

SYLLABUS

DIVISION: Business and Engineering Technology

REVISED: Summer Semester

CURRICULA IN WHICH COURSE IS TAUGHT: DAMAGE REPAIR ESTIMATING

COURSE NUMBER AND TITLE: AUB 115

CREDIT HOURS: 2 **HOURS/WK LEC:** 1 **HOURS/WK LAB:** 3 **LEC/LAB COMB:** 4

I. CATALOG DESCRIPTION . Teaches inspection and estimation of cost to repair collision damages. Emphasizes writing acceptable estimates for insurance companies. Studies practices used by repair shops and insurance adjuster.

II. RELATIONSHIP OF THE COURSE TO CURRICULA OBJECTIVES:

- Demonstrate technical competencies in using estimating guides.
- Demonstrate technical competencies in writing acceptable estimates.
- Demonstrate understanding of insurance company practices.
- Demonstrate skills in computer estimating .

III. REQUIRED BACKGROUND/PREREQUISITIES:

The student must have completed the courses in the auto body mechanics curriculum that precede it or have the instructor permission to enroll.

IV. COURSE CONTENT:

- Different types of estimates
- Different types of insurance
- Insurance company practices
- Estimating guide use
- Computer estimates
- Damage I.D.

V. THE FOLLOWING GENERAL EDUCATION OBJECTIVES WILL BE ADDRESSED IN THIS COURSE (Place X by all that apply)

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| <input checked="" type="checkbox"/> Communication | <input type="checkbox"/> Quantitative Reasoning |
| <input checked="" type="checkbox"/> Information | <input type="checkbox"/> Cultural and Social Understanding |
| <input checked="" type="checkbox"/> Critical Thinking | <input type="checkbox"/> Scientific Reasoning |
| <input type="checkbox"/> Personal Development | |

VI. LEARNER OUTCOMES**VII. EVALUATION**

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| Learner outcome (starts with verb) Describe different types of estimating | Evaluation method Lab exercises Written test Online exam |
| Learner outcome Understand insurance company practices | Evaluation method Lab exercises In class assignments Written test |
| Learner outcome Understand practices of the shop | Evaluation method Lab exercises In class assignments Written test |
| Learner outcome Understand how to use estimating guides | Evaluation method Lab exercises In class assignments Written test |
| Learner outcome Understand how to use computer estimating systems | Evaluation method Lab exercises In class assignments Written test |

COURSE OUTLINE
AUB 115
ENGINEERING TECHNOLOGIES DIVISION
DAMAGE REPAIR ESTIMATING
LECTURE 1 HOUR PER WEEK
LABORATORY 3 HOURS PER WEEK
CREDITS 2
SUMMER SEMESTER 2013

INSTRUCTOR: SAMMY E. SHELTON
OFFICE HOURS: NONE REQUIRED
TELEPHONE: 434-797-8522
TEXTBOOK: NONE REQUIRED
MATERIALS: CALCULATOR

COURSE CONTENT:

Types of estimates
Types of insurance
Insurance companies practices
Estimating guide use
Damage I.D.
Adding machine and calculator use

ATTENDANCE REQUIREMENTS:

Attendance is expected at all times. Individual work assignments will be given by the instructor. If absences cause a student not to complete his assigned work and I (incomplete) grade will be given. Any material covered during absence will be the student's responsibility to cover on his own. Any test missed is the student's responsibility to make up.

GRADING AND ATTENDANCE POLICY:

LAB GRADES ARE BASED ON A POSSIBLE 4 POINTS PER DAY

3.5 - 4.0 A

3.0 - 3.4 B

2.5 - 2.9 C

2.0 - 2.4 D

LESS THAN 2.0 F

CLASS GRADES WILL BE DETERMINED FROM ATTENDANCE AND TESTS AND HOMEWORK ASSIGNMENTS

90 - 100 A

80 - 89 B

70 - 79 C

60 - 69 D

UNDER 60 F

IF A STUDENT IS MORE THAN 5 MINUTES LATE FOR LAB. 1 POINT WILL BE DEDUCTED FROM THE DAILY GRADE .

IF A STUDENT IS MORE THAN 15 MINUTES LATE FOR LAB. 2 POINTS WILL BE DEDUCTED FROM THE DAILY GRADE.

IF A STUDENT IS MORE THAN 30 MINUTES LATE FOR LAB. 3 POINTS WILL BE DEDUCTED FROM THE DAILY GRADE.

STUDENTS WILL ALSO BE GRADED ON LAB. PERFORMANCE AND SAFETY.

STUDENTS ARE REQUIRED TO WEAR SAFETY GLASSES IN THE LAB.

STUDENTS WITHOUT SAFETY GLASSES WILL NOT BE ALLOWED IN THE LAB. AND WILL RECEIVE A ZERO FOR THE DAY.

STUDENTS WITH SPECIAL NEEDS:

If you are a student with special medical needs, please inform me as to how I can best assist you. All information will be considered confidential.

If you are a student who needs special ADA-related accommodations, please inform the DCC ADA Coordinator at 434-797-8441.

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