# BARTON COMMUNITY COLLEGE

**COURSE SYLLABUS**

## GENERAL COURSE INFORMATION

Course Number: MLTR 1815

Course Title: Digital Training Management System (DTMS)

Credit Hours: 3 Credit Hours

Prerequisites: None

Division and Discipline: Military Programs

Course Description: This course is designed to enable Department of Defense personnel and other interested parties to acquire the skills needed to prepare training plans, coordinate training, resource training events, evaluate and assess training and produce applicable training reports.

1. **INSTRUCTOR INFORMATION**

### 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](mailto:disabilityservices@bartonccc.edu).

1. **COURSE AS VIEWED IN TOTAL CURRICULUM**

This course is a single/specific career technical course designed for personal and/or professional development. This course provides structured learning experience designed to introduce and prepare students to understand the various requirements involved in maintaining effective training databases. The course addresses the regulatory and technical requirements of such operations and procedures using existing Department of Defense automated training systems.

1. **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. Identify capabilities of organizational fly-out

1. Analyze the organization tab

2. Analyze reports tab

3. Analyze soldier information tab

1. Explain the capabilities of the company landing page

1. Demonstrate how to update and view an individual training record

2. Produce a mandatory training document

3. Demonstrate how to schedule events

4. Demonstrate how to produce weapon qualification report.

5. Demonstrate how to find, review and update unit training plan (UTP) events

6. Demonstrate how to schedule an Army physical fitness test (APFT)

7. Demonstrate how to upload the APFT into the DTMS system

1. Prepare the unit mission essential task list
2. Identify missions essential task and compare them to operating procedures
3. Create the unit mission essential task list

D. Develop and produce appropriate training calendars

1. Identify equipment and facilities for training
2. Manage the long term training calendar
3. Prepare the short range training calendar
4. Generate the weekly training calendar
5. Evaluate unit collective tasks
6. Identify local collective tasks
7. Add individual tasks into training calendar
8. Add mandatory training into training calendar

E. Manage personnel database

1. Control soldier DTMS access
2. Input data on Individual Soldiers

F. Produce applicable training reports

1. Access training reports
2. Generate reports

G. Manage administrative functions

1. Add holidays
2. Access training references in DTMS
3. Schedule deployment tasks
4. Make a platoon and sub-section
5. **INSTRUCTOR’S EXPECTATION OF STUDENTS IN CLASS**

## TEXTBOOK AND OTHER REQUIRED MATERIALS

# REFERENCES

###### METHODS OF INSTRUCTION AND EVALUATION

###### ATTENDANCE REQUIREMENTS

# COURSE OUTLINE