



# TEXAS SOUTHMOST COLLEGE



**Student Handbook  
2018-2020**

# **Auto Body Repair Student Handbook**

**Name** \_\_\_\_\_

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# General Information

## A Message to the Students

Welcome to the Texas Southmost College **Auto Body Repair Program**. This handbook has been compiled to help familiarize you with the policies utilized by this program as well as available student services.

**The Auto Body Repair Program Student Handbook** pertains to students that have been admitted to that program and is a supplement to the Texas Southmost College Student Handbook. The Vice-President of Instruction and Student Services is the chief administrator for academic/non-academic policies and procedures.

It is through the spirit of cooperation and communication that students and faculty members share a common goal of learning. In this profession, competence is developed through diligence, determination, and patience in the practicum environment as well as the classroom.

The Degree Plan for Auto Body Repair has been designed to provide the student with a well-rounded curriculum.

Please remember that you, the student, are the most important asset of this program. Your suggestions are welcomed, appreciated, and may be submitted at any time to the Advisory Committee of this program or directly to the Program Faculty.

## Non-Discrimination Statement

Texas Southmost College Auto Body Repair Program is non-discriminatory in regard to race, creed, color, sex, age, handicap, and national origin. No otherwise qualified handicapped individual in the United States as defined shall, solely by reason of his handicap be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

## Mission of the Institution

The mission of Texas Southmost College (TSC) is to transform our communities through innovative learning opportunities.

## Role and Scope

Texas Southmost College's mission is guided by our commitment to provide:

- University transfer, career, and technical programs leading to an associate degree or certificate along with courses specializing in college preparatory and developmental education, workforce

training, adult literacy, and continuing education to support the evolving needs of citizens, industry, and economic development initiatives within Cameron and Willacy Counties.

- High-quality instruction and learning opportunities in the classroom, online, and through other delivery methods; a supportive and innovative faculty and staff; appropriate technology, equipment, and learning resources; and advising and assessment services to promote transfer to a four-year baccalaureate institution, entry or advancement in the workforce, or lifelong learning.
- A learning-centered, service-oriented environment that celebrates diversity and inclusion; facilitates growth and development; fosters social responsibility, critical thinking, communication, and innovation; and empowers and engages students, faculty, and staff to achieve personal and professional goals.
- Institutional effectiveness that embraces individual accountability, data-driven decision-making, change, and an unending pursuit of excellence.

## **Institutional Accreditation**

Texas Southmost College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificate and associate degrees.

# Program Information

## Auto Body Repair Program Contact Information

### Auto Body Repair Instructors

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### Administrative Assistant- Career and Technical Education

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### Dean of STEM-CTE Division

Mr. Murad Abusalim Ph.D.

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956-295-3568

## Mission of the Program

Consistent with the mission of Texas Southmost College the faculty of the Auto Body Repair Program is committed to provide high quality, accessible and affordable education tailoring the needs of the community.

## Program Outcomes (Goals)

Graduates of the Auto Body Repair Technology Program will be able to:

**Goal 1** - Perform, develop, and demonstrate knowledge and skills in the Auto Body Industry.

**Goal 2** - Apply and understand personal and the necessary environmental safety procedures.

**Goal 3** - Utilize proper industry refinishing, body shop tools and appropriate techniques.

**Goal 4** - Understand the standards and terminology used in the ABDR field.

## Program Description

The Auto Body Repair Program at Texas Southmost College offer a two-semester Body Repair Specialist Certificate. Upon completion of this certificate, a graduate should be able to enter the Auto Body Collision industry as an entry-level technician.

The Certificate prepares students for positions in the Auto Body Collision industry by providing hands-on training specializing in the use or repair of steel, plastic, fiber reinforced plastics, aluminum, welding, structural analysis, estimates, computerized measuring systems, surface preparation, bed lining, steering and suspension, electrical/mechanical, and refinishing.

Throughout the training, the Program reinforces technical training and safety procedures by implementing the Inter-Industry Conference on Auto Collision Repair Professional Development Program Education Edition (I-CAR PDP-EE), and industry standard curriculum that is aligned with Workforce Education Course Manual (WECM).

## Qualifications for Applicants

Admission to TSC is sufficient to be admitted in the Auto Body Repair Program. For admission requirements at TSC, Please contact the Admission and Records at TSC for college admission requirements at (956)-295-3600. For information, visit the Admission and Records Office website at <http://www.tsc.edu/index.php/admissions-and-records.html>

## Student Work Policy

As in all Career and Technical Education Programs at Texas Southmost College, working full-time while enrolled in a program is difficult and not recommended since work schedules generally conflict with class and or/practicum rotations. Should a student be employed in any facility that is an affiliate of the program, they may do so only during times where it does not involve or conflict with program activities. Additionally, should a student be employed by a facility where practicum rotation is normally

conducted, they may not use “employer time” to substitute for program practicum requirements.

## **Behavioral Conduct**

TSC Auto Body Repair students representing Texas Southmost College are expected to conduct themselves in such a manner as to reflect favorably upon themselves and the program. Every effort is taken to provide for all students an academic environment that is conducive to academic endeavors, social growth, and individual self-discipline. The College expect students eligible to perform at the College level are familiar with the ordinary rules governing proper conduct and that they will observe these rules as a matter of training and habit (See TSC Student Handbook Discipline Code/Sanctions).

## **Classroom Conduct**

Classroom activities (didactic and laboratory) are an essential part of Auto Body Repair Program courses. Although instructors strive to establish an informal classroom environment, Students must conduct themselves in a manner that continues to facilitate learning. Students are expected to:

1. Come to class prepared for the scheduled subject or activities
2. Behave in a manner that does not interrupt classroom or laboratory activities. Examples of disruptive behavior include frequent tardiness, leaving early, private conversations during class, and inappropriate or offensive behavior.
3. Ensure that cellular telephones, radios and pagers do not disrupt the classroom or laboratory activities. Students are expected to ensure that the activation of these devices does not disrupt classroom, laboratory, or clinical activities.

## **Attendance**

Students are encouraged to attend 100% of the scheduled class sessions; otherwise, it is the student’s responsibility to acquire any missed information and schedule make-ups, where applicable. The Auto Body Repair Program require students to attend classes punctually and regularly so that the learning objectives of the course may be accomplished. In each semester, the assessment of absences begins the first day of class.

## **Liability Insurance**

All students in the Auto Body Repair program are required to have professional liability insurance. This insurance is provided on a group basis and the cost for the professional liability insurance is included in the fees paid in which a practicum course is required.

## **Grievance Procedure**

The intention of the student grievance policy procedure at TSC is to assure the aggrieved student of due process in the disposition of the grievance or complaint. While the procedure will not guarantee the student that the result will be totally satisfactory, the college intends for the procedure to provide sufficient options for resolution of the matter. The procedure for filing a grievance can be found in the official TSC Undergraduate Catalog.

## **Student Records**

As a student at Texas Southmost College, your education record information is protected by FERPA. The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that requires Texas Southmost College to treat your education records in a legally specified manner.

## **Technical Standards (Essential Functions)**

An Auto Body Repair student must possess motor and visual skills that would enable him/her to meet program objectives and perform job duties required in the profession. Specifically, the students:

1. Must have a valid driver's license.
2. Have the ability to lift and move at least 30 pounds

## **Required Supplies and Materials**

An Auto Body Repair student will need the following items:

1. Textbooks
2. Notebook
3. Pens/ Pencils
4. Class uniform
5. Hand tools assortment
6. Welding Kit
7. Starter Kit
  - a. Safety Glasses
  - b. Mixing Boards
  - c. Spreaders
  - d. Paint Respirator
  - e. Paint Suit
  - f. Squeegee
  - g. Milton 727 air adaptor
  - h. Air Blow Gun (OSHA Approved)
  - i. Particle Masks
  - j. Sanding Block
  - k. Solvent Resistant gloves

## **Classrooms/Lab**

Auto Body Repair Program Lecture and Lab courses are taught at the Auto Body Repair Shop at the ITEC. Specific courses schedules are published in the TSC course schedule per semester.

# Curriculum and Course Description

## Certificate of Proficiency -Level One (CERT1. ABDR.BODSP 2018-2019)

### Auto Body Repair Technology Body Repair Specialist Certificate of Proficiency – Level One

Texas Southmost College  
Division of Science, Technology, Engineering &  
Technology/Career & Technical Education

Upon completion of this certificate, the student should be able to enter the automotive industry as an entry level technician. Prepared for the automotive industry this student should be able to utilize appropriate safety procedures, perform tasks included in the degree plan to determine extent of repair, and demonstrate proficiency in removal and installation techniques.

| <b>FIRST SEMESTER</b>                                  | <b>CREDIT HOURS</b> |
|--|---------------------|
| ABDR 1301 Auto Body Repair and Repainting .....        | 3                   |
| ABDR 1419 Basic Metal Repair .....                     | 4                   |
| ABDR 1203 Vehicle Design and Structural Analysis ..... | 2                   |
| ABDR 1315 Vehicle Trim and Hardware.....               | 3                   |
| ABDR 1307 Collision Repair Welding.....                | 3                   |

| <b>SECOND SEMESTER</b>   |   |
|--|---|
| ABDR 1431 Basic Refinishing .....  | 4 |
| ABDR 1455 Non-Structural Metal Repair.....                                       | 4 |
| ABDR 1441 Structural Analysis and Damage Repair I.....                           | 4 |
| ABDR 2389 Internship – Autobody/Collision and Repair Technology/Technician ..... | 3 |

### **TOTAL CREDIT HOURS FOR GRADUATION - 30**

A minimum grade of “C” must be obtained in each (ABDR) course required in the certificate plan.

# Course Description

## **ABDR-1203 - Vehicle Design and Structural Analysis**

An introduction to the collision repair industry with emphasis on safety, professionalism, and vehicle structural design. Lec 1, Lab 4, Cr 2

## **ABDR-1301 - Autobody Repair and Repainting**

An introduction to the use of hand and power tools, techniques of metalworking, body preparation, plastic fillers, fiberglass and SMC repair, sanding, and application of primers with emphasis on shop safety practices. Lec 1, Lab 6, Cr 3

## **ABDR-1307 - Collision Repair Welding**

A study of collision repair welding and cutting procedures. Lec 1, Lab 6, Cr 3

## **ABDR-1315 - Vehicle Trim and Hardware**

A study of vehicle trim and glass service. Lec 1, Lab 6, Cr 3

## **ABDR-1327 - Suspension Systems**

A basic study of steering components and suspension systems, related tools and equipment, and individual system components. This course also includes emphasis on diagnostic services on chassis, front suspension, and manual and power steering systems. Prerequisites: ABDR 2402, ABDR 1455, ABDR 1442. Lec 1, Lab 7, Cr 3

## **ABDR-1331 - Basic Refinishing**

An introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Emphasis on surface preparation, masking techniques, and refinishing of replacement parts. Prerequisites: ABDR 1301, ABDR 1419, ABDR 1203, and ABDR 1315. Lec 2, Lab 7, Cr 4

## **ABDR-1349 - Automotive Plastic and Sheet Molded Compound Repair**

A comprehensive course in repair of interior and exterior plastics including the use of various types of adhesives. Prerequisites: ABDR 1441, ABDR 1458, ABDR 2451. Lec 2, Lab 4, Cr 3

## **ABDR-1419 - Basic Metal Repair**

Covers basic metal principles and working techniques including proper tool usage and product application. Lec 2, Lab 7, Cr 4

## **ABDR-1431 - Basic Refinishing**

An introduction to current products, shop safety, and equipment used in the automotive refinishing industry. Emphasis of surface preparation, masking techniques, and refinishing of replacement parts. Lec 2, Lab 6, Cr 4

**ABDR-1441 - Structural Analysis and Damage Repair I**

Training in the roughing and shaping procedures on automotive sheet metal necessary to perform body repairs. Emphasis on the alignment of component parts such as doors, hood, front-end assemblies, and deck lids. Lec 2, Lab 6, Cr 4

**ABDR-1442 - Autobody Structural Analysis and Damage Repair II**

This course covers continuation of skill development in general repair and replacement procedures for damaged structural parts and collision damage. Prerequisites: ABDR 1203, ABDR 1331, ABDR 2441, ABDR 1419. Lec 2, Lab 7, Cr 4

**ABDR-1455 - Non-Structural Metal Repair**

Demonstrate sheet metal repair skills using mechanical and hydraulic equipment. Emphasis on attachment devices used to straighten and align exterior body panels. Lec 2, Lab 6, Cr 4

**ABDR-1458 - Intermediate Refinishing**

Training in mixing and spraying of automotive topcoats. Emphasis on formula ingredient, reducing, thinning, and special spraying techniques. Introduction to partial panel refinishing techniques and current industry paint removal techniques. Prerequisites: ABDR 1203, ABDR 1331, ABDR 2441, ABDR 1419. Lec 2, Lab 8, Cr 4

**ABDR-2345 - Vehicle Safety Systems**

Theory and operation of air bags and other passive and non-passive restraint systems including automotive anti-lock systems and diagnostic methods used in the collision repair industry. Prerequisites: ABDR 2402, ABDR 1455, ABDR 1442. Lec 1, Lab 6, Cr 3

**ABDR-2353 - Color Analysis and Paint Matching**

Advanced course in color theory, analysis, tinting, and advanced blending techniques for acceptable paint matching. Prerequisites: ABDR 1441, ABDR 1458, ABDR 2451. Lec 2, Lab 4, Cr 3

**ABDR-2355 - Collision Repair and Estimating**

An advanced course in collision estimating and development of a damage report utilizing estimating software. Prerequisites: ABDR 1441, ABDR 1458, ABDR 2451. Lec 2, Lab 4, Cr 3

**ABDR-2357 - Collision Repair Shop Management**

Examination of shop management functions and decision-making processes including planning, organizing, leading and staffing used in collision repair shops to ensure operational profitability. Prerequisites: ABDR 2402, ABDR 1455, ABDR 1442. Lec 1, Lab 6, Cr 3

**ABDR-2389 - Internship-Autobody/Collision & Repair T**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: ABDR 1301, ABDR 1419, ABDR 1203, ABDR 1315, ABDR 1307. Internship 12, Cr 3

### **ABDR-2402 - Autobody Mechanical and Electrical Services**

A course in the repair, replacement, and/or service of collision damaged mechanical or electrical systems. Topics include drive train removal, reinstallation and service; cooling system service and repair; exhaust system service; and emission control systems. Additional topics include wire and connector repair, reading wiring diagrams, and troubleshooting. Prerequisites: ABDR 1331, ABDR 1419, ABDR 2441, ABDR 1203. Lec 2, Lab 7, Cr 4

### **ABDR-2441 - Major Collision Repair and Panel Replacement**

Instruction in preparation of vehicles for major repair processes. Covers interpreting information from damage reports, planning repair sequences, selecting appropriate tools, and organizing removed parts for reinstallation. Lec 2, Lab 7, Cr 4

### **ABDR-2449 - Advanced Refinishing**

Application of multi-stage refinishing techniques. Advanced skill development solving refinishing problems. Application of multi-stage refinishing techniques with emphasis on formula mixing and special spraying techniques. Prerequisites: ABDR 1441, ABDR 1458, ABDR 2451. Lec 2, Lab 8, Cr 4

### **ABDR-2451 - Specialized Refinishing Techniques**

Advanced topics in specialty automotive refinishing. Emphasis on refinishing plastics, fiberglass, aluminum, and galvanized panels as well as custom graphics and current industry innovations. Prerequisites: ABDR 1203, ABDR 1331, ABDR 2441, ABDR 1419. Lec 2, Lab 8, Cr 4

## **Course Competencies**

After completing the Auto Body Technology Certificate, the graduates will be successful in the following competencies.

#### Refinishing

1. VIN identification
2. Paint code identification
3. Surface Preparation
4. Mix products to manufacture Specifications
5. Sanding of primer
6. Masking and paint application

#### Non-Structural

1. Mixing of fillers
2. Applying filler
3. Shape fillers (5)
4. Remove and reinstall parts
5. Remove and replace parts
6. Identification of cosmetic parts

## Structural

1. Vehicle Identification
2. Structural part identification
3. Frame identification
4. Identification of suspension components
5. Identification of frame damage

## **Course Substitution**

Course substitutions for supportive requirements may be carried out only if the course to be substituted is equal or superior in content to the course that is required by the Auto Body Repair curriculum.

# Resources

## Counseling Services

The TSC Counseling Office provides mental health and substance abuse services at no cost to currently enrolled students. Contact with TSC Counseling Center is confidential and is not part of your academic record. The TSC Counseling Center operates within professional ethical guidelines and both federal and state laws that protect the privacy of your mental health records and assure the quality of services. The TSC Counseling Office is open 8:00 a.m. to 5:00 p.m., Monday through Friday, except on designated holidays. It is located in the Camille Lightner Building. If you are in crisis after hours, please call the National Suicide Prevention Lifeline 1-800-273-TALK (8255), or 911, or Tropical Texas Center for MHMR at 1-877-289-7199 (open 24 hrs) or text 741-741

## Advising

The program coordinator will be the advisor for each student upon admission to provide information about the academic program and to assist in making informed decisions. The program director may be consulted during pre-registration, for adding/dropping a course and withdrawing from the Auto Body Repair Program. All advising sessions will be documented.

## Disability Services

Texas Southmost College would like to help students with disabilities achieve their highest potential in college. Students with disabilities may request assistance through the Student Services Center. Some of the services available include note-taking, taped textbook, registration assistance, diagnostic testing, special test considerations and sign language interpreting. An Adaptive Technology and Testing Service are available for student use. All services are elective and must be requested by the students.

To request services, students must contact the Disability Services Office at TSC. It is advisable to make this contact well before or immediately after the semester begins. Proof of disability is required (individual documentation requirements vary depending on the disability). Students bear the responsibility of making their abilities and limitations known to the advisor. Together, the student and the advisor will decide on the appropriate accommodations and decides on a course of action for informing the instructor, if necessary. Students must request services each semester, as needed. You can start by calling the office at 956-295-3587 or email [angela.dunn@tsc.edu](mailto:angela.dunn@tsc.edu) to make an appointment.

### **Contact Information:**

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Lightner Center 100 C  
Office: 956-295-3417  
Fax: 956-544-9093  
[angela.dunn@tsc.edu](mailto:angela.dunn@tsc.edu)

## Student Financial Aid Services

TSC provides financial aid to assist students. The financial assistance for eligible students is available in the form of grants, loans, college work-study, veterans' benefits, and scholarships. The college catalog contains the financial resources available to all students. For more information, please visit <http://www.tsc.edu/index.php/financial-aid-office.html>

## Library Facility

The library is a shared service between Texas Southmost College and The University of Texas at the Rio Grande Valley. For a full list of services provided by the shared service, please visit the <http://www.utrgv.edu/library/>

Our website provides 24/7 access to thousands of scholarly journals and e-books, all accessible to our students, faculty and staff from any location worldwide. Our physical libraries hold a wide array of print books, DVDs, archives, and more, as well as study rooms – available to be checked out for both group and individual study. Librarians are available to help you with your research in person, via phone, chat, text, or email.

### Contact Information

Paul Sharpe

University Librarian

University Library

LIBR 2.101 A

Email: [university.librarian@utrgv.edu](mailto:university.librarian@utrgv.edu)

Phone: (956) 665-2005

Phone Alt: (956) 882-8221

## Learning Labs

The College Preparatory Studies (CPS) Learning Labs provide peer tutoring services and review sessions in Math, Reading, Writing, and other subjects. The tutors, certified by the College Reading and Learning Association (CRLA), have excellent communications skills and broad knowledge of the subjects they tutor. CPS Learning Labs provide the campus community access to tutoring services and open computer labs to support student learning. More information is available at <http://www.tsc.edu/index.php/learning-lab.html>