

**BARTON COMMUNITY COLLEGE
COURSE SYLLABUS
FALL 2016**

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

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 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 in to Accounting.
 - 3. Ensure all required publications are ordered and maintained.

- 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.
 - i. Process Unit Receipts

- 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.
 - i. Employ procedures to ensure an effective Army Oil Analysis Program is put in place in the organization.

- 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.
 - i. Describe the importance in using security procedures
- H. Implement policies and procedures to ensure equipment is properly dispatched and accounted for.
 - 1. Demonstrate the ability to dispatch and return equipment.
 - 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

Each student is expected to attend every class session, read text or reference material as assigned, participate in group discussions, complete all practical exercises and participate in testing procedures.

VII. TEXTBOOKS AND OTHER REQUIRED MATERIALS

Software: Standard Army Maintenance System-SAMS, U. S. Army Information Systems Software Development Center, Fort Lee, VA, 1 February 2006.

The Army Maintenance Management System (TAMMS), DA PAM 750-8, Headquarters, Department of the Army, Washington, DC, 22 August 2005.

The Army Driver and Operator Standardization Program (Selection, Training, Testing and Licensing), AR 600-55, Headquarters, Department of the Army, Washington, DC, 18 June 2007.

Army Logistics Readiness and Sustainability, AR 700-138, Headquarters, Department of the Army, Washington, DC, 26 February 2004.

Inventory Management Supply Policy Below the Wholesale Level, AR 710-2, Headquarters, Department of the Army, Washington, DC, 28 March 2008.

Using Unit Supply System (Manual Procedures), DA PAM 710-2-1, Headquarters, Department of the Army, Washington, DC, 31 December 1997.

Army Oil Analysis Program (AOAP), TB 43-0211, Headquarters, Department of the Army Technical Bulletin, Redstone Arsenal, AL, 35898-7466, 30 April 2010.

Army Materiel Maintenance Policy, AR 750-1, Headquarters, Department of the Army, Washington, DC, 20 September 2007.

The Army Safety Program, AR 385-10, Headquarters, Department of the Army, Washington, DC, 3 September 2010.

Soldier's' Guide for Field Maintenance Operation, DA PAM 750-3, Headquarters, Department of the Army, Washington, DC, 29 September 2006.

The Army Physical Security Program, AR 190-13, Headquarters, Department of the Army, Washington, DC, 30 September 1993.

Security of Unclassified Army Property (Sensitive and Non-sensitive), AR 190-51, Headquarters, Department of the Army, Washington, DC, 30 September 1993.

Risk Analysis for Army Property, DA PAM 190-51, Headquarters, Department of the Army, Washington, DC, 30 September 1993.

VIII. REFERENCES

Consolidated Index of Army Publications and Blank Forms, DA PAM 25-30, Headquarters, Department of the Army, Washington, DC, Quarterly.

Leader's Unit Maintenance Handbook, DA PAM 750-1, Headquarters, Department of the Army, Washington, DC, 3 October 2003.

Guide for Motor Pool Operations, DA PAM 750-35, Headquarters, Department of the Army, Washington, DC, 1 August 1994.

IX. METHODS OF INSTRUCTION AND EVALUATION

Each topic is introduced through short lectures and selected exercises from the above references and course materials. The course will stress instructional methods that provide experiential learning where possible, consisting of simulations, and extensive practical exercises. The final grade will be based upon two exams worth 50 points each composed of all material covered in class.

Point Grading Scale

90-100=A

80-89 =B

70-79 =C
60-69 =D
0-59 =F

Instruction will consist primarily of lecture. The schedule of topics and activities to be covered may be modified to accommodate size and pace of the class.

X. ATTENDANCE REQUIREMENTS

Regular attendance in class is an obligation assumed by each student at the time of registration. It is the student's responsibility to fulfill all the requirements of a course as prescribed by the instructor. If a student must miss a class, arrangements should be made in advance with the instructor. Instructors have the responsibility to provide the opportunity for students to make up in a reasonable and appropriate manner work missed for a school-related activity, verifiable illness, personal emergency, or death of a family member or close friend within the time frame established by the instructor. A published procedure allows you to address inequities in this policy.

According to policy if you miss more than 25% of any class, you cannot receive a passing grade. Please remember that if for any reason you need to drop a class, you are responsible for going through the proper channels to withdraw. Your instructor cannot drop you from the class.

XI. COURSE OUTLINE (10 days @ 7.5 hours)

(Days 1-6 for Brigade grade, Days 1-8 for Battalion grade, and Days 1-10 for Company grade leader's)

Day One:

- Maintenance Managers roles and responsibilities
- Forward Support Company's (FSC) organizations
- Unit maintenance training Requirements
- Readiness Reporting

Day Two:

- Preventive Maintenance Checks and Services (PMCS)
- Tool accountability and control procedures
- Motor Pool Security
- Safety

Day Three:

- The Army Maintenance Management System (TAMMS)
- Manual work order management/ equipment classifications
- Battlefield damage assessment and repair/recovery (BDAR/R)

Warranty Management Programs

Day Four:

- Army Record Information Management System (ARIMS)
- Army Publications overview
- Class IX repair parts management

Day Five:

- Class IX repair parts management
- Exchange Pricing Program

Day Six:

- System Utilities
 - Purge Processes
 - Unit Parameters
 - System Security
- Personnel Processes
 - Work Centers
 - Shop Sections
 - Personnel Management
 - Man-hour Accounting
- Equipment Processes
 - Master Maintenance Data File (MMDF)
 - Equipment Management

Day Seven:

- Equipment Processes
 - Subsystem Management
 - Unit Authorizations
 - Admin Number Management
- Supply Processes
 - Document Control Register (DCR) Management
 - Shop Supply Management
 - Maintenance Processes
 - Work Order Management
- Reports
- Army Material Status System (AMSS)
- Interfaces

Day Eight:

- Final Review

Final Exam
Course Evaluation