BARTON COMMUNITY COLLEGE
COURSE SYLLABUS

I. GENERAL COURSE INFORMATION

Course Number: MLTR 1795
Course Title: Unit Supply Operator
Credit Hours: 3
Prerequisite: None
Division/Discipline: Military Programs
Course Description: This course provides Unit Supply Clerk with an overview of the procedures used by organizations to control and account for supplies and equipment by using database application software. Theory and application of both manual and automated tasks are presented with lecture and practical exercises. Unit Supply 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 Accountability, Equipment Inventories, and 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 equipment.

B. Apply the principles needed to input information, produce reports and maintain supply management records.
   1. Analyze and manage the organizational logistics structure.
   2. Develop and maintain the supply database materials catalog.
   3. Generate reports used for supply management transactions.

C. Employ procedures to ensure property management.
   1. Demonstrate how to manage primary hand receipt data.
   2. Demonstrate how to manage sub-hand receipt data.
   3. Demonstrate how to manage component hand receipt data.
   4. Demonstrate how to manage supplies to storage bin locations.
   5. Explain how to process a request, receipt, issue of supplies and equipment.
   6. Explain how to process a request to turn in supplies and equipment.
   7. Identify and manage the inventory of supplies and equipment.
   8. Generate reports used to analyze material items.

D. Demonstrate an understanding of logistics planning.
   1. Explain how to process a customer request.
   2. Explain how to process a dedicated customer request.
   3. Explain how to manage all transactions using material requirements planning process.
   4. 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