

**MAYLAND COMMUNITY COLLEGE
Welcomes You To:**

**AUB 162.10
Autobody Estimating
Credit Hours: 2 Contact Hours: 3**

SUMMER 2007

Course Description

This course provides a comprehensive study of auto-body estimating. Topics include collision, damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

Prerequisites: None

Corequisites: None

Instructor Information

Instructor: James M. Buchanan
Office Location: Auto-Body Shop
Telephone Number: (828) 765-7351 ext. 286
E-mail Address: jbuchanan@mayland.edu
Office Hours: Monday: 7:00-8:00a & 11:50-1:50p
Tuesday: 7:00-8:00a & 2:20-3:50p
Wednesday: 7:00-8:00a & 2:20-3:50p
Thursday: 7:00-8:00a & 2:20-3:20p

Course Information

Class Details:

- A. Meeting times: In accordance with schedule
Wednesday, 8:00-10:50am & 11:30am-2:20pm
- B. Class location: Auto Body Shop

Required Text(s):

- A. *Motor Auto Body Repair* (Delmar Publishing)
- B. *I-Car Professional Collision Repair* (Delmar Publishing)
- C. *Mitchell Collision Estimating Guide*

Reference:

- A. I-Car Manuals
- B. *Auto Body Repair News*
- C. Various Magazines in Auto Body trade
- D. Various Frame Manuals

LRC Resources: N/A

Required supplies: N/A

Course Objectives/Competencies:

- A. Prepare students to understand terms used in estimating
- B. Instruct students in proper use of collision repair manuals
- C. Introduce students to computerized estimating
- D. Help prepare students for ASE examination

Course Content:

- A. Have students practice estimates
- B. Work with students on strengths and weaknesses
- C. Increase students' knowledge of the estimating process

Attendance Policy/Tardiness/Make-Up Work:

1. Students are expected to be present and on time for all scheduled classes. 25% of your grade will be from attendance records.
2. Excessive tardiness and days absent will affect the 25% attendance grade.
3. Make-up work will be done on individual basis with instructor.

Grading Criteria/Tests/Projects:

Grades are earned from these areas:

A. Tests	50%
B. Attendance	25%
C. Classroom Participation	25%

Grading Scale:

92-100=A	70-75=D
84-91=B	Below 70=F
76-83=C	

Inclement Weather Procedures:

N/A

Academic Standards/Student Expectations/Ethics: (Optional)

Course Requirements and Expectations:

- A. Regular class attendance
- B. Participation in shop projects
- C. Participation in classroom work
- D. Work safely in shop area
- E. Passing test(s) from text and shop projects

Withdrawal Date

Summer 2007

End of Unconditional Withdrawal	Thursday, June 21, 2007
End of Conditional Withdrawal	Tuesday, July 16, 2007

The following Administrative Withdrawal statement: If a student has not been in contact with the instructor and has not attended class for a consecutive two-week period, an administrative withdrawal will be submitted by the instructor.

Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.

Course Outline/Weekly Topics