



Atlantic Technical College

Automotive Collision Technology Technician

Program Syllabus 2025-2026



Instructor Name: Mr. Michael Hartwell
Department Name: Transportation, Distribution & Logistics
Office/Classroom Location: Bldg. 15 Room 253
Phone Number: 754-321-5126
Email Address:
Michael.Hartwell@browardschools.com

Instructor Office Hours (M-F):
1:50pm-3:50pm
(By appointment only)

Student Hours:

Monday – Friday 7:05
AM to 1:50 PM
(Adults)

7:05 AM to 10:10 AM
(High School 11th Graders)

Lunch: 10:10 AM to 10:40 AM
Break: 10:40 AM to 10:50 AM

10:50 AM to 1:50 PM
(High School 12th Graders)

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.

Program Name: Automotive Collision Technology Technician
Career Cluster: Transportation, Distribution and Logistics

OCPs	Course Number/Title	Course Length
A	ARR0140 Automotive Collision Repair and Refinishing Helper/Assistance	150 Hours
B	ARR0141 Automotive Collision Refinishing	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
		1400 total hours (fulltime, including summer)

ATTENDANCE:

For Postsecondary (Adult) Students: Excessive absences or tardies can lead to involuntary withdrawal from the program. Reentry will require referral to the program counselor or administrator.

To minimize class disruption, if a student is out of class for an excessive period as identified by the instructor, that student will be marked absent for the day for attendance and grading purposes. Additional school attendance rules are as follows:

- A student must be withdrawn after being absent for six (6) consecutive days.
- Two (2) additional absences may be allowed under certain circumstances with appropriate documentation.
- For Post-Secondary students there are no excused absences.

Please refer to the Student Handbook for postsecondary students. [ATC Student Handbook](#)

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 S.S.

Required Book(s) and/or Online Access Available for purchase at the ATC Bookstore:

- Auto Collision and Repair and Refining Package 3rd Edition (Adult Students) ISBN# 978-1-64564-684-6

Required Materials/Supplies Purchased from ATC Bookstore:

Notebooks
Writing Utensils (pen and pencil)
Pocket Flashlight
UVEX Anti Fog Safety Glasses

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 Scale:

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

Additional Program Specific Criteria:

Grading Categories

Employability Skills	30%
Daily Assignments & Lab Tasks	30%
Tests	40%

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. Password- student's date of birth formatted as PMM/DD/YYYY.
Capital P- 2 digits for the month- 2 digits for the day- 4 digits for the year.

Classroom/ Lab Rules:

1. Must complete module 1safetycourse 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 (no flip flops, loose fitting clothing, etc.) at all times
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.

Industry Credentials:

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 \$56 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 \$90.

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.

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

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