

## **Basic Auto Body Repair**

New Horizons Regional Education Center

State Course # 8675

Mr. Edwin Hernandez

[ed.hernandez@nhrec.org](mailto:ed.hernandez@nhrec.org)

(757)766-1100 ext 3347

### **Office Hours**

7:00 AM- 3:00 PM

### **Course Description**

This is a one-year program designed for students who are interested in collision repair but are unable to meet the requirements of the Auto Body program. Students learn the very basics of the collision repair industry to include repairing a dent, welding, sanding, repairing plastic and fiberglass, using a primer and paint gun, mixing paint and pin striping. Students will be required to keep work related clothes at school.

### **Additional Information**

This course is not recommended for students with respiratory or allergy problems. Students will be required to wear appropriate clothing and safety equipment to include a respirator.

### **Course Fees**

Activity Fee: \$16.00

### **Materials For Class**

Dickies dark blue button down shirt.

Dickies dark blue pants.

Black belt

2"-3-ring binder

Respirator

### **Evaluation of Student Performance/Grading**

Employability Skills-30%

Related Instruction (Test, quizzes, notebook, class work)-30%

Competencies (hands-on, and workplace skill demonstration)-40%

## **Work Place Readiness Skills:**

### **Practiced And Demonstrated Every 9 Weeks**

#### **Demonstrating Workplace Readiness Skills: Personal Qualities and People Skills**

- [001](#) Demonstrate positive work ethic.
- [002](#) Demonstrate integrity.
- [003](#) Demonstrate teamwork skills.
- [004](#) Demonstrate self-representation skills.
- [005](#) Demonstrate diversity awareness.
- [006](#) Demonstrate conflict-resolution skills.
- [007](#) Demonstrate creativity and resourcefulness.

#### **Demonstrating Workplace Readiness Skills: Professional Knowledge and Skills**

- [008](#) Demonstrate effective speaking and listening skills.
- [009](#) Demonstrate effective reading and writing skills.
- [010](#) Demonstrate critical-thinking and problem-solving skills.
- [011](#) Demonstrate healthy behaviors and safety skills.
- [012](#) Demonstrate an understanding of workplace organizations, systems, and climates.
- [013](#) Demonstrate lifelong-learning skills.
- [014](#) Demonstrate job-acquisition and advancement skills.
- [015](#) Demonstrate time-, task-, and resource-management skills.
- [016](#) Demonstrate job-specific mathematics skills.
- [017](#) Demonstrate customer-service skills.

#### **Demonstrating Workplace Readiness Skills: Technology Knowledge and Skills**

- [018](#) Demonstrate proficiency with technologies common to a specific occupation.
- [019](#) Demonstrate information technology skills.
- [020](#) Demonstrate an understanding of Internet use and security issues.
- [021](#) Demonstrate telecommunications skills.

### **1<sup>st</sup> 9 Weeks**

#### **Examining All Aspects of an Industry**

- [022](#) Examine aspects of planning within an industry/organization.
- [023](#) Examine aspects of management within an industry/organization.
- [024](#) Examine aspects of financial responsibility within an industry/organization.
- [025](#) Examine technical and production skills required of workers within an industry/organization.
- [026](#) Examine principles of technology that underlie an industry/organization.
- [027](#) Examine labor issues related to an industry/organization.
- [028](#) Examine community issues related to an industry/organization.
- [029](#) Examine health, safety, and environmental issues related to an industry/organization.

## **2<sup>nd</sup> 9 Weeks**

### **Addressing Elements of Student Life**

**030** Identify the purposes and goals of the student organization.

**031** Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.

**032** Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.

**033** Identify Internet safety issues and procedures for complying with acceptable use standards.

### **Practicing Safety Precautions**

**034** Identify and demonstrate precautions with hazardous operations and materials according to federal, state, and local regulations.

**035** Identify safety and personal health hazards according to OSHA guidelines and the "right-to-know law."

**036** Inspect spray environment.

**037** Select and use the NIOSH-approved personal sanding respirator.

**038** Select and use the NIOSH-approved (Fresh Air Make-up System) personal painting/refinishing respirator system.

**039** Select and use personal safety equipment.

## **3<sup>rd</sup> 9 Weeks**

### **Preparing the Surface**

**040** Wash entire vehicle with soap and water; use appropriate cleaner to remove contaminants.

**041** Remove paint finish.

**042** Dry or wet sand areas to be refinished.

**043** Featheredge broken areas to be refinished.

**044** Mask trim and protect other areas that will not be refinished.

**045** Apply primer onto surface of repaired area.

**046** Remove dust from area to be refinished, including cracks or moldings of adjacent areas.

**047** Clean area to be refinished using a final cleaning solution.

**048** Apply stone chip-resistant coating.

**049** Restore corrosion-resistant coatings, caulking, and seam sealers to repaired areas.

**050** Prepare adjacent panels for blending.

### **Operating Spray Gun and Related Equipment**

**051** Inspect, clean, and determine condition of spray guns and related equipment (air hoses, regulators, air lines, air source, and spray environment).

**052** Check and adjust spray gun operation for HVLP (high volume, low pressure) or LVLP (low volume, low pressure) guns.

### **Mixing, Matching, and Applying Paint**

**053** Determine type and color of paint already on vehicle by manufacturer's vehicle information label.

**054** Determine the materials, preparation, and refinishing procedures.

**055** Identify and mix paint using a formula.

## **4<sup>th</sup> 9 Weeks**

### **Identifying Paint Defects - Causes and Cures**

**056** Identify die-back conditions (dulling of the paint film showing haziness); determine the cause(s) and correct the condition.

**057** Measure mil thickness.

### **Applying Final Detailing**

**058** Apply decals, transfers, tapes, woodgrains, and pinstripes (painted and taped).

**059** Buff and polish finish to remove defects as required.

**060** Clean interior, exterior, and glass.

**061** Clean body openings (door jambs and edges).

**062** Remove overspray.

### **Using Metal Finishing and Body Filling**

**063** Remove paint from the damaged area of a body panel.

**064** Demonstrate hammer and dolly techniques.

**065** Mix body filler.

**066** Apply body filler; shape during curing.

### **Preparing for the Automotive Body Repair Career**

**067** Research opportunities in the automotive body repair field.

**068** Identify the basic construction of the auto body.

**069** Prepare portfolio of current skills.