

MASTER SYLLABUS

Course Discipline Code & No: CRT 240 Title: Refinish Technician III Effective Term Fall 2008  
 Division Code: VCT Department Code: ABDD Org #: 14110  
 Don't publish:  College Catalog  Time Schedule  Web Page

Reason for Submission. Check all that apply.  
 New course approval  Reactivation of inactive course  
 Three-year syllabus review/Assessment report  Inactivation (Submit this page only.)  
 Course change

Change information: Note all changes that are being made. Form applies only to changes noted.

Consultation with all departments affected by this course is required.  Total Contact Hours (total contact hours were: \_\_\_\_\_)  
 Course discipline code & number (was \_\_\_\_\_)\*  Distribution of contact hours (contact hours were: \_\_\_\_\_)  
 \*Must submit inactivation form for previous course. lecture: \_\_\_\_\_ lab \_\_\_\_\_ clinical \_\_\_\_\_ other \_\_\_\_\_  
 Course title (was \_\_\_\_\_)  Pre-requisite, co-requisite, or enrollment restrictions  
 Course description  Change in Grading Method  
 Course objectives (minor changes)  Outcomes/Assessment  
 Credit hours (credits were: \_\_\_\_\_)  Objectives/Evaluation  
 Other \_\_\_\_\_

Rationale for course or course change. Attach course assessment report for existing courses that are being changed.  
 Offer students training in the field of collision repair and close the gap on industry, NATEF and I-Car standards.  
*Conditionally approved - seeking full approval*

Approvals Department and divisional signatures indicate that all departments affected by the course have been consulted.

Department Review by Chairperson  New resources needed  All relevant departments consulted

Print: W. Gary Sobry, Jr. Signature W. Gary Sobry, Jr. Date: 6-16-08  
 Faculty/Preparer

Print: W. Gary Sobry, Jr. Signature W. Gary Sobry, Jr. Date: 6-16-08  
 Department Chair

Division Review by Dean  
 Request for conditional approval  
 Recommendation  Yes  No [Signature] Date: 6-17-08  
 Dean's/Administrator's Signature

Curriculum Committee Review  
 Recommendation  Tabled  Yes  No [Signature] Date: 10/23/08  
 Curriculum Committee Chair's Signature

Vice President for Instruction Approval  
[Signature] Date: 10/23/08  
 Vice President's Signature

Approval  Yes  No  Conditional

Do not write in shaded area.  
 Log File 10/28/08 Ecopy  Banner \_\_\_\_\_ C&A Database 10/28 C&A Log File 10/28 Basic skills  Contact fee

Please return completed form to the Office of Curriculum & Assessment and email an electronic copy to [sjohn@wccnet.edu](mailto:sjohn@wccnet.edu) for posting on the website.

*WGS*  
*10/28*

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**\*Complete ALL sections which apply to the course, even if changes are not being made.**

<b>Course:</b> CRT 240	<b>Course title:</b> <u>Refinish Technician III</u>
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<b>Credit hours:</b> <u>4</u> If variable credit, give range: _____ to _____ credits	<b>Contact hours per semester:</b> <table style="width:100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center; border-bottom: 1px solid black;">Student</td> <td style="text-align: center; border-bottom: 1px solid black;">Instructor</td> </tr> <tr> <td>Lecture:</td> <td style="text-align: center;">60</td> <td style="text-align: center;">60</td> </tr> <tr> <td>Lab:</td> <td style="text-align: center;">45</td> <td style="text-align: center;">45</td> </tr> <tr> <td>Clinical:</td> <td style="text-align: center;">___</td> <td style="text-align: center;">___</td> </tr> <tr> <td>Practicum:</td> <td style="text-align: center;">___</td> <td style="text-align: center;">___</td> </tr> <tr> <td>Other:</td> <td style="text-align: center;">___</td> <td style="text-align: center;">___</td> </tr> <tr> <td><b>Totals:</b></td> <td style="text-align: center;"><b>105</b></td> <td style="text-align: center;"><b>105</b></td> </tr> </table>		Student	Instructor	Lecture:	60	60	Lab:	45	45	Clinical:	___	___	Practicum:	___	___	Other:	___	___	<b>Totals:</b>	<b>105</b>	<b>105</b>	<b>Are lectures, labs, or clinicals offered as separate sections?</b> <input type="checkbox"/> Yes - lectures, labs, or clinicals are offered in separate sections <input checked="" type="checkbox"/> No - lectures, labs, or clinicals are offered in the same section	<b>Grading options:</b> <input type="checkbox"/> P/NP (limited to clinical & practica) <input type="checkbox"/> S/U (for courses numbered below 100) <input checked="" type="checkbox"/> Letter grades
	Student	Instructor																						
Lecture:	60	60																						
Lab:	45	45																						
Clinical:	___	___																						
Practicum:	___	___																						
Other:	___	___																						
<b>Totals:</b>	<b>105</b>	<b>105</b>																						

**Prerequisites.** Select one:

College-level Reading & Writing     
  Reduced Reading/Writing Scores  
(Add information at Level I prerequisite)     
  No Basic Skills Prerequisite  
(College-level Reading and Writing is not required)

**In addition to Basic Skills in Reading/Writing:**

Level I (enforced in Banner)

	Course	Grade	Test	Min. Score	Concurrent Enrollment <small>Can be taken together)</small>	Corequisites <small>Must be enrolled in this class also during the same semester)</small>
<input type="checkbox"/> and <input type="checkbox"/> or	_____	___	_____	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> and <input type="checkbox"/> or	_____	___	_____	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> and <input type="checkbox"/> or	_____	___	_____	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> and <input type="checkbox"/> or	_____	___	_____	_____	<input type="checkbox"/>	_____

Level II (enforced by instructor on first day of class)

	Course	Grade	Test	Min. Score
<input type="checkbox"/> and <input type="checkbox"/> or	_____	___	_____	_____
<input type="checkbox"/> and <input type="checkbox"/> or	_____	___	_____	_____

**Enrollment restrictions** (In addition to prerequisites, if applicable.)

and X or Consent required     
  and  or Admission to program required     
  and  or Other (please specify):  
 Completion of Auto Body Repair Certificate (CTAUBR) with a grade of "B" or better in each course.

**Please send syllabus for transfer evaluation to:**  
 Conditionally approved courses are not sent for evaluation.  
 Insert course number and title you wish the course to transfer as.

<input type="checkbox"/> E.M.U. as _____	<input type="checkbox"/> _____ as _____
<input type="checkbox"/> U of M as _____	<input type="checkbox"/> _____ as _____
<input type="checkbox"/> _____ as _____	<input type="checkbox"/> _____ as _____

<p><b>Course</b> CRT 240</p>	<p><b>Course title</b> <u>Refinish Technician III</u></p>	
<p><b>Course description</b> State the purpose and content of the course. Please limit to <u>500</u> characters.</p>	<p>Students will learn problem solving and time management skills needed to efficiently mask a vehicle for various spray operations. Actual vehicles, used as training aids, will compliment information presented on masking for primer, paint, and spot repairs. Current information concerning color theory and how to effectively tint solid and metallic colors to achieve a blend able color match will also be discussed.</p>	
<p><b>Course outcomes</b> List skills and knowledge students will have after taking the course.</p> <p><b>Assessment method</b> Indicate how student achievement in each outcome will be assessed to determine student achievement for purposes of course improvement.</p>	<p><b>Outcomes</b> (applicable in all sections)</p> <ol style="list-style-type: none"> <li>1. Determine the correct lifting/masking tape and apply correctly.</li> <li>2. Correctly determine factory chip coatings from multiple surfaces on the vehicle and apply.</li> <li>3. Correct paint color on difficult OEM formulas using specialized techniques and equipment.</li> <li>4. Identify and perform masking operations on vehicles with unique refinish situations.</li> </ol>	<p><b>Assessment</b> Methods for determining course effectiveness</p> <p>Final Exam. Student Achievement Record</p> <p>Final Exam. Student Achievement Record</p> <p>Final Exam. Student Achievement Record</p> <p>Final Exam. Student Achievement Record</p>
<p><b>Course Objectives</b> Indicate the objectives that support the course outcomes given above.</p> <p><b>Course Evaluations</b> Indicate how instructors will determine the degree to which each objective is met for each student.</p>	<p><b>Objectives</b> (applicable in all sections)</p> <p><b>(Outcome I)</b></p> <ol style="list-style-type: none"> <li>1. Select appropriate masking techniques for exterior trim moldings</li> <li>2. Apply appropriate masking techniques for exterior trim moldings in accordance with industry standards.</li> <li>3. Identify appropriate masking techniques for vehicle uni-sides.</li> <li>4. Apply appropriate masking techniques for vehicle uni-sides in accordance with industry standards.</li> </ol> <p><b>(Outcome II)</b></p> <ol style="list-style-type: none"> <li>5. Identify factory chip resistant coating using multiple sites on the vehicle.</li> <li>7. Determine the proper methods for applying a chip resistant coating.</li> <li>8. Apply chip resistant coating to small and large areas of the vehicle.</li> </ol> <p><b>(Outcome III)</b></p> <ol style="list-style-type: none"> <li>9. Identify and resolve color match problems of OEM color formulas.</li> <li>10. Adjust for color matching and apply tri-stage and high metallic formulas using proper equipment and technique.</li> <li>11. Identify and adjust application for spray sensitive OEM color formulas.</li> </ol> <p><b>(Outcome IV)</b></p> <ol style="list-style-type: none"> <li>12. Apply advanced masking techniques in unique finish situation for priming and painting.</li> <li>13. Use appropriate masking techniques for two-tone colors and spot repairs in various finish situations.</li> </ol>	<p><b>Evaluation</b> Methods for determining level of student performance of objectives</p> <p>Student Achievement Record and quizzes</p> <p>Student Achievement Record and quizzes</p> <p>Student Achievement Record and quizzes</p> <p>Student Achievement Record and quizzes</p> <p>Instructor review of student performance and test.</p> <p>Instructor review of student performance and test.</p> <p>Instructor review of student performance and test.</p> <p>Instructor review of student performance and test.</p> <p>Instructor review of student performance and test.</p> <p>Test, quizzes, and Student Achievement Record</p> <p>Test, quizzes, and Student Achievement Record</p>

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List all new resources needed for course, including library materials.

Student Materials:

<p><b>List examples of types</b>                  Texts                  Supplemental reading                  Supplies                  Uniforms                  Equipment                  Tools                  Software</p>		<p><b>Estimated costs</b>                  \$</p>
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**Equipment/Facilities:** Check all that apply. (All classrooms have overhead projectors and permanent screens.)

Check level only if the specified equipment is needed for all sections of a course.

<input type="checkbox"/> Level I classroom Permanent screen & overhead projector	<input type="checkbox"/> Off-Campus Sites
<input type="checkbox"/> Level II classroom Level I equipment plus TV/VCR	<input type="checkbox"/> Testing Center
<input checked="" type="checkbox"/> Level III classroom Level II equipment plus data projector, computer, faculty workstation	<input type="checkbox"/> Computer workstations/lab
	<input type="checkbox"/> ITV
	<input type="checkbox"/> TV/VCR
	<input type="checkbox"/> Data projector/computer
	<input type="checkbox"/> Other _____

Assessment plan:

Learning outcomes to be assessed (list from Page 3)	Assessment tool	When assessment will take place (semester & year)	Course section(s)/other population	Number students to be assessed
1. Determine the correct lifting/masking tape and apply correctly.	1. Final Exam. Student Achievement Record	W/09 & every 3 yrs	All sections	All students in all sections
2. Correctly determine factory chip coating from multiple surfaces on the vehicle and apply.	2. Final Exam. Student Achievement Record	W/09 & every 3 yrs	All sections	All students in all sections
3. Correct paint color on difficult OEM formulas using specialized techniques and equipment.	3. Final Exam. Student Achievement Record	W/09 & every 3 yrs	All sections	All students in all sections
4. Identify, and perform masking operations on vehicles with unique refinish situations	4. Final Exam. Student Achievement Record	W/09 & every 3 yrs	All sections	All students in all sections

## MASTER SYLLABUS

**Scoring and analysis of assessment:**

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric/scoring guide.

The final exams will be scored against the answer sheet. Points will be assigned to each question with the results compared to the scoring guide

Practical application of the task will be evaluated using the Student Achievement Record. Each task is worth 5 points and will be evaluated by the instructor based on the rubric below.

5 points = Excellent work done with no flaws and without help from instructor, follows safety requirements.

4 points = Above average work done with little to no flaws with some help from instructor. Follows all safety requirements.

3 points = Average work done with few flaws and some help from instructor. Follows most safety requirements.

2 points = Either below average work or Average work done with substantial help from instructor. Meets minimal safety requirements.

1 point = Failed to complete task or finished product not to code or student doesn't follow safety requirements.

2. Indicate the standard of success to be used for this assessment.

The standard of success of student performance will be: 80% of the students will score 85% or higher on the final exam and student achievement record.  $((\text{Final} + \text{Achievement Record})/2 = 85\% \text{ or higher})$ .

3. Indicate who will score and analyze the data (data must be blind-scored).

Department chair and instructors will blind-score the data. We will review results to identify if there are areas of weakness or needed changes

4. Explain the process for using assessment data to improve the course.

Assessment and update the course content. Analysis will also be done to evaluate the type of instruction used and if we identify areas of consistent weakness