



# Atlantic Technical College Automotive Collision Technology Technician Program Syllabus 2022-2023



<b>Instructor Name:</b> Mr. Michael Hartwell <b>Department Name:</b> Automotive <b>Office/Classroom Location:</b> Bldg. 15 Room 253 <b>Phone Number:</b> 754-321-5126 <b>Email Address:</b> Michael.Hartwell@browardschools.com	<b>Instructor Office Hours:</b> <b>M-F:</b> 1:50 PM – 3:50 PM (By appointment only)
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<b>Student Hours:</b> <b>Monday – Friday</b> 7:05 AM to 1:50 PM (Adults)  7:05 AM to 10:05 AM (High School 11 <sup>th</sup> Graders)  <b>Lunch:</b> 10:05 AM to 10:35 AM <b>Break:</b> 10:35 AM to 10:50 AM  10:50 AM to 1:50 PM (High School 12 <sup>th</sup> Graders)  <i>NOTE: All students are expected to be present during their entire scheduled class time(s). All classroom breaks will occur on an "as needed" basis. The wall clock in the classroom will serve as the official time.</i>	<b>Program Name:</b> Automotive Collision Technology Technician <b>Career Cluster:</b> Transportation, Distribution and Logistics																								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%; padding: 5px;">OCPs</th> <th style="width: 60%; padding: 5px;">Course Number / Title</th> <th style="width: 30%; padding: 5px;">Course Length</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">A</td> <td style="padding: 5px;">ARR0140/Automotive Collision Repair and Refinishing Helper/Assistant</td> <td style="text-align: center; padding: 5px;">150 hours</td> </tr> <tr> <td style="text-align: center; padding: 5px;">B</td> <td style="padding: 5px;">ARR0141/Automotive Collision Refinishing Technician</td> <td style="text-align: center; padding: 5px;">450 hours</td> </tr> <tr> <td style="text-align: center; padding: 5px;">C</td> <td style="padding: 5px;">ARR0312/Non-Structural Damage Repair Technician</td> <td style="text-align: center; padding: 5px;">300 hours</td> </tr> <tr> <td style="text-align: center; padding: 5px;">D</td> <td style="padding: 5px;">ARR0022/Damage Analysis and Estimating</td> <td style="text-align: center; padding: 5px;">75 hours</td> </tr> <tr> <td style="text-align: center; padding: 5px;">E</td> <td style="padding: 5px;">ARR0112/Automotive Collision Welding, Cutting and Joining</td> <td style="text-align: center; padding: 5px;">75 hours</td> </tr> <tr> <td style="text-align: center; padding: 5px;">F</td> <td style="padding: 5px;">ARR0295/Structural Damage Repair Technician</td> <td style="text-align: center; padding: 5px;">350 hours</td> </tr> <tr> <td colspan="2" style="padding: 5px;"></td> <td style="text-align: center; padding: 5px;"><b>1400</b> total hours (full-time, including summer)</td> </tr> </tbody> </table>	OCPs	Course Number / Title	Course Length	A	ARR0140/Automotive Collision Repair and Refinishing Helper/Assistant	150 hours	B	ARR0141/Automotive Collision Refinishing Technician	450 hours	C	ARR0312/Non-Structural Damage Repair Technician	300 hours	D	ARR0022/Damage Analysis and Estimating	75 hours	E	ARR0112/Automotive Collision Welding, Cutting and Joining	75 hours	F	ARR0295/Structural Damage Repair Technician	350 hours			<b>1400</b> total hours (full-time, including summer)
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<b>Technical College Policy/Adult Student Attendance:</b> <ul style="list-style-type: none"> <li>A student must be withdrawn after being absent for six (6) consecutive days.</li> <li>Two (2) additional absences may be allowed under certain circumstance with appropriate documentation.</li> <li>Please refer to the Broward Technical College Student Handbook for postsecondary students: <a href="http://www.atlantictechcollege.edu/atc-student-handbook/">http://www.atlantictechcollege.edu/atc-student-handbook/</a></li> </ul>
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**Magnet High School/Attendance Policy:**

A student who has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, may be exhibiting a pattern of non-attendance (F.S.1003.26 (1) (b)) and the School Board of Broward County, Policy 5.5.

**Required Book(s) and/or Online Access**

Available for purchase at the ATC Bookstore:

- Auto Collision and Repair and Refining Package 3<sup>rd</sup> Edition (Adult Students)  
ISBN# 978-1-64564-684-6
- Uvex Anti-Fog Safety Glasses (Adult & High School Students)

**Required Materials/Supplies**

Purchased from ATC Bookstore:

- Notebooks
- Writing Utensils (pen and pencil)
- Pocket Flashlight

**ADULT STUDENTS:** *All required books and some materials/supplies can be purchased from the school bookstore. Stop by during operational hours for pricing & purchasing information. All other required materials / retail supplies not available at the bookstore need to be purchased elsewhere. All required books and required materials/retail supplies need to be obtained prior to the start of the program.*

**HIGH SCHOOL STUDENTS:** *Students receive required material listed above with the exception of safety glasses. High School students are responsible for the care and return of all the required books and required materials/supplies on loan and will be issued an obligation for damaged or missing books and/or materials/supplies. Some of the required materials/supplies can be purchased from the school bookstore. Stop by during operational hours for pricing & purchasing information.*

**Grading System:**

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

**Additional Program Specific Grading Information:**

- Lab Performance 40%
- Tests 20%
- ASE Task 40%

**Online Course Grading Policy:**

Not Applicable

**View Your Grades:**

**Grades can be viewed online by following the directions below:**

1. Go to <https://browardfocus.com> (access FOCUS using Chrome, Firefox or Safari)
2. Student ID which is on your student schedule.
3. Passcode: Student's date of birth formatted as PMM/DD/YYYY.  
*Two digits for the month, two digits for the day and Four digits for the year.*

**Classroom/Lab Rules:**

1. Must complete safety course and pass the safety test with a 90% or better before working in shop.
2. Must wear safety glasses at all times when in shop.
3. Do not use equipment if you have not been trained to use it correctly.
4. Must have proper shop clothing to work (no flip flops, loose fitting clothing, etc.)
5. Clean any oil spills immediately.
6. Do not distract anyone who is working on a project.
7. No running or throwing things
8. All vehicles in the shop must have a repair order before work can begin.
9. The keys of any vehicle in the shop will be given to the instructor and not returned until the vehicle has been cleared by the instructor.
10. Be aware of what is going on around you at all times.
11. All electronic devices must be silent and out of sight during instructional time. This includes cell phones, earbuds, smartwatches, headphones, mp3 players, etc. The school and/or teacher are not responsible for lost or stolen devices/personal belongings of any kind.

**Please Note:** Working in the shop is a privilege that can be revoked if these rules are not followed.

**ASE Industry Credentials:**

B2 Painting & Refinishing  
 B3 Non-Structural Analysis & Damage  
 B4 Structural Analysis & Damage Repair  
 B5 Mechanical & Electrical Components  
 B6 Damage Analysis & Estimating Certification  
 Students are eligible to take all five (5) ASE tests (B2 - B6).

Exam Fee is \$47 per Computer - based test.  
 Registration Fee is \$34 per registration.  
 Students may take more than one exam at a time.  
 ASE tests are given off-site.  
 Maximum cost per Computer - based testing is \$81.

**Outstanding Student Recognition Information:**

A gold seal will be applied to a Program Completion Certificate or an Applied Technology Diploma if the student has earned a 3.5 GPA or higher in their Career and Technical Education (CTE) classes.

**Program Name:** Automotive Collision Repair and Refinishing

**Course Number:** ARR0140

**Course Name:** Automotive Collision Repair and Refinishing Helper/Assistant

**Occupational Completion Point:** A

**Intended Outcomes:**

1. Proficiently explain and apply required shop and personal safety tasks relating to the automotive collision industry.
2. Explain and apply required tasks associated with the proper use and handling of tools and equipment relating to the automotive collision industry.
3. Demonstrate proficiency in preparing vehicle for routine pre/post maintenance and customer services.

**Course Number:** ARR0141

**Course Name:** Automotive Collision Refinishing Technician

**Occupational Completion Point:** B

**Intended Outcomes:**

4. Explain and apply safety precautions; surface preparation; spray gun and related equipment operation; paint mixing, matching and applying; paint defects (causes and cures); and final detailing.

**Course Number:** ARR0312

**Course Name:** Non-Structural Damage Repair Technician

**Occupational Completion Point:** C

**Intended Outcomes:**

5. Explain and apply safety precautions; preparation; outer body panel repairs, replacements, and adjustments; metal finishing and body filling; movable glass and hardware; plastics and adhesives; electrical; and brakes.

**Course Number:** ARR0022

**Course Name:** Damage Analysis and Estimating

**Occupational Completion Point:** D

**Intended Outcomes:**

6. Explain and apply safety precautions; damage analysis; estimating; vehicle construction and parts identification; and customer relations and sales skills.

**Course Number:** ARR0112

**Course Name:** Automotive Collision Welding, Cutting and Joining

**Occupational Completion Point:** E

**Intended Outcomes:**

7. Explain and apply safety precautions; metal welding, cutting, and joining.

**Course Number:** ARR0295

**Course Name:** Structural Damage Repair Technician

**Occupational Completion Point:** F

**Intended Outcomes:**

8. Explain and apply safety precautions; frame inspection and repair; unibody and unitized structure inspection, measurement, repair; fixed glass; steering and suspension; heating and air conditioning; cooling systems; drive train; fuel, intake and exhaust systems; and restraint systems

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Education Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.