



El Camino College
COURSE OUTLINE OF RECORD – Official

Course Acronym:	ACRP
Course Number:	3A
Descriptive Title:	Introduction to Automotive Collision Estimating
Division:	Industry and Technology
Department:	Automotive Collision Repair/Painting
Course Disciplines:	Automotive Collision Repair/Painting
Catalog Description:	This beginning estimating course is for all students interested in making money in collision repair. ACRP 3A focuses on the 'why' as well as the 'how' of writing damage estimates by teaching students how to analyze non-structural damage, use estimating guide books, practice vehicle part identification, and create thorough, fair and effective estimates based on the vehicle and damage, customer service and the latest repair standards. Profitable body shop production and cycle time strategies are also discussed.
Prerequisite:	
Co-requisite:	
Recommended Preparation:	
Enrollment Limitation:	
Hours Lecture (per week):	3
Hours Laboratory (per week):	0
Outside Study Hours:	6
Total Course Hours:	54
Course Units:	3
Grading Method:	Letter Grade only
Credit Status:	Credit, degree applicable
Transfer CSU:	Yes
Effective Date:	
Transfer UC:	No
Effective Date:	
General Education: ECC	
Term:	
Other:	
CSU GE:	
Term:	
Other:	
IGETC:	
Term:	
Other:	
CalGETC:	
Term:	
Other:	

Student Learning Outcomes:	SLO #1 Major Panels & Vehicle Construction Students will be able to locate and name structural and non-structural major panels and differentiate between unibody and body-over-frame vehicle construction. SLO #2 Analyze Damage Vehicle Students will be able to analyze a damaged vehicle, determine the direction and severity of the hit, and identify and differentiate between direct and indirect damage. SLO #3 Estimating Students will be able to create and calculate a handwritten estimate for a non-structurally damaged vehicle using a printed estimating manual.
Course Objectives:	1. Collect vehicle information required to complete written damage reports. 2. Identify primary automotive body parts and body constructions using correct industry nomenclature. 3. Identify and use abbreviations and special cautions associated with writing damage reports. 4. Use deduction and critical thinking to determine the initial damage point of impact and direction of the damaging force. Identify direct and indirect damage. 5. Compose and complete a non-structural damage estimate including calculated totals for parts and labor.
Major Topics:	I. INDUSTRY OVERVIEW AND VEHICLE CONSTRUCTION (6 hours, lecture) A. Industry overview B. Industry safety practices C. Exterior body panels and parts nomenclature D. Vehicle construction types (full frame, unibody) E. Suspension types and parts F. Structural parts G. Body material types II. LOOKING AT DAMAGE (6 hours, lecture) A. Direct and indirect damage B. Point of impact and direction of force C. Creating an organized list of damaged parts III. BOOKS, GUIDES AND CHARTS (6 hours, lecture) A. Using Mitchell printed estimating guides B. Procedure pages C. Collision parts pages D. Abbreviations and special cautions E. Paint code and Vehicle Identification Number (VIN) interpretation F. Labor rate conversion table IV. FILLING OUT AN ESTIMATING FORM/DAMAGE REPORT (18 hours, lecture) A. Completion of form header section B. Organized list of panels and parts to be repaired, replaced and/or refinished C. Original Equipment Manufacturer (OEM), aftermarket, and used/Like Kind and Quality (LKQ) parts, parts price markup D. Multiple quantities and extended price E. Body labor and paint labor times F. Judgment call and included items

	G. Refinishing extras: add for clearcoat, adjacent panels and tri-coat colors H. End-of-estimate extras: sublet items, hazardous waste, cover car for overspray and color match I. Calculating totals, taxes and total loss V. SUBLET REPAIRS AND MECHANICAL DAMAGE IDENTIFICATION (6 hours, lecture) A. Sublet repairs: glass, pinstriping, airbag codes, data tag replacement B. Identifying suspension damage and wheel misalignment C. Headlight adjustment and signs of electrical system damage D. Signs of cooling/heating system damage E. Estimate supplements VI. "SPEED, QUALITY, PRICE. PICK ANY TWO" (12 hours, lecture) A. Different shops for different needs B. Tailoring an estimate to the shop's reputation or customer base C. Repair vs. Replace D. Job cycle time, shop efficiency/work flow E. Insurance company involvement, Direct Repair Provider (DRP) programs F. Customer rights, additional requests and complaints G. Federal and state collision repair laws, what is repair fraud
Total Lecture Hours:	54
Total Laboratory Hours:	0
Total Hours:	54
A.1. Primary Methods of Evaluation (Part 1 - CCN courses only):	
A.2. Primary Method of Evaluation (Part 2 - all courses; choose one):	2) Problem solving demonstrations (computational or non-computational)
Typical Assignment Using Primary Method of Evaluation:	Examine a non-structurally damaged vehicle and determine if a damaged panel should be repaired or replaced. Justify your decision in a group discussion based on repair labor cost, replacement part cost and customer expectations/shop reputation.
Critical Thinking Assignment 1:	Working in groups of four, imagine you are estimators at a shop that values any two of the following three business models: fast repair speed, excellent repair quality and low price. After viewing a damaged vehicle presented in class, determine as a group how your shop would estimate the repair or replacement of the damaged right front fender. Determine the total hours for repair and calculate the total cost. Make a class presentation of your estimate and justification.
Critical Thinking Assignment 2:	The left door of a composite-bodied coupe has been deeply scratched. Create a repair estimate to repair and refinish the door using the Mitchell Estimating Guide for parts Removal and Installation (R&I) and refinish times. Be sure to follow quality repair procedures of removing the door handle, exterior mirror, belt molding, etc. Determine if the repair or vehicle color warrants adjacent panel blending and include these in your estimate. Submit repair estimate to the instructor.
Other Evaluation Methods:	Class Performance, Completion, Homework Problems, Matching Items, Multiple Choice, Other Exams, Performance Exams, Quizzes
Instructional Methods:	Demonstration, Discussion, Group Activities, Guest Speakers, Lecture, Role play/simulation
If other:	Internet Presentation/Resources
Work Outside of Class:	Answer questions, Required reading, Study
If Other:	
Up-To-Date Representative Texts:	Donnie Smith. <u>Auto Estimating: A Guide to Writing Auto Repair Estimates</u> . 1st edition. Kindle, 2014. (Discipline Standard)
Alternative Texts:	

Required Supplementary Readings:	Motor Age Training, <i>ASE Test Prep – B6 Damage Analysis and Estimating</i> , Motor Age, 2019. (Discipline Standard)
Other Required Materials:	
Requisite:	
Category:	
Requisite course(s): List both prerequisites and corequisites in this box.	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	
Requisite Skill:	
Requisite Skill and Matching Skill(s): Bold the requisite skill(s). If applicable	
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Enrollment Limitations and Category:	
Enrollment Limitations Impact:	
Course Created by:	Ron Dohi
Date:	09/01/1990
Original Board Approval Date:	02/11/1991
Last Reviewed and/or Revised by:	Patricia Fairchild
Date:	11/08/2025
Last Board Approval Date:	01/21/2026
Effective Term:	FA 2026