

Course Code: ACR 210

Course Title: Collision Repair Seminar

Department: Applied Sciences and Technologies
PCS Code: 1.2 - Occupational/Technical Instruction
CIP Code: 47.0603
Repeatability: 0

Effective Date: Summer 2026

Credit Hours

Catalog Notation: 2-0-2

Credit Hour Distribution:

Lecture: 2

Lab: 0

Clinical: 0

Total: 2

General Course Information

Catalog Description

Preparation for work in the collision repair industry, including resumes, interviewing, insurance, and 10 work ethic traits employers seek. Includes problems specific to the collision repair work environment.

General Course Objectives

- Students will learn skills related to successful job interviewing; business and legal aspects of the automotive industry will also be covered.
- Students will develop an understanding of the connection between employment and good work ethics. The ten basic work ethics traits will be covered.

Minimum Placement Levels

English	Reading	Math
Placement into ENG 098	Placement into CCS 098	Placement into MAT 059

Prerequisites

None

Methods of Evaluation

4 quizzes and 10 written summaries of ethics topics covered during class; 1 resume and 1 end of class project.

Instructional Materials and Additional Supplies

Work Ethics Activities, Vol II, Copyright by Georgia Department of Technical and Adult Education

Course Content

General Learning Outcomes (GLOs)

- Global Awareness and Cultural Reasoning: Students will demonstrate their understanding of global issues, gender and sexual orientation, and multicultural perspectives.

Course Segments and Student Learning Outcomes

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Interviewing for a Job	<ol style="list-style-type: none"> 1. Calculate what to expect at a job interview. 2. Identify what questions are not allowed in an interview. 3. Evaluate how to dress for the interview. 4. Identify questions to ask during an interview. 	3	0	0
Resume Writing	<ol style="list-style-type: none"> 1. Prepare a resume. 2. Practice what to include or exclude on a resume. 3. Identify what resume services are available. 	2	0	0
Legal/Business Aspects of the Collision Repair Profession	<ol style="list-style-type: none"> 1. Identify what a technician is liable for. 2. Explain what type of investing options are available to technicians. 3. Identify desirable skills needed to manage a collision repair business. 	4	0	0
Insurance	<ol style="list-style-type: none"> 1. Identify what garage owner's insurance is. 2. Research options to insure tools. 3. Identify the expected cost for different coverages. 	4	0	0
Introduction to Work Ethics	<ol style="list-style-type: none"> 1. Define the terms career and technical ethics. 2. State the role work ethics plays in the workplace. 3. List positive work ethics traits. 	4	0	0
Attendance	<ol style="list-style-type: none"> 1. List the employer/instructor expectations of attendance in the workplace/classroom. 2. Evaluate the reasons for punctuality and attendance. 	2	0	0
Character	<ol style="list-style-type: none"> 1. Identify good character traits by listing positive traits needed in the workplace. 	1	0	0
Appearance	<ol style="list-style-type: none"> 1. List the importance of appearance in the workplace. 2. Demonstrate good appearance traits necessary in the work environment. 3. List negative impacts of inappropriate appearance in the work environment. 4. Review the impact safety has on appearance. 	2	0	0
Communication	<ol style="list-style-type: none"> 1. Identify and list good communication skills in the classroom and workplace. 2. Demonstrate effective listening skills as a result of an instructor-assigned group project. 3. Identify and demonstrate effective oral communication skills in the classroom. 4. Identify and list nonverbal communication skills. 	2	0	0
Cooperation	<ol style="list-style-type: none"> 1. Identify how cooperation in the workplace can help productivity. 2. Identify how cooperation can impact flat rate technician pay structure. 	1	0	0

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Respect	<ol style="list-style-type: none"> 1. Identify legal and ethical issues that exist at work and at the college. 2. List appropriate responses and reactions to culturally and racially diverse situations. 3. List examples that may be considered hostile or harassing, and possible reactions and responses. 4. List examples that may be considered physical harassment, and possible reactions and responses. 5. List examples that may be considered verbal or nonverbal harassment, and possible reactions and responses. 	2	0	0
Teamwork	<ol style="list-style-type: none"> 1. List teamwork traits needed in the workplace. 2. Employ positive teamwork attributes through instructor-assigned activities. 	1	0	0
Productivity	<ol style="list-style-type: none"> 1. List proper work procedures in the workplace, including compliance with safety regulations and effective work habits. 2. Analyze repair plans for time allocation per task. 3. Calculate technician productivity by comparing allocated time to actual time. 4. Discuss methods to improve productivity. 	1	0	0
Organization	<ol style="list-style-type: none"> 1. Explain how to become more organized in the workplace. 2. List the positive effects of good organizational skills in the work environment. 3. List good time management techniques applicable to the workplace. 4. Explore tool storage options that aid in organization. 	1	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
30	0	0