SYLLABUS IS IN ACCORDANCE WITH THE STATE PLAN FOR KANSAS COMMUNITY COLLEGES COURSE GUIDE (PAGE 44)

I.   GENERAL COURSE INFORMATION

Course Number:	BSTC 1783
Course Title:	Process Management
Credit Hours:	3 Credit Hours
Division and Discipline:	Technical Education and Business and Social Science Division
	Business Technologies Quality Improvement

Course Description: The course will help individuals to apply the concepts and principles of process management in a service and manufacturing organization. These principles include implementing and managing company-wide quality practices, including standardization, measurement of processes, bench marking, continual process improvement, supplier quality, and employee involvement.

II.   CLASSROOM POLICY

Students and faculty of Barton County 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 endeavors at Barton County Community College will not be tolerated.

Anyone seeking an accommodation under provisions of the Americans with Disabilities Act should notify the instructor and the Troop School.

III.   COURSE AS VIEW IN TOTAL CURRICULUM

This course is a structured learning experience designed to build upon the personal experience of students and their relationship in their sponsoring business or industry. Students will become better versed in their own occupational field,

studying specific occupational tools and equipment. At the same time, students will become more aware of a large and varied occupational base and diverse tools and equipment in the area.

IV. OBJECTIVE

Through its intellectual content and hands-on process, the course provides emerging and existing leaders the opportunity to explore the concept of Process Management.

V. COMPETENCIES

- Operate and maintain a computer system
- Maintain a database on shop operations and equipment.
- Input necessary information into the database system that pertain to the organization and shop operations.
- Load and maintain supply data information for requesting repair parts.
- Load and maintain the Master Maintenance Date File on the automated system.
- Input equipment into the system that needs to be tracked and managed.
- Input service information into the system on equipment.
- Maintain a database of personnel that use the organization's equipment.
- Be able to produce a repair part inventory sheet and input the necessary changes into the system.
- Be able to analysis the repair part stockage to see what is needed to be stock and what is not needed.
- Be able to produce a report that shows the availability of equipment in the organization.
- Be able to order the necessary repair parts to storage and for equipment.
- Be able to dispatch equipment to qualified operators.
- Be able to produce emergency dispatches.
- Input offline repair parts requested.
- Process repair parts transactions.
- Be able to input equipment status.
- Process equipment readiness.
- Be able to manage equipment changes and exchanges through the automated system.

VI. INSTRUCTOR EXPECTATION OF STUDENTS IN CLASS

Troop School is an on-duty college program requiring that military regulations be followed during class. All students follow the military rules while in class.

Classes must start on time and cannot dismiss early.

All active duty soldiers must come to class in uniform. This includes those on college option and those on terminal leave. Instructors are not allowed to let a soldier remain in the classroom who is out of uniform. PT attire is not considered a duty uniform.

VII. TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE

Unit Level Logistic System – Ground

VIII. REFERENCES

Unit Level Logistic System – Ground (06-04) Program of Instruction, Headquarters, Department of the Army, Washington, DC.

The Army Driver and Operator Standardization Program (Selection, Training, Testing and Licensing), AR 600-55, Headquarters, Department of the Army, Washington, DC, 31 December 1993.

Army Logistics Readiness and Sustainability, AR 700-138, Headquarters, Department of the Army, Washington, DC, 16 September 1997

Using Unit Supply System (Manual Procedures), DA PAM 710-2-1, Headquarters, Department of the Army, Washington, DC, 31 December 1997.

Inventory Management Supply Policy Below the Wholesale Level, AR 710-2, Headquarters, Department of the Army, Washington, DC, 31 October 1997.

The Army Maintenance Management System (TAMMS), DA PAM 738-750, Headquarters, Department of the Army, Washington, DC, 1 August 1994.

Consolidated Index of Army Publications and Blank Forms, DA PAM 25-30, Headquarters, Department of the Army, Washington, DC, Quarterly.

IX. METHODS OF INSTRUCTION AND EVALUATION

Each topic is introduced through selected readings from the above references. The course will stress instructional methods that provide experimental learning. These instructional methods will include techniques as brainstorming, debate, games, simulations, and practicum experiences. Class directed and free discussions, and short lectures will be used to complement the course content. The final grade will be based upon one exam.

Final   100%

Grading Scale: 90-100=A
                      80-89=B
                      < - 79=F

X.   ATTENDANCE REQUIREMENTS

Attendance is mandatory in Troop School classes. Because these classes are offered during duty hours, the instructor must record all times missed from class whether from absences, tardiness, or leaving class early for any reason. This policy also applies to any civilian enrolled in the classes. According to policy if students miss more than 25% of the course, he or she cannot receive a passing grade. Class drops must be coordinated through the appropriate military authorities. Instructors cannot drop students from course.

XI.   COURSE OUTLINE   (6 DAYS, * HOUR BLOCKS)

Day One   Administration
              Introduction
              Overview
              Equipment Familiarization
              System Security
              Unit Parameter Add/Update
              Supply Data Information Load/Update
              Master Maintenance Data File Load/Update
              Equipment Add and Subsystem Management

Day Two   Equipment Service Update
              Operator Records/Equipment Class Codes
              Equipment Repair Parts Inventory
              Equipment Repair Parts Daily Management
              Equipment Repair Parts Demand Analysis
              Equipment Availability

Day Three   Equipment Repair Parts Request
              Equipment Dispatch and Reportable Equipment
              Emergency Dispatch
              Equipment Repair Parts Inquiry
              Scheduled Services and Oil Changes
              Recording Manual Requests for Equipment Repair Parts

Day Four   Processing Equipment Repair Parts Transaction
              Receipt/Status Posting
              Maintenance Request
              Processing Equipment Readiness Transactions
              Submitting Oil Samples
              Component File Update

Day Five	Excess Management
	Manual Posting of Supply Status
	Equipment Data File Change and Controlled Exchange
	Admin Number Transfer Out/In and Equipment Delete Process
	Document Control Register Inquiry
	Equipment Fuel Usage
	Organizational System Information Transfer
Day Six	Review
	Final