BARTON COMMUNITY COLLEGE
COURSE SYLLABUS

I. GENERAL COURSE INFORMATION

Course Number: MLTR 1060
Course Title: Maintenance Equipment Records Parts Technician
Credit Hours: 3-5
Prerequisite: None
Division/Discipline: Military Programs
Variable Credit: 45 hours for 3 Credits; 80 hours for 5 Credits. Variable rate of 35 hours accommodates manual forms, publications, procedures and testing based on users operating experience.
Course Description: This course combines all aspects of a Maintenance Management System, and repair parts re-supply system through the use of the Army Maintenance System. Theory and application of automated tasks are presented through the use of Seminar and practical exercises. Repair part system areas of major emphasis include parts ordering procedures, Document Register management, and parts stock age and management. Maintenance Management areas of emphasis will include preparation and use of deferred maintenance, scheduling equipment services, and historical records. Related subject areas include material condition status reporting, publications.

II. 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.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at disabilityservices@bartonccc.edu.

III. COURSE AS VIEWED IN THE TOTAL CURRICULUM

This course is a structured learning experience designed to introduce and prepare students to understand the various requirements involved in military maintenance management. The course addresses the regulatory and technical requirements of such operations and procedures using existing military automated management systems.

IV. 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.

<u>Course Outcomes, competencies, and Supplemental Competencies</u>

A. Establish an understanding of the maintenance of a Military Automated Computer System.
   1. Operate and maintain a Military Automated 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. Input appropriate information into organization and shop operation's database.
   2. Input equipment service information into system database.
   3. Produce an equipment availability report.
   4. Release equipment to qualified operators.
   5. Perform equipment changes and exchanges through the automated system.
   6. Determine appropriate levels of maintenance.
   7. Produce operational reports.

C. Employ procedures to produce and maintain supply management reports.
   1. Input and maintain supply data information for requesting repair parts.
   2. Produce a repair part inventory sheet and input necessary changes into the system database.
   3. Requisition required repair parts for storage and equipment.
   4. Input off-line repair parts request.
   5. Process repair parts transactions.

D. Interpret Equipment Readiness Reports.
   1. Input equipment status.
   2. Process equipment readiness.
   3. Track and report on vehicle readiness.
   4. Identify reportable pieces of equipment.

E. Apply procedures to manually back-up the system to sustain operations during times of computer system failure.
   1. Produce and maintain maintenance management records.
   2. Produce and maintain supply management records.

V. INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS

VI. TEXTBOOKS AND OTHER REQUIRED MATERIALS

VII. REFERENCES

VIII. METHODS OF INSTRUCTION AND EVALUATION

IX. ATTENDANCE REQUIREMENTS

X. COURSE OUTLINE