



ABDR 1307-Collision Repair Welding F2F

Course Syllabus: Spring 2026

"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	TBA	TBA	TBA	TBA	TBA	TBA

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: ABDR 1307 Collision Repair Welding (3 credit hours)

A study of collision repair welding and cutting procedures. Instruction includes the safe setup and operation of welding equipment and execution of industry-standard welding and cutting techniques commonly used in the collision repair industry.

Prerequisite(s): None

Student Learning Outcomes:

- Set up collision repair welding and cutting equipment safely and correctly
- Demonstrate proper use of welding and cutting tools used in the collision repair industry
- Perform industry standard welds used in automotive collision repair
- Apply safe work practices and personal protective equipment during all welding and cutting operations

Evaluation/Grading Policy:

Student performance will be evaluated using a combination of the following:

- Hands-on lab assignments and skill demonstrations
- Written quizzes and/or exams
- Participation, attendance, and shop safety compliance
- Final practical skills assessment

Required Instructional Materials:

Collision repair and Refinishing 3rd Edition

Author: Alfred M. Thomas and Michael Jund

Publisher: Cengage

ISBN Number: 9781305949942

Optional Instructional Materials: None

Minimum Technology Requirements:

- Access to a computer, to be able to access blackboard and eagle email

Required Computer Literacy Skills:

- Basic ability to check NTCC eagle email and access Blackboard for course announcements and documents

Course Structure and Overview:

This course is delivered face-to-face with an emphasis on hands on learning in a shop environment. Instruction includes demonstrations, supervised lab practice, and performance-based assessments aligned with industry expectations for collision repair welding.

Communications:

- NTCC email is the official form of communication
- Students can expect email responses within 24 hours during the work week
- Course announcement, grades, and supplemental materials will be posted in Blackboard

Institutional/Course Policy:

- Attendance: Regular attendance is essential to succeed in this lab-based course, more than 2 unexcused absences may result in immediate failure of this course
- Late work: Late assignments will be penalized or not accepted, except in documented emergencies.
- Safety: Failure to follow shop safety rules may result in removal from the lab and/or immediate course failure
- Cell Phones: Cell phone use is restricted during lab activities unless permitted by the instructor

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be

necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:

Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person (collusion). Generative AI is a subset of AI that utilizes machine learning models to create new, original content, such as images, text, or music, based on patterns and structures learned from existing data (Cornell, Center for Teaching Innovation).

Unauthorized use of generative AI tools to complete an assignment or exam is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in

doubt. Individual course instructors may set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification. (Adapted from the Stanford University Office of Community Standards-- accessed August 31, 2023)

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Timeline (*note* instructor reserves the right to make adjustments to this timeline at any point in the term):

- Week 1: Shop orientation and welding safety
- Week 2 – 3: Welding equipment setup and basic welds
- Week 4 – 6: MIG welding for collision repair
- Week 7 – 8: TIG welding for collision repair
- Week 9 – 12: Cutting procedures and metal preparation
- Week 13 – 14: Skill refinement and final practical assessment preparation
- Week 15 – 16: Final written and practical assessment