**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

**SPRING 2010**

# **GENERAL COURSE INFORMATION**

Course Number: MLTR 1796

Course Title: Property Book Unit Supply Enhanced (PBUSE) for Managers and Leaders

Credit Hours: 1-4

Prerequisite: None

Division/Discipline: Military Programs

Variable Credit: 16 hours for 1 Credit; 60 hours for 4 Credits. The 16 hour variable rate accommodates a two day commander’s overview of forms, reports and procedures. The 60 hour variable credit covers the Property Book Office (PBO) duties and responsibilities.

Course Description: This course serves as an introduction to procedures used by Commanders, Staff Officers, Property Book Officers, and government agencies for maintenance and accounting for facilities, supplies and equipment through the use of the Property Book Unit Supply Enhanced – (PBUSE) Software. Students will be introduced to the functional area and system operations of both manual and an automated logistic System that enables the organization to account for resources, and property. Students will learn how the system provides managers with real time asset visibility and logistical data needed to ascertain spending trends and to account for property. Students will learn how to use the different functions of the system through lectures and practical exercises and cover the functions such as: Property Accountability, Property Functionality, Equipment Inventories, Budget and Supply Functionality, Logistical Planning and Telecommunication Capabilities.

# **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.

# **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 supply and logistics management. The course addresses the regulatory and technical requirements of such operations and procedures using existing military automated and non-automated management systems.

# **ASSESSMENT OF STUDENT LEARNING / COURSE OUTCOMES**

Barton Community College assesses student learning at several levels:  institutional, program, degree and classroom.  The goal of these assessment activities is to improve student learning.  As a student in this course, you will participate in various assessment activities.  Results of these activities will be used to improve the content and delivery of Barton’s instructional program.

## Course Outcomes:

1. Demonstrate an understanding of the maintenance of a Computer System.
2. Apply the principles needed to input information, produce reports and maintain supply management records.
3. Employ procedures to ensure property accountability.
4. Demonstrate an understanding of Logistics Planning.
5. Apply the procedures to back-up the system files.

# **COURSE COMPETENCIES**

1. Demonstrate an understanding of the maintenance of a computer system.
2. Identify the PBUSE concept and architecture.
3. Maintain database on supply operations and equipment.
4. Operate PBUSE through system initialization procedures.
5. Define the preferred operating method.
6. Apply the principles needed to input information, produce reports and maintain supply management records.
7. Assign user roles.
8. Maintain budget accounts.
9. Manage budget transactions.
10. Produce budget reports.
11. Manage alert messages.
12. Maintain parameter tables.
13. Produce new Department of Defense Activity Address Code (DODAAC) Functions.
14. Develop and maintain the PBUSE catalog.
15. Produce new authorizations.
16. Maintain asset adjustments.
17. Manage serial, registration, and lot numbers.
18. Employ procedures to ensure property accountability.
19. Print Primary Hand Receipts (PHR).
20. Maintain component updates.
21. Manage Sub-Hand Receipt (SHR) holders.
22. Identify and manage the operational and basic load lists.
23. Manage component data.
24. Process a request for issue.
25. Produce copies of the activity register.
26. Create the asset visibility report.
27. Manage the Army Material Status System (AMSS).
28. Print reports used to manage material items.
29. Maintain asset description updates.
30. Process catalog Items.
31. Produce administrative adjustment report.
32. Demonstrate an understanding of Logistics Planning.
33. Develop scenario phases.
34. Produce a Class I, III, and V planning table.
35. Print the Class I, III and V tables.
36. Manage ammunition documents.
37. Develop fuel consumption tables
38. Apply the procedures to back-up the system files.
39. Process the Interfacing actions with other logistics systems.
40. Define PBUSE levels of security.
41. Conduct standalone replication.
42. Perform standalone activities.
43. Identify help desk procedures.

# **INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS**

# **TEXTBOOKS AND OTHER REQUIRED MATERIALS**

# **REFERENCES**

# **METHODS OF INSTRUCTION AND EVALUATION**

1. **ATTENDANCE REQUIREMENTS**

# **COURSE OUTLINE**