Performance Test Trim and Moldings	Lab Performance Test over R&I interior and exterior trim and moldings. Course outcomes met: CO1, CO2, CO3, CO4, CO5, CO6	3.07	3.07%
TRM02	I-CAR Intro Series: Removing and Installing Hardware Interior Trim Course outcomes met: CO1, CO2, CO3, CO4, CO5, CO6	5.10	5.10%
TRM03	I-CAR Intro Series: Removing and Installing Exterior Trim, Pinstripes, and Decals Course outcomes met: CO1, CO2, CO3, CO4, CO5, CO6	5.10	5.10%
Lab Safety	Safety Test Course outcomes met: CO1, CO2, CO3, CO4, CO5, CO6	2.60	2.60%
SP2	SP2 Safety Program Course outcomes met: CO1, CO2, CO3, CO4, CO5, CO6	2.60	2.60%
Tools	Tools Worksheet Course outcomes met: CO1, CO2, CO3, CO4, CO5, CO6	2.60	2.60%
Fastners	Fasteners Worksheet Course outcomes met: CO1, CO2, CO3, CO4, CO5, CO6	2.60	2.60%
Fastners and Tools	Lab Test Fasteners and Tools Course outcomes met: CO1, CO2, CO3, CO4, CO5, CO6	3.07	3.07%
Exterior Trim and Moldings	Lab Test over Exterior Trim and Moldings Course outcomes met: CO1, CO2, CO3, CO4, CO5, CO6	3.07	3.07%
Pinstripes and Decals	Lab Test over Pinstripes and Decals Course outcomes met: CO1, CO2, CO3, CO4, CO5, CO6	3.07	3.07%
		100.00	100.00%

Course Schedule Statement:

This schedule is intended to give the student guidance in what may be covered during the semester and will be followed as closely as possible. However, the instructor reserves the right to modify, supplement, and make changes as the course needs arise.

The course week will be from
Monday, 8:00 a.m. through the following Monday, 7:59 a.m.

Course Schedule			
Unit/ Week	Unit Description/Objectives	Assessment Label:Description	Due Date
1	Week 1 : Introduction & Course Syllabus Requirements		
	<ul style="list-style-type: none"> Identify the required components of the course syllabus and discuss policies. 	TRM02: I-CAR Intro Series: Removing and Installing Hardware Interior Trim TRM03: I-CAR Intro Series: Removing and Installing Exterior Trim, Pinstripes, and Decals Lab Safety: Safety Test SP2: SP2 Safety Program	Week 7 Week 7 End of Class Week 7
2	Week 2 : Tools		
	<ul style="list-style-type: none"> Identify the various tools used in the collision repair facility. 	Tools: Tools Worksheet <i>Lab : Demonstrate removal process and thread restoration of hardware. Identify proper storage methods of parts and hardware</i>	In Class
3	Week 3 : Fasteners and Hardware		
	<ul style="list-style-type: none"> Identify the various fasteners used in body construction. 	Fastners : Fasteners Worksheet	In Class

	<ul style="list-style-type: none"> Identify methods for hardware removal with and without damaged heads 	
4	Week 4 : Exterior Trim and Moldings	
	<ul style="list-style-type: none"> Explain how exterior trim is removed and replaced using the proper tools and techniques. 	Fastners and Tools: Lab Test Fasteners and Tools End of Class <i>Each Group will R&I Decals, pinstripes, door panels, door handles, door mirror, belt moldings, seat, bumper, taillights, headlights, grille etc.</i>
5	Week 5 : Pinstripes and Decals	
	<ul style="list-style-type: none"> Describe types of pinstripes and decals. 	Exterior Trim and Moldings: Lab Test over Exterior Trim and Moldings End of Class <i>Each Group will R&I Decals, pinstripes, door panels, door handles, door mirror, belt moldings, seat, bumper, taillights, headlights, grille etc.</i>
6	Week 6 : Interiors	
	<ul style="list-style-type: none"> Identify interior trim and components. 	Pinstripes and Decals: Lab Test over Pinstripes and Decals End of Class <i>Each Group will R&I Decals, pinstripes, door panels, door handles, door mirror, belt moldings, seat, bumper, taillights, headlights, grille etc.</i>
7	Week 7 : Review	
	<ul style="list-style-type: none"> Review information discussed from Week1 through Week 6 	<i>Each Group will R&I Decals, pinstripes, door panels, door handles, door mirror, belt moldings, seat, bumper, taillights, headlights, grille etc. and high-mount stop lamps.</i>
8	Week 8 : Mid Term	
		Mid Term Lecture : Mid Term over TRM 02, TRM 03 and SP2 End of Class Mid Term Lab: Mid term Lab Test End of Class <i>Each Group will R&I Decals, pinstripes, door panels, door handles, door mirror, belt moldings, seat, bumper, taillights, headlights, grille etc.</i>
9	Week 9 : Movable Glass Overview	
	<ul style="list-style-type: none"> Identify moveable glass components Explain and demonstrate movable glass and replacement procedures. 	<i>Each Group will R&I Decals, pinstripes, door panels, door handles, door mirror, belt moldings, seat, bumper, taillights, headlights, grille, movable glass, etc.</i>
10	Week 10 : Side Door Glass	
	<ul style="list-style-type: none"> Explain operations and parts of movable side door glass. 	<i>Each Group will R&I Decals, pinstripes, door panels, door handles, door mirror, belt moldings, seat, bumper, taillights, headlights, grille, movable glass, etc.</i>
11	Week 11 : Rear Body Movable Glass	
	<ul style="list-style-type: none"> Determine the location and style of rear body movable glass. 	<i>Each Group will R&I Decals, pinstripes, door panels, door handles, door mirror, belt moldings, seat, bumper, taillights, headlights, grille, movable glass, etc.</i>
12	Week 12 : Sunroofs and Removable Glass Panels	
	<ul style="list-style-type: none"> Explain types of sunroofs and proper removal and replacement methods. 	<i>Each Group will R&I Decals, pinstripes, door panels, door handles, door mirror, belt moldings, seat, bumper, taillights, headlights, grille, movable glass, etc.</i>
13	Week 13 : Inspection and General Troubleshooting	
	<ul style="list-style-type: none"> Explain various methods of identifying and inspecting movable glass problems. 	Moveable Glass : Test over Moveable Glass End of Class Glass: Lab Test Over Glass End of Class <i>Each Group will R&I Decals, pinstripes, door panels, door handles, door mirror, belt moldings, seat, bumper, taillights, headlights, grille, movable glass, etc.</i>

14	Week 14 : Review	<ul style="list-style-type: none"> Review course information for final comprehensive exam. 	Lab Final : Lab Final <i>STUDY FOR FINAL EXAM IN WEEK 15</i>	End of Class Week 14
15	Week 15 : Award Ceremony and BBQ		FINAL EXAM: Test over Week 1-14 course material. <i>Lab : Organize and clean lab areas used.</i> Lab Performance Test Trim and Moldings: Lab Performance Test over R&I interior and exterior trim and moldings.	End of Class Week 15 End of Class Week 15

Course Policies

Safety Procedures:

Students are required to participate in a safety lecture prior to performing in the laboratory portion of the course. A written test will be given to each participating student covering the presented safety materials. Students must complete the safety with 100% accuracy prior to receiving lab assignments.

All lecture and laboratory safety rules and regulations will be followed in every detail. Failure to comply with this policy will result in dismissal from class until further notice.

Acceptance Attire:

- NIOSH approved with clear safety glasses will be worn at all times
- Full-toed shoes (no slippers, sandals, flip-flops, or bare feet)
- Full length pants (must extend past ankles)
- Pants must fit around waist within 3 inches of belly button
- Shirts (no sleeveless or tank tops)
- Shirts with and without buttons can be worn with instructor approval on neck opening exposure
- Clothing must be reasonably snug fitting (not excessively loose, baggy, torn)
- Inappropriate slogans on clothing are not acceptable.
- Jogging clothes, sweats, or warm-ups are not acceptable.
- Acceptable headgear: ball caps or bump caps (**No** do-rags, bandanas or shower caps)
- The Instructor has the final authority concerning matters of dress

Classroom and Lab Behaviors:

- Smoking in classrooms, laboratories and shops are prohibited
- Smoking is permitted only in designated areas
- Smoking is prohibited within 20 feet of a building, when permitted.
- Smoking is prohibited within the fenced area surrounding the ACM and CAT Labs.
- The consumption of drinks, candy and other food items is restricted to lounge areas
- Eating or drinking in laboratories are hazardous because of the toxic nature of lab materials being handled
- No horseplay at any time
- Be responsible – Be a professional

Auto Collision and Management Participation Policy:

A student is expected to attend and participate during the scheduled period of instruction (lecture and lab). This begins with the first scheduled class day of the term and continues to the last scheduled class day of the term. The student who chooses to consistently participate in class discussions and activities sets themselves to be highly successful. The class and lab activities are designed to develop skills necessary to thrive in the collision repair industry. Skills can only be developed by discovery, observed demonstration, time to try and time to increase neurological and muscle growth. Each student has purchased and set aside time to develop knowledge and skills to be successful in this industry. Make every effort to get everything possible from this time.

If a student happens to complete assigned objectives ahead of schedule the instructor and the lead instructor/department chair will discuss and plan activities to continue the growth of these skills. Take advantage of every opportunity to grow as a technician. The Auto Collision Department is dedicated to developing highly trained entry level technicians with the skills and knowledge to advance at a rapid pace.

But, life happens. In these situations handle it properly. Students should call in and leave word with the instructor or someone in the office. If possible let the instructor know beforehand, so he can work with you and be better prepared to help keep you caught up. Schedule appointments outside of class time when possible. Provide documentation of the events when possible so that accurate records are kept and integrity is never questioned. Make sure to take responsibility of any make up work and adjust lab work to meet project deadlines. Always be honest and straight forward. When life happens, work through it.

Instructor's Participation Policy:

A student is expected to attend and participate during the scheduled period of instruction (lecture and lab). This begins with the first scheduled class day of the term. The student who chooses to consistently participate in class discussions and activities sets themselves to be highly successful. The class and lab activities are designed to develop skills necessary to thrive in the collision repair industry. Skills can only be developed by discovery, observed demonstration, time to try and time to increase neurological and muscle growth. Each student has purchased and set aside time to develop knowledge and skills to be successful in this industry. Make every effort to get everything possible from this time.

But, life happens. In these situations handle it properly. Call in and leave word with the instructor or someone in the office. Let the instructor know beforehand so he can work with you and be better prepared to help keep you caught up. Schedule appointments outside of class time when possible. Provide documentation of the events when possible so that accurate records are kept and integrity is never questioned. Make sure to take responsibility of any make up work and adjust lab work to meet project deadlines. Always be honest and straight forward. When life happens, work through it.

Instructor's Non-Participation Policy:

A student is expected to attend and participate during the scheduled period of instruction (lecture and lab). This begins with the first scheduled class day of the term. A student deemed a non-participant for more than 10% of the lecture OR 10% of the lab periods, regardless of grades earned on assignments, will have to repeat the course.

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This class meets two (1) hours for lecture and three (2) hours for lab each week for 15 weeks. So, 15 hours for lecture and 30 hours for lab are the hours for this class. 10% of the lecture is 1.5 hours (that's just 1 ½ lectures) and 10% of the lab is 3 hours.

A student will earn non-participation deductions for failing to be on time, present and failing to participate in the Lecture or Lab activities. So, if you sleep in class, stand around and talk, sit around and wait on "Break Time", sit on a bucket and lean your head on your lab project, hide in less visible areas, just "do nothing" etc., you will be notified and a non-participation credit will be added to your non-participation record.

Late Work/Test Policies:

All students are required to be present for class. However, unexpected circumstances will occur. If a student has an excused absence, death or illness in the immediate family, the student must notify the instructor of record immediately. If a test is missed, the instructor has to give permission for make-up. The missed test must be made up before the next scheduled period of instruction.

An excused absence only allows for make-up of missed assignments or test. The absence is recorded.

Assignments are due at the beginning of class of the set due date. Late assignments will not be accepted and a grade of "zero" will be earned for said assignment. Students who prior contacted the instructor may be considered excused.

Pop tests:

Can be given at any time by the instructor and are not make up items.

Exemptions:

Students can be exempted from a final exam if:

- A. Lecture average is 90 or above
- B. Attendance is perfect
- C. Assignments are completed and turned in
- D. Projects are complete

Cell Phone Policy:

Cell phones may not be brought into the classroom or lab as they are unsafe and disruptive to the environment.

Anyone failing to adhere to this policy will be dismissed from class and issued a non-participation grade (absence) for that period of instruction.

Departmental Awards Ceremony/Cleanup Policy:

Each student is expected to participate in the awards ceremony and cleanup activities once the date has been identified.

Student's final exam grade is dependent upon their participation at these functions. One half (½) of the final exam grade for the course is participation. One half (½) of the final exam grade is completing the final exam for the course.

Students with unexpected circumstances can be excused by the department chair only. TSTC school calendar identifies the end of the semester. Student break begins the day after.