**BARTON COMMUNITY COLLEGE**
**COURSE SYLLABUS**


I.      **GENERAL COURSE INFORMATION**

        Course Number:      MLTR 1796
        Course Title:       Property Book Manager
        Credit Hours:       3
        Prerequisite:       None
        Division/Discipline:   Military Programs
        Course Description:    This course provides Property Managers with an overview of the
procedures used by organizations to control and account for facilities, supplies and
equipment by using database application software.  Theory and application of both manual
and automated tasks are presented through the use of lecture and practical exercises. Property
Book Manager areas of major emphasis include procedures used that enable an organization
to account for resources and provide managers with logistical data needed to ascertain
spending trends and to account for Property Functionality, Equipment Inventories, Supply
Functionality.

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 on available on the College webpage.)

        Any student seeking an accommodation under provisions of the Americans with
        Disabilities Act (ADA) is to notify Student Support Services via email
        at disabilityservices@bartonccc.edu .


IV.     **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 operations and procedures using existing military automated and non-automated management systems.

## 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:

A. Demonstrate an understanding of the maintenance of a computer system.
1. Identify the system application software concept and architecture.
2. Operate system application software through system initialization procedures.
3. Employ procedures to maintain database on supply operations and management.
4. Identify help desk procedures.

B. Apply the principles needed to input information, produce reports and maintain supply management records.
1. Analyze and manage the organizational logistics structure.
2. Generate communications messages using the system application software.
3. Identify and produce new authorizations for supplies and equipment.
4. Develop and maintain the supply database materials catalog.
5. Create and manage storage locations for property.
6. Create and manage authorizations for supplies and equipment.
7. Create and manage asset adjustments for supplies and equipment.
8. Create and manage serial number, registration and lot numbers for equipment.
9. Create and manage turn-ins for supplies and equipment.
10. Identify and manage the inventory of supplies and equipment.
11. Generate reports used for supply management transactions.

C. Employ procedures to ensure property accountability.
1. Demonstrate how to manage primary hand receipt data.
2. Demonstrate how to manage component updates.
3. Examine sub-hand receipt holder data.
4. Identify and manage the asset and basic load lists.
5. Demonstrate how to manage component data.
6. Demonstrate how to process a request, receipt for issue of supplies and equipment.
7. Create reports used to analyze Material Items.

D. Demonstrate an understanding of logistics planning.
1. Demonstrate how to process a lateral transfer of equipment.
2. Demonstrate how to process an administrative adjustment.
3. Demonstrate how to process an asset adjustment.
4. Demonstrate how to process changes to the property book identification code.
5. Demonstrate how to process a serial number, registration number, system number and lot number updates.
6. Demonstrate how to process turn-ins.
7. Demonstrate how to process a financial liability investigation of property loss, statement of charges and cash collection voucher.
8. Generate transaction documents.

## 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