# BARTON COMMUNITY COLLEGE

**COURSE SYLLABUS**

## GENERAL COURSE INFORMATION

Course Number: MLTR 1815

Course Title: Digital Training Management System

Credit Hours: 2 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.

### 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, which 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, which is detrimental to the college’s educational endeavors as outlined in the college catalog.

Academic dishonesty on any academic endeavor at Barton Community College will not be tolerated.

Anyone seeking an accommodation under provisions of the Americans with Disabilities Act should notify the instructor and the Barton Community College Coordinator of Instructional services.

For specific College policies and notices concerning: Non-discrimination, Civil Rights Act of 1964, Family Educational Rights and Privacy Act (FERPA), Sexual Harassment, Academic Clemency Policy and Academic Suspension, visit the BCC Ft. Riley website at http:fr.barton.cc.ks.us/.

Student Grievance Procedure: Barton Community College policy is to secure, at the lowest possible level, equitable solutions to problems during the conduct of our academic and vocational programs. Student concerns that cannot be resolved with the course instructor should be directed to the Military Training Coordinator Barton Community College (1-785-239-9769) or Associate Dean, Military Training & Environmental Technology (1-785-238-8550).

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

This course is a 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/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 guide Barton, as a learning college, in finding ways to improve student learning.

Through its intellectual content and hands-on process, the course provides emerging leaders the opportunity to explore the concept of automating portions of an effective training management program.

Course Outcomes

1. Prepare the Unit Mission Essential Task List
2. Conduct proper planning of Training Guidance
3. Produce appropriate Training Calendars
4. Identify Training Tasks
5. Manage Personnel Database
6. Produce applicable Training Reports
7. Manage Administrative Functions

## COURSE COMPETENCIES

1. Prepare the Unit Mission Essential Task List
2. Define missions essential to operating procedures
3. Create the Unit Mission Essential Task List
4. Identify Collective Tasks
5. Analyze Combined Arms Training Strategies
6. Conduct proper planning of Training Guidance
7. Analyze Commander’s Training Guidance
8. Prepare Quarterly Training Guidance
9. Generate a Unit Quarterly Training Brief
10. Evaluate Unit Specific Combined Arms Training Strategies
11. Produce appropriate Training Calendars
12. Identify equipment and facilities for training
13. Manage the Long Range Training Calendar
14. Prepare the Short range Training calendar
15. Generate the Weekly Training calendar
16. Identify Training Tasks
17. Evaluate Unit Collective Tasks
18. Define Local Collective Tasks
19. Prepare and incorporate Individual Tasks into Training
20. Identify Mandatory Training
21. Manage Personnel Database
22. Control Soldier Records
23. Input data on Individual Soldiers
24. Evaluate Personnel Assignments
25. Produce applicable Training Reports
26. Manage various catalogs
27. Generate Catalog Reports
28. Manage Administrative Functions
29. Manage Holidays
30. Control Training References
31. Evaluate Deployment Tasks
32. Define Platoon and Section Structure
33. **INSTRUCTOR’S EXPECTATION OF STUDENTS IN CLASS**

## TEXTBOOK AND OTHER REQUIRED MATERIALS

# REFERENCES

###### METHODS OF INSTRUCTION AND EVALUATION

###### ATTENDANCE REQUIREMENTS

# COURSE OUTLINE