BARTON COMMUNITY COLLEGE
COURSE SYLLABUS

I. GENERAL COURSE INFORMATION

Course Number: MLTR 1020
Course Title: Maintenance Manager Course
Credit Hours: 3 - 5
Prerequisite: None
Division/Discipline: Military Programs
Variable Credit: 45 hours for 3 credits, 60 hours for 4 Credits; 75 hours for 5 Credits. Variable rate of 15 hours accommodates manual forms, publications, procedures and testing based on leader's operating experience at the and leader responsibility. The leader's operating experience will be based on the Company, Battalion or Brigade grade.
Course Description: This course provides the basic knowledge and skills for Motor Pool Operations and management. The course includes training in duties, responsibilities and procedures to conduct and manage a unit maintenance program, use of the automated Army Maintenance System program, shop operations, tool room procedures, supply and safety procedures and exchange pricing.

II. INSTRUCTION INFORMATION

III. CLASSROOM POLICY

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

The College reserves the right to suspend a student for conduct that is detrimental to the College's educational endeavors as outlined in the College catalog.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. Learn the rules of, and avoid instances of, intentional or unintentional plagiarism.

Anyone seeking an accommodation under provisions of the Americans with Disabilities Act should notify Student Support Services. Additional information about academic integrity can be found at the following link:
http://academicintegrity.bartonccc.edu/

IV. COURSE AS VIEWED IN THE TOTAL CURRICULUM

MLTR 1020 Military Manager Course provides students with the necessary knowledge and skills to identify and interpret numerous database reports. This course also provides the necessary training for individuals to manage all aspects of Motor Pool Operations.

V. ASSESSMENT OF STUDENT LEARNING / COURSE OUTCOMES

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Course Outcomes, Competencies, and Supplemental Competencies

A. Demonstrate an understanding of the maintenance of a military automated computer system.
   1. Operate and maintain a computer system.
   2. Maintain database on shop operations and equipment.
   3. Create and maintain a database using the backup/restore procedures.

B. Apply the principles needed to input information, produce reports and maintain maintenance management records
   1. Update the Federal Logistics Data (FEDLOG).
   2. Input man-hours into accounting data base.
   3. Ensure all reference publications are available to reference.
      i. DA Pam 750-8 (The Army Maintenance Management System).
      ii. Army Regulation 750-1 (Army Material Maintenance Policy).
      iii. DA Pam 750-3 (Soldier's Guide for Field Maintenance).
      iv. DA Pam 750-1 (Leader's Unit Maintenance Handbook).

C. Employ procedures to produce and maintain supply management reports.
   1. Accurately identify and interpret the data on the commander's financial transaction reports and the commander's exception report.
   2. Maintain a shop supply list.
   3. Maintain proper hand receipt procedures.

D. Demonstrate an understanding of Equipment Readiness Reports.
   1. Add and update unit equipment.
   2. Add and change unit personnel data.

E. Employ procedures to ensure the Preventive Maintenance Checks and Services (PMCS) program is resourced, managed, and sustained.
   1. Maintain an effective unit preventive maintenance checks and service program.

F. Apply the principles needed to ensure all authorized tools will be on hand or on order, serviceable and hand receipted to users.
   1. Maintain proper accountability of all tools in the tool room.

G. Demonstrate an understanding of Key Control and Motor Pool Security.
   1. Describe the importance of proper safety management in the motor pool.
   2. Demonstrate the procedures to properly account maintain and inventory motor pool keys.

H. Implement policies and procedures to ensure equipment is properly dispatched and accounted for.
   1. Student will properly dispatch equipment and properly return equipment according to DA Pam 750-8 (The Army Maintenance Management System).
   2. Implement an effective policy for shop operations.

I. Employ procedures to ensure Exchange Pricing is accomplished in a timely fashion.
   1. Demonstrate the procedures required for an effective unit exchange pricing program.

VI. INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS

VII. TEXTBOOKS AND OTHER REQUIRED MATERIALS

VIII. REFERENCES

IX. METHODS OF INSTRUCTION AND EVALUATION

X. ATTENDANCE REQUIREMENTS

XI. COURSE OUTLINE