**Barton Community College**

**Course Syllabus**

**I. GENERAL COURSE INFORMATION**

Course Number: MLTR 1050

Course Title: Battle Staff Noncommissioned Officer Course

Credit Hours: 9

Prerequisites:None

Division/Discipline:Military Programs

Course Description: This is a performance-oriented course of instruction designed to prepare Team Leaders through Senior Advisors for positions of responsibility as Senior Leaders. Major subject areas include risk management; small group process; supply operations; transportation planning; data collection; map reading; hazardous conditions support; decision making process; plans, orders and annexes; hazardous conditions records and reports; staff briefings; introduction to hazardous conditions computer control systems; hazardous information operations; and staff functions.

**II. INSTRUCTOR INFORMATION**

**III. COLLEGE POLICIES**

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](mailto:disabilityservices@bartonccc.edu).

**IV. COURSE AS VIEWED IN THE TOTAL CURRICULUM**

This course introduces the student to the basic concepts of Leader duties in a staff position. The purpose of the course is to develop values, attributes, critical thinking skills and actions that are essential to quality leader positions. When these same values, attributes, skills and actions are tested, reinforced and strengthened by follow-on operational assignments, Leaders attain and sustain competency in their profession.

**V. ASSESSMENT OF STUDENT LEARNING**

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:

1. Apply risk management process to a staff-related task.
2. Define risk management and its basic principles for implementation.
3. Explain the five-step risk management process.
4. Explain the responsibilities and considerations necessary to effectively integrate and assess risk management within the organization.
5. Develop the small-group process.
6. Conduct student interviews and introductions.
7. Develop group expectations and goals.
8. Conduct a Briefing.
9. Identify the types of briefings.
10. Identify the four steps in the preparation of a briefing.
11. Describe the format and content of briefings.
12. Apply the decision making process.
13. Identify the roles of the Division Head and Senior Leaders.
14. Implement the steps of the decision making process.
15. Implement the decision making process in a time-constrained environment.
16. Prepare hazardous conditions orders.
17. Recognize the administrative rules for developing orders.
18. Develop an operations order.
19. Prepare a warning order.
20. Prepare an annex to an operations order.
21. Prepare a fragmentary order.
22. Conduct hazardous conditions operations.
23. Create all of the necessary scenarios to conduct a simulation-supported hazardous conditions operation.
24. Prepare hazardous conditions map overlays.
25. Identify operational terms, acronyms, and abbreviations.
26. Depict symbols on a map overlay.
27. Construct a map overlay.
28. Define the mission and capabilities of hazardous conditions support organizations.
29. Define the mission and capabilities of hazardous conditions artillery support.
30. Define the mission and capabilities of hazardous conditions engineering support.
31. Define the mission and capabilities of hazardous conditions chemical support.
32. Define the mission and capabilities of hazardous conditions law enforcement support.
33. Define the mission and capabilities of hazardous conditions intelligence support.
34. Define the mission and capabilities of hazardous conditions of senior leadership, communications, and computer operations support.
35. Define the mission and capabilities of hazardous conditions air defense support.
36. Define the hazardous conditions computer control system.
37. Describe the hazardous conditions computer control system.
38. Describe the hazardous conditions support systems.
39. Describe the hazardous conditions Information Network.
40. Demonstrate how intelligence preparation in a hazardous condition supports the staff operations.
41. Describe the four steps of the intelligence preparation process.
42. Recognize how intelligence preparation supports the decision-making process.
43. Describe how intelligence preparation supports the collection management process.
44. Conduct Supply Operations.
45. Explain the organization and functions of a hazardous conditions support command.
46. Explain the distribution process for each class of supply operations.
47. Assist in transportation and hazardous conditions movement operations in a simulated hazardous conditions environment.
48. Identify the missions and responsibilities of a transportation organization operations.
49. Identify the aspects of transportation operations for a headquarters organization.
50. Assist in the planning of vehicle movement in hazardous conditions.
51. Assist in the planning of establishing, occupying, and departing an assembly area in a hazardous condition.
52. Assist in the planning of air transportation operations in a hazardous condition.
53. Implement a concept of operation to restore organizations to a desired level of effectiveness commensurate with operation requirements.
54. Define data collection and its major elements.
55. Explain the role of the division head and the responsibilities of the organization directing regeneration and the regenerated organization.
56. Explain the planning process, planning considerations, and the training required to conduct reconstitutions.
57. Explain the execution of Phase I and II assessments in the reconstitution process.
58. Reorganize the Executive doctrine for urban operations.
59. Identify the fundamentals and characteristics of urban operations.
60. Describe urban operations rules of engagement in a hazardous condition.
61. Describe urban offensive and defensive operations in a hazardous condition.
62. Advise the Division Head and leadership on the different types, techniques, and considerations of rehearsals.
63. Explain the different types of rehearsals.
64. Explain the techniques used to execute rehearsals.
65. Identify personnel responsibilities.
66. Explain the steps to scripting a rehearsal.
67. Maintain records and reports.
68. Determine how information management supports the division head’s critical information report.
69. Communicate records and reports preparations.
70. Advise the Division Head and leadership on information operations security and deception.
71. Explain operations security and information operations.
72. Explain deception.

**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**